

**HARROLD INDEPENDENT SCHOOL
DISTRICT**

2008-2009

**STUDENT
HANDBOOK**

**HARROLD, TEXAS
AUGUST 25, 2008**

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PREFACE

To Students and Parents:

Welcome to school year 2008–2009! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together will make this a wonderfully successful year for our students.

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

Section I—IMPORTANT INFORMATION FOR PARENTS—with information all parents will need about assisting their child and responding to school-related issues;

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

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

Each section has a Quick Reference component to serve as a guide for day-to-day questions that may arise.

There is an alphabetical index on page 63 which may be very helpful to find items.

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

Both students and parents must be familiar with the Harrold ISD *Student Code of Conduct*, which if a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found as a separate document sent home to parents and posted on the school’s website at <http://harroldisd.net> or available in the principal’s office.

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

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

After reading through the entire handbook with your child, keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher or the principal. Also, please complete and return the Parental Acknowledgment Form, Student Directory Information Form, Release of Information to Military Recruiters and Institutions of Higher Learning Forms, and Consent/Opt-Out Forms. [See **Obtaining Information and Protecting Student Rights** on page 16.]

Please note that references to alphabetical policy codes are included so that parents can refer to current board policy. A copy of the District's policy manual is available in the school superintendent's office or online at www.esc9.net/harroldisd/.

Harrold I.S.D. teachers, staff, administrators, and board members are committed to providing quality educational opportunities for all Harrold students. It is our sincere belief that each of our students can achieve success in school and in a changing world.

At Harrold, we believe...

- that each student can learn and succeed in school and life, given the proper time and encouragement, regardless of gender, ethnic or socioeconomic conditions.

- that student needs are different and that different student learning styles must be nurtured with a variety of teaching styles and learning environments.

- there should be reachable goals and expectations for all students with appropriate accountability in a compassionate, caring, and safe environment.

- each subject, course, and program is important for student success and real-world success. We believe there should be a variety of subjects, courses, and programs to meet the needs of all our students.

- that all parents should work in partnership with teachers and administrators toward the educational success of their children.

Because of our shared beliefs, we see...

- a school district where all students are happy, motivated, and seekers of knowledge. We see students demonstrating school and community pride characterized by positive attitudes and actions. We see students developing the ability to establish and achieve personal and educational goals for themselves.

- a school district where there is continuous support and assistance for all learners coupled with positive parent and community involvement. We see a positive learning environment that is clean, healthy, comfortable, safe, and managed through consistent discipline practices and expectations for success.

- a school district recognized across the county, region, and state for its academic excellence and educational accomplishments.

It is our mission therefore to...

- provide equal access to educational opportunities and quality learning experiences for all students regardless of their diverse educational needs and unique learning styles.

- assist and support students reaching their full potential by acquiring useful knowledge and information for becoming productive citizens in the real world.

- design a learning environment that fosters pride, enhances the opportunities for success, assists student self-esteem, and produces happy, motivated students.

- encourage parents, students, and the community to be full-time partners in the educational process.

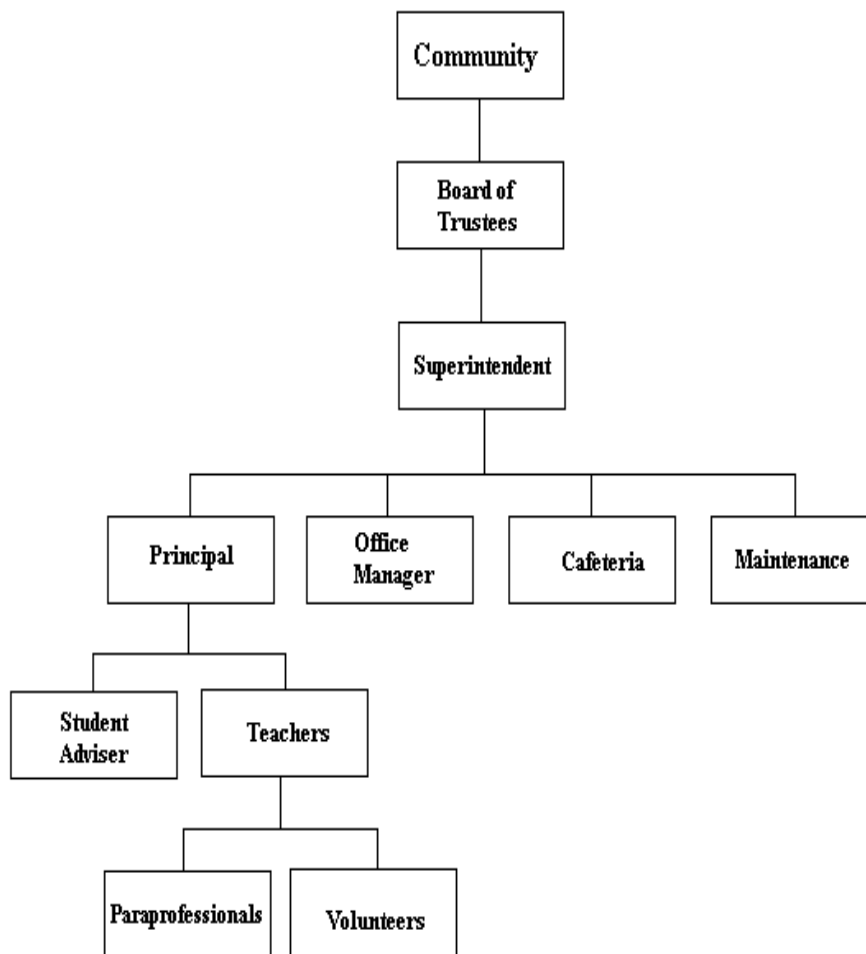
Texas Education Code, Section 4.001, Public Education Mission provides a framework for our educational efforts:

"The mission of the public education system of this state is to ensure that all Texas children have access to a quality education that enables them to achieve their potential and fully participate now and in the future in the social, economic, and educational opportunities of our state and nation.

The objectives of public education are:

- Objective 1: Parents will be full partners with educators in the education of their children.
- Objective 2: Students will be encouraged and challenged to meet their full educational potential.
- Objective 3: Through enhanced dropout prevention efforts, all students will remain in school until they obtain a high school diploma.
- Objective 4: A well-balanced and appropriate curriculum will be provided to all students.
- Objective 5: Qualified and highly effective personnel will be recruited, developed, and retained.
- Objective 6: The state's students will demonstrate exemplary performance in comparison to national and international standards.
- Objective 7: School campuses will maintain a safe and disciplined environment conducive to student learning.
- Objective 8: Educators will keep abreast of the development of creative and innovative techniques in instruction and administration using those techniques as appropriate to improve student learning.
- Objective 9: Technology will be implemented and used to increase the effectiveness of student learning, instructional management, staff development, and administration."

Harrold ISD Organizational Chart



"This organization chart represents the lines of authority and communication in the district. Any student or parent who has a complaint should first bring the matter to the appropriate teacher or staff member. If the outcome is not satisfactory, a conference with the principal can be requested. If that outcome is not satisfactory, a conference with the superintendent can be requested. If that outcome is not satisfactory, the student or parent may appear before the Board of Trustees, in accordance with Board policy."

Harrold School Song

So here's to H-H-S

So dear to all of us.

A place to let our hearts be gay.

Our colors so dear, will always revere,

And pledge loyalty throughout the school year.

So sing a peppy song, to cheer the way along.

It never pays to frown or sigh.

So smile away the tears and untangle the snares

As we sing of Harrold High !

Rah !! Rah !!

Rights and Responsibilities of Students

Students are responsible for conducting themselves properly, in a manner appropriate to their age and level of maturity.

Student responsibilities for achieving a positive learning environment at school or school-related activities include:

- Attending all classes each day and on time.
- Being prepared for each class with appropriate materials and assignments.
- Being appropriately dressed and groomed.
- Showing courtesy and respect toward others.
- Behaving in a responsible manner.
- Paying required fees and fines.
- Avoiding violations of the Code of Student Conduct.
- Obeying all school rules, including safety rules.
- Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels.
- Cooperating with District staff in investigation of disciplinary cases and volunteering known information relating to a serious offense.

The District has authority over a student during the regular school day and while going to and from school on District transportation. This jurisdiction includes any activity during the school day on school grounds, attendance at any school-related activity, regardless of time or location, and any school-related misconduct, regardless of time or location.

The Student Code of Conduct gives other information relating to the District's expectations regarding student behavior.

Rights and Responsibilities of Parents

"Parents" includes a parent, single parent, legal guardian, or person having legal control of the student.

Parents have the responsibility to:

- Encourage children to put a high priority on education and commit to making the most of each educational opportunity.
- Provide for the child's physical/ emotional needs.
- Ensure the child attends school regularly; promptly report any absence or tardy to the school.
- Assist the child in understanding and obeying rules.
- Encourage the child to develop good study habits.
- Monitor the child's progress and contact teachers.
- Discuss report cards and assignments with the child.
- Participate in school organizations/parent meetings
- Understand school policy and academic requirements.
- Cooperate with teachers, administrators, and staff.

Rights and Responsibilities of Teachers and Staff

Teachers and staff have the responsibility to:

- Use discipline management techniques within the district's discipline management plan and the Code of Student Conduct.
- Ensure effective instruction by being on time.
- Perform teaching duties with appropriate preparation, activities, and assignments.
- Comply with district and school policies, rules, regulations, and directives.
- Maintain an effective working relationship with parents, students, and staff.
- Establish an orderly classroom atmosphere which is conducive to learning.
- Encourage good work and study habits.
- Serve as an appropriate role model for students.

Rights and Responsibilities of Administrators

Administrators have the responsibility to:

- Respond to discipline referrals.
- Promote training and discipline of all students.
- Encourage parent communication and participation.
- Serve as an instructional leader.
- Serve as an appropriate role model for students.

SECTION I

IMPORTANT INFORMATION FOR PARENTS

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

QUICK REFERENCE:

Where to look when you need information about ...

- Parental involvement page 15
- Grading guidelines page 18
- Semester test exemptions page 19
- Report cards/progress reports and conferences page 19
- State-mandated assessment testing page 20
- Other standardized testing: College Requirements page 20
- Medicine at school page 20
- Steroids page 21
- Psychotropic drugs page 21
- Student records page 22
- Student or parent complaints and concerns page 23
- Release of students from school page 24
- Tardy/Late arrival to school or to classes page 24
- Withdrawing from school page 24
- Transfers page 25

PARENTAL INVOLVEMENT

Working Together

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the District.
- Discussing with the principal any questions you may have about the options and opportunities available to your child.

- Reviewing the requirements of the graduation programs with your child, if your child is entering ninth grade.
- Monitoring your child’s academic progress and contacting teachers as needed. [See **Academic Counseling** on page 28 and **Academic Programs** on page 26.]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher or principal, please call the school office at 940-886-2213 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page 19.]
- Becoming a school volunteer. For further information, see policy GKG and contact the principal at 940-886-2214.
- Participating in campus parent organizations. Parent organizations include the Harrold Booster Club serving K-12 (All school activities).
- Offering to serve as a parent representative on the District-level or campus-level planning committees assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact the superintendent at 940-886-2213.
- Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction. [See policies BDF, EHAA, FFA and **School Health Advisory Council** on page 45.]
- Attending Board meetings to learn more about District operations. [See policies BE and BED for more information.]

Obtaining Information and Protecting Student Rights

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

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

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

“Opting Out” of Surveys and Activities

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

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information collected from your child for the purpose of marketing or selling that information.
- Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. See policies EF and FFAA.
- Display of your child’s artwork, projects, and other special work products:
- As a parent, if you choose that your child’s artwork, special projects, photographs and the like not be displayed to the community on the District’s Web site, in printed material, by video, or any other method of communication, you must notify the principal in writing.

As a parent, you also have a right:

- To request information regarding the professional qualifications of your child’s teachers, including whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.
- To review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child.
- To inspect a survey created by a third party before the survey is administered or distributed to your child.
- To review your child’s student records when needed. These records include:
 - Attendance records,
 - Test scores,
 - Grades,
 - Disciplinary records,
 - Counseling records,
 - Psychological records,
 - Applications for admission,
 - Health and immunization information,

Other medical records,

Teacher and counselor evaluations,

Reports of behavioral patterns, and

State assessment instruments that have been administered to your child.

- To grant or deny any written request from the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:
 - When it is to be used for school safety;
 - When it relates to classroom instruction or a co-curricular or extracurricular activity; or
 - When it relates to media coverage of the school.
- To remove your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.
- To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See **Pledges of Allegiance and a Minute of Silence** on page 54 and policy EC.]
- To request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3-12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week (the week that includes September 17 [Constitution Day]) unless (1) you provide a written statement requesting that your child be excused, (2) the District determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK]
- To request in writing, if you are a non-custodial parent, that you be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. See policies FL(LEGAL) and (LOCAL), FO(LEGAL), and the Student Code of Conduct.

GRADING GUIDELINES

Grades for the Semester are 25% for each Six Weeks grade and 25% for the Semester Exam. Grades for the Six Weeks average are determined as follows: The Six Weeks Test will count no more than 25% of the grade. Homework and daily work will count at least 40%. Test performance will account for the balance of the grade.

Daily grades will be based on a minimum of 10 grades. Students should check with each teacher for that teacher's grading values for daily work, unit tests, and special outside assignments.

No student will receive a grade lower than a 50 on the report card so that it is possible for the student to bring up his/her average before the end of the semester. Semester grades are the only grades recorded on the students' transcript.

Semester Test Exemptions

The exemption policy includes all high school students only. The policy allows each student only the following absences and grades:

- 0 absences – Student must have an 80 average or above in the class.
- 1 absence – Student must have an 83 average or above in the class.
- 2 absences – Student must have an 86 average or above in the class.
- 3 absences – Student must have a 90 average or above in the class.
- 4 absences – No exemption for the exam for the class.

Junior and Senior Students must take semester tests of TAKS subjects not passed in prior year. Junior and Senior Students can be exempt from all tests. Freshman and Sophomore Students can be exempt from two tests, but must take one Math, Science, English Language Arts, and Social Studies test per year. Students must pay fines and turn in textbooks to be exempt from tests.

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

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

Report Cards will be issued on the fourth school day after the end of each Six Weeks. Parents should sign and return the Report Cards for students in K-6 grades.

At the end of the first three weeks of each grading period parents will be given a written unsatisfactory progress report if their child's performance in any course is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. [See **Working Together** on page 15 for how to schedule a conference.]

Teachers follow grading guidelines approved by the principal that have been designed to reflect each student's academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the District's grading policy. [See policy EIA(LOCAL).]

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG(LOCAL).

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject.

Report cards and unsatisfactory progress reports **must be signed by the parent and should be returned to the school within 2 days.**

Requesting Classroom Assignment for Multiple Birth Siblings

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

STATE-MANDATED ASSESSMENT TESTS

Students at certain grade levels will take state mandated tests (such as TAKS: the Texas Assessment of Knowledge and Skills) in the following subjects:

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

[See policy EKB(LEGAL).] The schedule for the TAKS tests and others is included in Appendix A.

OTHER STANDARDIZED TESTING: COLLEGE REQUIREMENTS

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

MEDICINE AT SCHOOL

A student who must take any prescription or nonprescription medicine during the school day must bring a written request from the parent and the medicine in its properly labeled container to the principal. The principal will either authorize a school employee to give the medicine at the proper time or give the student permission to take the medication as directed.

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

- Only authorized employees, in accordance with policy FFAC, may administer:

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

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

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

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

STEROIDS

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

Students participating in UIL athletic competition may be subject to random steroid testing.

PSYCHOTROPIC DRUGS

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

Teachers and other District employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they will not recommend the use of psychotropic drugs. A District employee who is a registered nurse, an advanced nurse practitioner, a

physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate.

[For further information, see policies at FFAC.]

STUDENT RECORDS

A student's school records are confidential and 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.

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

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

- The parents—whether married, separated, or divorced—unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as a student becomes 18 or is emancipated by a court, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes.
- District staff members who have what federal law defines as a “legitimate educational interest” in a student’s records. “Legitimate educational interest” in a student’s records includes working with the student; considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities; compiling statistical data; or investigating or evaluating programs. Such persons would include school officials (such as Board members, the Superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the District (such as a medical consultant).
- Various governmental agencies.
- Individuals granted access in response to a subpoena or court order.
- A school to which a student transfers or in which he or she subsequently enrolls.

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

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

Records may be inspected by a parent or eligible student during regular school hours. If circumstances effectively prevent inspection during these hours, the District will either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

The address of the principal's office is Principal, Harrold School, 18106 Stewart Street, Harrold, Tx 76364.

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. If the District refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process defined by policy FNG. [See **Report Cards/Progress Reports and Conferences** on page 19 and **Student or Parent Complaints and Concerns** on page 23 for an overview of the process.]

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

Directory Information

The law permits the district to designate certain personal information about students as "directory information". This "directory information" will be released to anyone who follows procedures for requesting it. However, release of a student's directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten days of the child's first day of this school year. [See Appendix I]

Directory Information for School-Sponsored Purposes

The district often requires the use of student information for the following school-sponsored purposes: [List found in **Appendix I-7**].

For these specific school-sponsored purposes, the district would like to use the student's directory information. This information will not be released to the public without the consent of the parent or eligible student.

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

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

The district is required by federal law to comply with a request by a military recruiter or an institution of higher education for students' names, addresses, and telephone listings, unless parents have advised the district not to release their child's information without prior written consent. A form has been attached for you to complete if you do not want to provide this information to military recruiters or institutions of higher education [See **Appendix I-6**].

Please note:

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

The parent's or eligible student's right of access to and copies of student records does not extend to all records. Materials that are not considered educational records—such as teachers' personal notes about a student that are shared only with a substitute teacher—do not have to be made available to the parents or student.

STUDENT OR PARENT COMPLAINTS AND CONCERNS

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy at FNG (LOCAL) in the District's policy manual. A copy of this policy may be obtained in the principal's or Superintendent's office or on the District's Web site at www.esc9.net/harroldisd/.

In general, the student or parent should submit a written complaint and request a conference with the principal. If the concern is not resolved, a request for a conference should be sent to the Superintendent. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees.

RELEASE OF STUDENTS FROM SCHOOL

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

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

Unless the principal or superintendent has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

The sign-out sheet will be placed in the office manager's office and all students must have permission in order to sign out. The student must check with a school employee in the office before signing out. Failure to follow this procedure will be considered a reason for disciplinary action.

A student who becomes ill during the school day should, with the teacher's permission, report to the office. The office will decide whether or not the student should be sent home and will notify the student's parent.

TARDY/LATE ARRIVAL TO SCHOOL OR TO CLASSES

A student who is tardy to class by more than 25 minutes will be considered absent. *Those that are tardy (unexcused) will be assigned to detention.* Repeated instances of tardiness will result in more severe disciplinary action. According to local policy, three unexcused tardies is equivalent to one absence. [See **Attendance for Credit** on page 42.]

WITHDRAWING FROM SCHOOL

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

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book clearance; to the librarian to ensure a clear library record; to the office

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

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

TRANSFERS

ADMISSION

A student or parent who wants to enroll in the District should contact the Principal or Superintendent at 886-2213. A student who lives outside the district will meet with the Attendance Committee and the Attendance Committee will consider conduct, grades, and attendance in the decision to grant a transfer. Transfer students must maintain certain performance standards.

REVOCATION OF TRANSFER

Reasons for removal from school and revocation of the transfer shall include but not be limited to the following:

1. The student is charged in any court with any felony or misdemeanor offense involving drugs or narcotics and a conviction results from such charges.
2. The student is indicted by a grand jury on a felony charge and found guilty.
3. The student is declared by the courts to be a juvenile delinquent because of a drug or narcotic charge or conviction.
4. The student possesses or uses any drug or narcotic considered to be dangerous, while on school premises at any time whether in the classroom, at an athletic event, or at any other event held on school premises or any school-sponsored function regardless of its location.
5. The student uses tobacco and/or alcoholic drinks on school premises or at any school-sponsored activity.
6. The student is unable or unwilling to conform to the school situation and his or her attitude and conduct are such that the student's presence in school is detrimental to the school program.
7. The student is a party to any interruption of school, disturbance of classes, or any disobedience.
8. The student fails to attend school regularly and/or is habitually truant.
9. The administration believes the continued attendance at school of the transfer student is sufficiently detrimental to other students and to the welfare of the total District.

SECTION II CURRICULUM-RELATED INFORMATION

This section of the handbook contains information on academics and school activities, which is of interest to students. Students should take time to review this information with their parents--especially if they are entering 9th grade or are a transfer student. The section includes information on graduation programs and requirements; options for earning course credit; extracurricular activities and other school-related organizations; and awards, honors, and scholarships.

QUICK REFERENCE:

Where to look when you need help with...

- Academic Records page 27
- Awards and honors page 27
- Class rank/top ten percent/highest-ranking student page 27
- State scholarships and grants page 28
- Class schedules page 28
- Computer resources page 28
- Correspondence courses page 29
- Counseling: academic page 29
- Counseling: personal page 29
- Credit by exam page 31
- Distance Learning page 31
- Dual credit courses/college courses page 31
- Career and technology programs page 31
- Extracurricular activities, clubs, and organizations page 33
- Grade classification page 35
- Promotion and retention page 35
- Graduation page 35
- Homework page 38
- Special programs page 38
- Summer school page 39
- Textbooks page 39

ACADEMIC PROGRAMS

The school provides students and their parents information regarding academic programs to prepare for higher education and career choices. [For more information, see policy EIF.]

AWARDS AND HONORS

Letter Awards

The district will provide major awards during their senior year for individuals who qualify. Certificates will be presented to literary/athletic participants in high school.

National Honor Society

The National Honor Society of Harrold High School is designed to encourage students to pursue excellence in scholarship, character, leadership, and service. It is open to Juniors and Seniors who maintain an 88 average or better while working above the Minimum High School transcript.

National Junior Honor Society

The National Junior Honor Society is designed to promote appropriate recognition for students at the Junior High School age who exhibit outstanding scholarship, character, leadership, citizenship and service. It is open to Eighth Grade students who maintain an 88 average or better

[See **Academic Counseling** on page 29.]

CLASS RANK / TOP TEN PERCENT / HIGHEST-RANKING STUDENT

High School

The Valedictorian/Top Ranking Student and Salutatorian/Second Ranking Student represents the highest scholastic averages of the graduating class over the past four years. To be eligible for these honors, the student must have a record of his four High School years on file in the office to be averaged at the end of school. This average will be compiled after the second week of the sixth six weeks reporting period. The Valedictorian must have a grade average of 88 or higher to qualify for this honor. The Salutatorian must have a grade average of 85 or higher to qualify. A student must attend Harrold High School at least 2 full years of the 4 high school years to be eligible.

Credits earned in summer school, correspondence courses, physical education, driver education, or student aide positions will not count in determining these awards. In calculating these awards, the semester grades in all academic subjects taken during the four years will be counted. The averages will be calculated to two decimal places. The approved Weighted Grade System will be implemented as identified in this handbook as Appendix E.

In cases of a tie in weighted grade averages among the top ranking students, the following methods shall be used to determine the students' ranking: 1) Computing the weighted grade average to a sufficient number of decimal places until the tie is broken, 2) However, if a tie remains, the numerical grades of all the courses taken in the two highest categories (70/30 and 60/40) on the weighted grade scale shall be averaged.

Junior High School

The Valedictorian/Top Ranking Student and Salutatorian/Second Ranking Student represent the highest scholastic average of the graduation class over the past three years of Junior High (grades 6-8). This average will be compiled after the third week of the sixth six week reporting period. The Valedictorian must have a grade average of 88 or higher. The Salutatorian must have a grade average of 85 or higher. The student must have been in attendance at least two full years at Harrold to be considered. Physical education will not count in calculation of this award.

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

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

Students and parents should contact the school for further information about how to apply and the deadline for application. [For further information, see policies at EIC.]

STATE SCHOLARSHIPS AND GRANTS

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

Students who have a financial need according to federal criteria and who complete the Recommended High School Program or Distinguished Achievement Program may be eligible under the T.E.X.A.S. Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. [For further information, see the principal and policy EJ.]

CLASS SCHEDULE

See Appendix D for the schedule of classes.

College Credit Courses

In addition to the programs offered by the district, students in grades 11-12 may earn college credit or dual-credit from Vernon College. Contact information: Harrold School principal at 940-886-2213, Ext. 202.

COMPUTER RESOURCES

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and their parents will be asked to sign a user agreement (Read Attachment F and Sign

and Return Student Agreement for Participation in Communications System in Attachment I-3) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action. **Students must have a current user agreement on file with the Harrold School.**

Students and their parents should be aware that electronic communications—e-mail—using District computers are not private and may be monitored by District staff. [For additional information, see policy CQ.]

CORRESPONDENCE COURSES

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

Credits may be earned through correspondence courses by mail or via the Internet only by prior permission of the high school principal.

[For further information, see policy EEJC.]

COUNSELING

Academic Counseling

Students and their parents are encouraged to talk with a teacher or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades 8 through 11 will be provided information on anticipated course offerings for the next year and other information that will help to make the most of academic and vocational opportunities.

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

Personal Counseling

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

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

[For more information, refer to policy FFE and FFG(EXHIBIT).]

CREDIT BY EXAM

A Credit by Examination (CBE) is a criterion-referenced test that evaluates mastery of the Texas Essential Knowledge and Skills for a particular subject or grade level. CBEs may be taken for two types of credit: placement credit (to receive credit for a subject in which you have had prior experience) and acceleration credit (to skip a subject or grade with no prior experience in the subject or grade level). Approved by the Texas Education Agency, CBE's are available for elementary grades K-5, middle school, and high school courses (with the exception of some local credit courses) listed in the schedule. Please contact the Harrold School for information about Kindergarten acceleration (before Kindergarten). Elementary CBEs for acceleration or placement are available for grades 1-5 in language arts, mathematics, social studies, and science. All elementary examinations test the appropriate TAKS. Middle school and high school Credit by Examinations are available for either placement or acceleration are offered for the middle school and high school courses with the exception of some local credit courses. You can enroll to take a Credit by Examination by getting a form from principal or the GT Coordinator at the Harrold School

If a Student Has Taken the Course

A student who has received prior instruction in a course or subject—but did not receive credit for it—may, in circumstances determined by the teacher and principal, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for the course or subject. To receive credit, a student must score at least 70 on the exam.

The attendance review committee may offer a student with excessive absences an opportunity to earn credit for a course by passing an exam. A student may not use this exam, however, to regain eligibility to participate in extracurricular activities. In all instances, the district will determine whether any opportunity for credit by exam will be offered. [For further information, see policy EEJA.]

CREDIT BY EXAM—

If a Student Has Not Taken the Course

A student will be permitted to take an exam to earn credit for an academic course for which the student has no prior instruction. The dates on which exams are scheduled during the 2008–2009 school year include:

<u>Date Scheduled</u>	<u>Application Deadline to Region IX</u>
October 18, 2008	September 5, 2008
February 28, 2009	January 16, 2009
June 6, 2009	April 17, 2009
June 13, 2009	April 24, 2009
July 10, 2009	May 29, 2009
July 11, 2009	May 29, 2009

The passing score required to earn credit on an exam is 90.

If a student plans to take an exam, the student (or parent) must register with the principal no later than 14 days prior to the scheduled application deadline to Region IX. The District will not honor a request by a parent to administer a test on a date other than the published dates. The parent will be responsible for paying for the test. [For further information, see EEJB.]

Distance Learning

Distance learning will not work for every student in a school system. Students should be screened to determine their ability to be successful. In addition, students should sign a document similar to the Student Contract found in Appendix A. For concurrent enrollment classes, students must meet the college/university requirements for enrolling in a course. Admission to the college/university is based on the student requirements per that post secondary institution. To be successful in this environment, it is recommended that the student possess certain traits and characteristics.

- The student should be willing to participate.
- The student should possess good study habits.
- The student should be capable of independent study.
- Email can be a valuable communication tool between the instructor and students, therefore access to a student email account is recommended.

Students With Special Needs

Host and remote sites will meet specifications decided upon by the ARD committee. The following areas must be met according to federal law:

- IEP Specifications
- Modifications of facilities for physically disabled students
- 504

Each site is responsible for facilitating all special education & 504 modifications, [Board Policy *EHBA (LEGAL)*]. The host school will ensure that instruction is to be delivered in multiple modalities.

Also see http://www.esc9.net/pages/uploaded_files/CBE%20procedures.pdf for other guidelines from Region IX and Net 9 system.

DUAL CREDIT COURSES / COLLEGE COURSES

Harrold ISD offers certain Dual Credit Courses that are offered by agreement with Vernon College via Distance Learning and the Internet. Please contact the Distance Learning Coordinator at the school for information and also see <http://www.vernoncollege.edu/dstlrn/>.

CAREER AND TECHNOLOGY PROGRAMS

Career/technical programs in Vocational Agriculture, Vocational Adjustment Class, and Computer Courses are offered. Admission to these courses is based on student desire and student need. The District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in any educational or career/technical program.

AGRICULTURAL SCIENCE AND TECHNOLOGY COHERENT SEQUENCE OF COURSES

Students attending courses in the Agricultural Science and Technology program of the Harrold Independent School District are encouraged to pursue a coherent sequence of courses relating to their career objective. The following are the current coherent sequences of courses offered through the Harrold I.S.D.

Agricultural Research Technician

Introduction to World Agricultural Science and Technology (INWOAGSC) ½ credit
Applied Agricultural Science and Technology (APAGSCTE) ½ credit
Introduction to Agricultural Mechanics (INAGMECH) ½ credit
Animal and Plant Production (AMPLPROD) ½ credit
Introduction to Horticultural Science (INHORTSC) ½ credit
Horticultural Plant Production (HORTPLPR) ½ credit
Agricultural Power Technology (AGPWTECH) ½ credit
Wildlife and Recreation Management (WIRECMGT) ½ credit

Renewable Natural Resource Manager

Introduction to World Agricultural Science and Technology (INWOAGSC) ½ credit
Applied Agricultural Science and Technology (APAGSCTE) ½ credit
Introduction to Agricultural Mechanics (INAGMECH) ½ credit
Animal and Plant Production (AMPLPROD) ½ credit
Personal Skill Development in Agriculture (PESKDEAG) ½ credit
Agricultural Structures Technology (AGSCTECH) ½ credit
Agricultural Power Technology (AGPWTECH) ½ credit
Wildlife and Recreation Management (WIRECMGT) ½ credit

Agricultural Mechanics, General Utility, and Diesel

Introduction to World Agricultural Science and Technology (INWOAGSC) ½ credit
Applied Agricultural Science and Technology (APAGSCTE) ½
Introduction to Agricultural Mechanics (INAGMECH) ½ credit
Animal and Plant Production (AMPLPROD) ½ credit
Home Maintenance and Improvement (HOMAIMPT) ½ credit
Agricultural Structures Technology (AGSCTECH) ½ credit
Agricultural Power Technology (AGPWTECH) ½ credit
Agricultural Metal Fabrication Technology (AGMFTECH) ½

Crop Production/Protection Specialist

Introduction to World Agricultural Science and Technology (INWOAGSC) ½ credit
Applied Agricultural Science and Technology (APAGSCTE) ½
Introduction to Agricultural Mechanics (INAGMECH) ½ credit
Animal and Plant Production (AMPLPROD) ½ credit
Introduction to Horticultural Science (INHORTSC) ½ credit
Horticultural Plant Production (HORTPLPR) ½ credit
Agricultural Power Technology (AGPWTECH) ½ credit

Wildlife and Recreation Management (WIRECMGT) ½ credit

Animal Science Technician

Introduction to World Agricultural Science and Technology (INWOAGSC) ½ credit

Applied Agricultural Science and Technology (APAGSCTE) ½

Introduction to Agricultural Mechanics (INAGMECH) ½ credit

Animal and Plant Production (AMPLPROD) ½ credit

Personal Skill Development in Agriculture (PESKDEAG) ½

Agricultural Structures Technology (AGSCTECH) ½ credit

Plant and Soil Science (SOILPLSC) ½ credit

Animal Science (ANIMALSC) ½ credit

Horticultural Related Careers

Introduction to World Agricultural Science and Technology (INWOAGSC) ½ credit

Applied Agricultural Science and Technology (APAGSCTE) ½

Introduction to Agricultural Mechanics (INAGMECH) ½ credit

Animal and Plant Production (AMPLPROD) ½ credit

Introduction to Horticultural Science (INHORTSC) ½ credit

Horticultural Plant Production (HORTPLPR) ½ credit

Personal Skill Development in Agriculture (PESKDEAG) ½

Agricultural Power Technology (AGPWTECH) ½ credit

Agricultural Literacy

Introduction to World Agricultural Science and Technology (INWOAGSC) ½ credit

Applied Agricultural Science and Technology (APAGSCTE) ½

Introduction to Agricultural Mechanics (INAGMECH) ½ credit

Animal and Plant Production (AMPLPROD) ½ credit

Introduction to Horticultural Science (INHORTSC) ½ credit

Horticultural Plant Production (HORTPLPR) ½ credit

Agricultural Power Technology (AGPWTECH) ½ credit

Wildlife and Recreation Management (WIRECMGT) ½ credit

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 build strong friendships with other students; participation, however, is a privilege, not a right.

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

- During the initial six weeks period of the school year, students shall have accumulated the required number of units toward graduation.
- A student who receives at the end of a grading period a grade below 70 in any academic class, other than a class identified as *an advanced placement or international baccalaureate class, or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or a foreign*

language, may not participate in extracurricular activities for at least three school weeks. The grades will be subsequently reviewed at the end of the three-week period. The suspension will be removed if the student's grade is equal to or greater than the equivalent of 70. Grades are determined by the principal and the student's teachers.

- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to **15** absences not related to post-district competition, a maximum of **five** absences for post-district competition prior to state, and a maximum of **two** absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the Board, are subject to these restrictions.
- A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.
- Students must be present at least 4 of 7 daily classes to participate in school-related activities that day, evening, or weekend. Any absence resulting from a student participating in an organization not on the Commissioner of Education's approved list shall be considered unexcused.
- Extracurricular absences will follow the absence make-up policy.

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

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

SPIRIT LEADER MEMBERSHIP AND ELIGIBILITY

- The term Cheerleader has been changed to Spirit Leader with purposes of promoting and maintaining school spirit, providing encouragement for fellow Hornets, developing character, leadership, and individual responsibility, encouraging and maintaining high moral standards, striving to build better relationships between schools, and promoting an attitude of excellence.
- Membership is open to any student who has been in attendance in the Harrold ISD for at least one full six weeks period.
- Any student meeting eligibility requirements will become a spirit squad member. If more than 6 students per squad are eligible, a rotation schedule will be created for games and pep rallies.
- The eligibility requirements include not having any ISS in either the fall or spring semesters of the school year.
- The student must have an 80 or higher overall grade point average for the fall semester and be eligible by UIL guidelines for the 5th six weeks period.
- The student will have no more than four non-medical or non-school related absences for each of the fall and spring semesters.
- The student must return a signed parental permission for by the designated deadline, or the student will not be allowed to participate.

- Spirit leaders are expected to conduct themselves properly at all times, since they are the official leaders and representatives of the school.
- Other rules for conduct will be included in the Harrold ISD Spirit Squad Constitution Weekly evaluations will be conducted according to the Constitution.

Offices and Elections

Nominations for School Elections Eligible Students

1. Mr. and Miss H.H.S.	Seniors only
2. Most Likely to Succeed	H.S. girl and boy
3. Most Beautiful/Handsome	H.S. girl and boy
4. Most School Spirited	H.S. girl and boy
5. Best Personality	H.S. girl and boy
6. Best Dressed	H.S. girl and boy
7. Homecoming Queen & Royalty	H.S. girl and boy
8. Class Favorites	each class
9. Class Officers	each class
10. Who's Who	selected by teachers

GRADE CLASSIFICATION

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

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

PROMOTION AND RETENTION

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards. In certain grades, promotion is based on EIE(LOCAL).

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

- In order to be promoted to grade 4, students must have performed satisfactorily on the Reading section of the grade 3 assessment in English or Spanish.
- In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the Mathematics and Reading sections of the grade 5 assessment in English or Spanish.

- Beginning with the 2007–2008 school year, in order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the Mathematics and Reading sections of the grade 8 assessment in English.

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

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

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

GRADUATION

Requirements for a Diploma

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

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

Graduation Programs

The District offers the graduation programs listed below. All students entering grade 9 are required to enroll in the Recommended High School Program or Distinguished Achievement Program. Permission to enroll in the Minimum Graduation Program will be granted if an agreement is reached among the student, the student’s parent or person standing in parental relation, and principal. [See policy EIF]. Students who entered the ninth grade during the 2004-2005, 2005-2006, and 2006-2007 school years must meet the following credit requirements:

Number of Credits

- | | |
|-------------------------------------|----|
| ▪ Minimum Graduation Plan | 22 |
| ▪ Recommended High School Program | 24 |
| ▪ Distinguished Achievement Program | 24 |

Beginning with the 2007-2008 school year, a student entering the ninth grade will be affected by the new state graduation requirements for the Recommended and Distinguished Achievement (Advanced) Program. To graduate under either of these programs, an incoming ninth grade student will have to earn an additional credit in math and an additional credit in science. The credit requirements for the various programs for students entering the ninth grade during the 2007-2008 school year are provided below:

Number of Credits

- | | |
|-------------------------------------|----|
| ▪ Minimum Graduation Plan | 22 |
| ▪ Recommended High School Program | 26 |
| ▪ Distinguished Achievement Program | 26 |

Graduation Requirements for the three programs are listed in **Appendix C**.

Please be aware that not all courses are offered every year in the District. A student who wants to take a course not offered at the school during a semester should contact the principal about other alternatives. If the parents of at least 22 students request a course in the required curriculum other than fine arts or career and technology, the district will offer the course for the following year either locally or by teleconference.

Failure to Pass All Exit Level TAKS Tests

As of August 2007 a certificate of coursework completion will **no longer** be issued to a senior student who successfully completes state and local credit requirements for graduation, but do not satisfactorily pass the exit-level TAKS tests.

- Student will not participate in graduation activities
- Student will not participate in Senior Trip

Students with Disabilities

Upon the recommendation of the admission, review, and dismissal committee, a student with disabilities may be permitted to graduate under the provisions of his or her individualized education program (IEP).

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

Graduation Activities

Graduation activities will include:

- Baccalaureate on Sunday before graduation
- Graduation scheduled on calendar

Senior Trip

- All expenses of the trip will be borne by the Senior Class (i.e. transportation, substitute pay for sponsors, meals, lodging, etc.).
- Should a senior choose not to go on the senior trip, all class money will remain with the class.
- No spouse of any married student will be allowed to go on the senior trip.
- The senior class will furnish expenses for sponsors.
- Sponsors will be school personnel and spouses.
- Should any student refuse to follow the instructions of a sponsor, the parents of the student will be called to come and get the student immediately. The sponsor will be relieved of all responsibility for that student.
- The Superintendent and Board of Trustees must give final approval to the proposed trip and sponsors. Change to the trip will be taken at the Board of Trustees' discretion.

Graduation Expenses

Because students and parents will incur expenses in order to participate in the traditions of graduation, such as the purchase of invitations, senior ring, cap and gown, and senior picture, both student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year. [See **Student Fees** on page 53.] *All fees must be paid and textbooks turned in before students can graduate.*

HOMEWORK

Homework is recognized at Harrold as an important part of the learning process. Teaching staff will use homework in the teaching and learning process. Students should complete all homework assignments in a timely and accurate manner.

SPECIAL PROGRAMS

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

DYSLEXIA

In accordance with Texas House Bill 157, Harrold ISD provides a program that identifies and provides specialized instruction to students with dyslexia. This program has the following components:

- identify students with characteristics of dyslexia;
- make available early intervention, appropriate intervention, and support for students with dyslexia and related disorders;
- provide access to appropriate instructional services at each level;
- offer training for teachers in screening and instruction.

GIFTED AND TALENTED PROGRAM

Gifted and talented students are those children and youth with outstanding talent who perform or show the potential for performing at remarkably high levels of accomplishment when compared with others of their age, experience, or environment. These children and youth exhibit high performance capability in intellectual, creative, and/or artistic areas, possess an unusual leadership capacity, or excel in specific academic fields. They require services or activities not ordinarily provided by the schools. Outstanding talents are present in children and youth from all cultural groups, across all economic strata, and in all areas of human endeavor.

The Harrold School believes students identified as Gifted and Talented (GT) face challenges in special and unique ways. To meet these special needs, HISD believes it is the job of public education to help GT students acquire the skills necessary to meet and exceed these challenges. The HISD gifted and talented program is designed to address students in any of the four core subject areas (language arts, math, science, and social studies). Refinement and development of the GT program will be on-going in order to maintain effectiveness. HISD is committed to providing an appropriate program for all identified students.

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

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

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

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Carla Clayton at 940-886-2213.

SUMMER SCHOOL

Summer School will be offered only when state funding is available. Summer school is available in other neighboring districts.

TEXTBOOKS

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

SECTION III

GENERAL INFORMATION AND REQUIREMENTS

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

QUICK REFERENCE:

Where to look when you need information about...

- Attendance page 41
- College Visitation page 41
- Driver license attendance verification page 43
- Make up work page 43
- Communicable diseases/conditions page 44
- Health-related matters page 45
- Freedom from Discrimination page 46
- Conduct page 48
- Disruptions page 48
- Law enforcement agencies page 49
- Distribution of published materials or documents page 50
- Dress and grooming page 51
- Student fees page 53
- Fund-raising page 53
- Immunization page 53
- Pledges of allegiance and a minute of silence page 54
- Prayer page 54
- Safety page 54
- Emergency school-closings information page 56
- School facilities page 56
- Searches page 58
- Student Vehicles page 59
- Transportation page 59
- Visitors to the school page 60

ATTENDANCE

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

Excused Absences and Extenuating Circumstances

- Board-approved extracurricular activity or public performance, subject to established limitations
- Required screening, diagnosis, and treatment for Medicaid-eligible students
- Documented health care appointment, if the student begins classes or returns to school on the same day as the appointment
- Juvenile court proceeding documented
- Absence required by state or local welfare authority
- Temporary absence resulting from any cause acceptable to the Principal including personal illness, illness or death in the immediate family.

School Hours

The school day begins at 7:35 am with tutoring as needed and ends at 3:12 pm. Due to our breakfast program, we need 100% participation.

College Visitation

Seniors may use up to two school days to visit colleges, universities, or vocational schools. Seniors must present a written note from the parent requesting a college visit and receive prior approval from the Principal. Upon return to school, the senior must present written documentation of that college visit to the Principal.

Compulsory Attendance

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

If kindergarten, first grade, or second grade students are assigned to an accelerated reading program under state law, compulsory attendance applies to attendance in the reading program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of the reading diagnosis test.

School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission; from any class; from required special

programs, such as additional special instruction (termed “accelerated instruction”) assigned by the grade placement committee and basic skills for ninth graders; or from required tutorials will be considered in violation of the state compulsory attendance law and subject to disciplinary action.

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

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

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

Attendance for Credit

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. *A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the principal, that allows the student to fulfill the instructional requirements for the class. If a student involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class. If a student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit. . The principal in his/her plan or the Attendance Committee may assign Saturday School, Summer School, or other conditions to make up days missed in compliance with Board policy (See policies at FEC(LOCAL)).*

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

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and health-care appointments will be considered days of attendance for this purpose. [See policy FEB.]
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the District. For a student transferring into the District after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a decision about a student’s absences, the committee will attempt to ensure that its decision is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student’s absences.
- The committee will consider whether the absences were for reasons over which the student or the student’s parent could exercise any control.

- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

The student or parent may appeal the committee's decision to the District's Board of Trustees by filing a written request with the Superintendent in accordance with policy FNG.

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

When a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent, that describes the reason for the absence. The student will then be given an Admission Slip to take to each teacher during the day. Any note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older. Upon return to school, a student absent more than three consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. [See FEC(LOCAL).] ***If a student misses more than three days of physical education, he/she must have a doctor's note if student cannot participate in physical education activities.***

Driver License Attendance Verification

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

MAKEUP WORK

Routine and In-Depth Makeup Work Assignments

It is the student's responsibility to obtain assignments missed during the absence. Work assigned before the absence is due on the day the student returns to class. Work assigned during the absence will have the number of days absent plus one day to make up all work, unless extenuating circumstances exist which will be determined by the teacher and the principal.

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

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

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

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

DAEP or In-School Suspension Makeup Work

A student removed to a disciplinary alternative education program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year,

coursework needed to fulfill the student's high school graduation requirements. The District may provide the opportunity to complete the coursework through an alternative method, including a correspondence course, distance learning, or summer school. The District will not charge the student for any method of completion provided by the District. [See policy FOCA.]

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

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

COMMUNICABLE DISEASES / CONDITIONS

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a communicable or contagious disease, the parent should contact the school principal so that other students who might have been exposed to the disease can be alerted.

Students with a contagious disease may not return until released by a Doctor.

The principal's office can provide information from the Texas Department of Health regarding these diseases.

Head Lice

If for any reason it is suspected that a child had head lice, the child will be sent home and will not be allowed to return to school until the hair has been treated and the hair is nit-free. If nits are found after the child has been treated the child will be sent home until all nits have been removed from the hair.

Bacterial Meningitis

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

- What is meningitis?

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

- What are the symptoms?

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

Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and

drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

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

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

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

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

- How can bacterial meningitis be prevented?

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

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

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

You should seek prompt medical attention.

- Where can you get more information?

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

HEALTH-RELATED MATTERS

Physical Activity for Students in Elementary Grades

In accordance with EHAB, EHAC, and FFA, the district will ensure that students in *kindergarten through grade 5 in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week*. The district offers a full period of physical education to students in middle or junior high school to meet district physical education requirements of these grades. For additional information on the District's requirements and programs regarding elementary, middle, and junior high student physical activity requirements, please see the principal.

Physical Fitness Assessment

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

School Health Advisory Council

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

Vending Machines

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

Other Health Related Matters

Tobacco Prohibited

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

Asbestos Management Plan

The District's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the superintendent's office. If you have any questions, please contact the school at 940-886-2213.

Pest Management Plan

The District applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application may contact the principal at 940-886-2213.

INJURIES

Student safety on campus or at school-related events is a high priority. The school can address only part of the challenge; the essential remaining part is the cooperation of students, including:

- avoiding conduct likely to put anyone at risk
- following all school rules
- reporting any safety hazard or injury
- knowing emergency routes and procedures

Freedom From Discrimination (Harassment)

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

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

Examples of prohibited discrimination may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property. Examples of prohibited sexual harassment may include touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

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

Reporting Procedures

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

Investigation of Reported Harassment

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

In the event alleged harassment involves another student, the district will notify the parents of the student alleged to have experienced the prohibited harassment when the allegations, if proven, would constitute “sexual harassment” or “other prohibited harassment” as defined by policy.

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

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

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

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

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Superintendent, Telephone Number is 940-886-2213.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Principal, Telephone Number is 940-886-2213.

Services for the Homeless

Other designated staff you may need to contact include:

- Liaison for Homeless Children and Youths, who coordinates services for homeless students: Lynn Dhane, Telephone Number is 940-886-2213.
- Parent Involvement Coordinator: Carla Clayton, Telephone Number is 940-886-2213.

Services for Students with Disabilities

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, see page 39 or contact Carla Clayton at 940-886-2213.

CONDUCT

Applicability of School Rules

As required by law, the board has 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. The District has disciplinary authority over a student in accordance with the *Student Code of Conduct*. Students and parents need to be

familiar with the standards set out in the *Student Code of Conduct*, as well as campus and classroom rules.

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

Corporal Punishment

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

Disruptions

As identified by law, disruptions include the following:

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

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

Students are not permitted to possess such items as cell phones, pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, electronic devices or games, or telecommunications devices with text messaging at school, unless prior permission has been obtained from the principal.

Without such permission, teachers will collect the items and turn them in to the principal’s office. For safety purposes, the district permits students to possess cell phones; however, cell phones must remain turned off during the instructional day, including during testing. Any disciplinary action will be in accordance with the *Student Code of Conduct* and may include confiscation of the device. The school may charge for the release of certain telecommunication devices. [See policy FNCE.].

The policy for returning the cell phones will be the following: 1st Time – Warning, 2nd Time – a \$15 fine, 3rd Time - \$25 fine, and the 4th Time – the principal will keep until the end of the semester.

Social Events

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

LAW ENFORCEMENT AGENCIES

Questioning of Students

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

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

Students Taken Into Custody

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

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

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

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

Notification of Law Violations

The District is 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, received deferred prosecution, received deferred adjudication, or was adjudicated of delinquent conduct for any felony offense or certain misdemeanors. [For further information, see policy GRA.]

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

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

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

[See **Directory Information for School-Sponsored Purposes** on page I-1]

Non-school Materials ... from students

Students must obtain prior approval from the principal before posting, circulating, or distributing written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made in two school days.

The principal has designated the bulletin board by the school gym as the location for approved non-school materials to be placed for voluntary viewing by students. See FNAA.

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

Non-school Materials ... from others

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

Prior review will not be required for:

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

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

DRESS AND GROOMING

The District's dress code is established to teach grooming and hygiene, prevent disruption, minimize safety hazards, and teach respect. Students have a responsibility to come to school neatly groomed and modestly dressed. School officials have the right and responsibility to counsel with students and parents for corrective action if the attire is offensive or immodest. Although the administration will make the final decision as to appropriate student dress/grooming, the following is a non-inclusive guide which will help the student in maintaining the high standards of Harrold I.S.D. Students will **not** wear to school or school activities:

- Fishnet shirts.
- Tank tops or shirt with sleeve removed, unless it is made that way.
- Mid-riff shirts or blouses.
- Bicycle style shorts or pants.
- Backless dresses.
- Clothing or tattoos with obscene or offensive slogans, sayings, signs, symbols, gestures, dual meanings, that would warrant belief that a disruption of the educational process would be caused.
- Clothing or tattoos which endorse alcohol or tobacco products.
- Offensive tattoos that are visible must be covered at school and at school-sponsored activities.

- Caps, Hats, Beanies, or Toboggans in the building unless approved for special events (such as Playday, etc.). None of these are allowed on campus during school hours.
 - Army fatigues, long overcoats, or anything else considered to be gang-style by the administration.
 - Hairstyles which are excessively dramatic.
 - Boys may wear one stud type earring (No other visible body piercing will be allowed).
 - No Tongue rings.
 - Boys no facial hair.
 - Walking shorts and shorts may be worn by boys or girls (jams, wind shorts, short shorts, ripped, or torn shorts, shorts with ragged edges are not allowed).
 - Shorts must be at most **4** inches above the knee or no shorter than the fingertips with arms extended. First offense will result in a warning and a call to your parents. Second offense will result in a phone call to your parents to pick you up at school as soon as possible. Third offense will remove your privilege to wear shorts.
 - Both boys' and girls' pants must be worn at the natural waist line with a belt!
 - Both boys' and girls' shirts and blouses must be tucked in or hang below the waist.
 - No pajamas, house shoes, or blankets may be worn.
 - Excessive Chains will not be allowed around the neck or hanging from a wallet.
 - No flip-flops or shower shoes (shoe must be thick enough not to feel or see a tack from the bottom and must have a back strap).
 - No writing allowed on back side of shorts or pants
- If it is questionable ... Don't wear it.
- Should a teacher find a student's dress to be in question, they will be taken to the principal's office by the teacher. The Principal will then decide if the dress is inappropriate or not. The teacher is responsible for writing the discipline slip. The principal will make the final determination as to the suitability of each students' manner of dress and will determine the punishment if needed.

STUDENT FEES

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel. All K-4 students need tennis shoes or sneakers for PE and recess for safety reasons.

- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost, damaged, or overdue library books. Overdue book fine is 10 cents per school day. Lost book fine is replacement cost of the book.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on District premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A 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

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

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services, Immunization Branch, can be honored by the District. The immunizations required are: diphtheria, rubeola (measles), rubella, mumps, tetanus, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Department of State Health Services.. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

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

Services Web site: <http://dshs.state.tx.us/immunize/school/default.shtm>.] See Appendix J for Immunizations. Students without all immunizations current **may not attend school**.

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

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

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

PRAYER

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

SAFETY

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

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook and the *Student Code of Conduct*, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report to a teacher or the principal any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

Accident Insurance

When school opens, parents will have the opportunity to purchase low-cost accident insurance that would help in meeting medical expenses, in the event of injury to their child. The school is not responsible for costs of treating student injuries and cannot assume liability for any other costs associated with an injury or loss/damage to property. The district does make available this optional, low-cost student accident insurance program to assist parents. Contact the principal about this insurance if you need more information at 940-886-2213.

Drills: Fire, Tornado, and Other Emergencies

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. Fire drills and storm drills are held regularly during the year. Each teacher should insure that students understand procedures. The signal will be given by ringing of the bells. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Signals:

- 3 Bells---FIRE---Clear the Building
- 2 Bells---Return to Class
- 1 Bell---Halt
- Continuous Bell---STORM DRILL---report to assigned areas.

Rules:

1. No talking.
2. Exit and stay in line and walk in an orderly fashion.
3. No books or materials.
4. Return quietly.

Elementary Building

Room	Exit	Safety Zone
1-2-3	Shop Door	Across Stewart Street
4-5-6-7-8	Front Door	Across Stewart Street
9	Breezeway	Across Stewart Street
Cafeteria	Breezeway	Across Stewart Street
Office	Front Door	Across Stewart Street
Voc. Ag Shop	Shop Door	Across Stewart Street

High School Building

10-11-12	Front Door	Across Stewart Street
13-14	Bus Barn Door	Across Stewart Street
15-16-Library	Breezeway Door	Across Stewart Street
Gym	Bus Barn Door	Across Stewart Street
Gym	Breezeway	Across Stewart Street
Field House	Breezeway	Across Stewart Street

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school would need to have written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc.

Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

Emergency School-Closing Information

In bad weather every effort will be made to have school, but the safety of the students is the top priority. Listen to:

KLUR	Wichita Falls Radio	1-940-691-2311
KDFX	Channel 3 Television	1-940-692-4530
KAUZ	Channel 6 Television	1-940-322-1146
KVWC	Vernon Radio	1-940-552-6221

Please do not call the school to ask if it will be open. This ties up the telephone lines and hinders emergency procedures.

SCHOOL FACILITIES

Use By Students Before and After School

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

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

- Halls
- Breezeway

Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus (*this includes the locker rooms and gym*).

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

Conduct Before and After School

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

Use of Hallways During Class Time

Loitering or standing in the halls during class is not permitted.

Copier Usage By Students

No student will be allowed to use copiers unless they are student aides and then only during the period in which they work. Other students must get staff to make copies for them.

Cafeteria Services

The District participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. See school office to apply.

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

Only a maximum of five charges will be permitted. Parents and staff will be mailed a bill at the end of each month of money owed to the cafeteria. Bills should be paid within 10 days unless arrangement is made with administration. Harrold ISD has a closed campus lunch. Only students who live within walking distance from school AND bring a written permission note from a parent to the office may go home for lunch. No vehicles can leave campus during the lunch period.

Cafeteria Rules

1. Please enter the cafeteria quietly.
2. Wait your turn in line; no cutting in line or saving places in line.
3. Leave tables neat and items in place.
4. Place all paper products, silverware and plates in proper containers.
5. No food or drink may be taken from the cafeteria.
6. No snack foods or cokes may be bought or consumed before or during lunch time.

Library

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for student use *with teacher or staff supervision*.

FACILITY USE

The use of school facilities must be approved by the school principal in accordance with board policy.

Meetings of Non-curriculum-Related Groups

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

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

Vandalism

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

SEARCHES

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

Students' Desks and Lockers

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

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

Lockers are assigned to each student in grades 7-12. Students are expected to keep their lockers neat and clean. Do not share your locker. Lockers may be decorated as long as they are in good taste. Do not place stickers on lockers.

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

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

Vehicles on Campus

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

STUDENT VEHICLES

Bringing a vehicle to school is a privilege, not a right. This privilege can be revoked for habitual or flagrant abuse of laws, policies, courtesy, or common sense. Rules to follow include, but are not limited to:

- Student drivers must be licensed and insured. A copy of the student's driver's license and insurance card must be on file at the school. Any unlicensed driver on school property will be reported to a law enforcement authority.
- No excessive noise from engines, exhausts, horns, radios, stereos, etc.

- No excessive acceleration at school or within 500 feet of school property.
- No offensive slogans, innuendos, dual meanings within plain sight on vehicles.
- Upon arriving at school, students are to immediately park their vehicle in the **back** of the high school. No students are permitted in vehicles during the day without permission from the principal.
- Any other policy needed for the safety, comfort, and well-being of the student body, employees, and visitors.

TRANSPORTATION

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent. Non-school personnel will not be allowed to ride on school buses unless they are serving as a sponsor, bookkeeper, or some form of helper, due to liability laws.

Buses and Other School Vehicles

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

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location of his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate drop-off or pickup location, you may contact the principal at 940-886-2213.

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

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

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

During field trips students represent our school. The same standards for student behavior apply on all field trips and is in accordance with the *Student Code of Conduct*. A grade for academic participation will be given on each field trip.

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

If a student violates the rules of conduct on school transportation, a conference with the principal may be required. The principal may suspend the student's bus riding privileges. In the case of serious misconduct that endangers the safety of other passengers or the driver, the driver has the authority to put the student off the bus or call for law enforcement assistance. The principal and parents will be notified as soon as possible. The student will not ride the bus until a conference is held.

VIDEO CAMERAS

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

The principal will review the video recordings routinely and document student misconduct. Discipline will be in accordance with the *Student Code of Conduct*. See Appendix J for Surveillance Cameras.

VISITORS TO THE SCHOOL

General Visitors

Parents and others are welcome to visit Harrold School. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office *and must comply with all applicable district policies and procedures*. A visitor pass must be obtained from the principal's office before a visit is made.

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

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

Visitors Participating in Special Programs for Students

The District invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students from time to time.

GLOSSARY

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

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

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

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

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

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

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

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

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

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

Personal Graduation Plan (PGP) is a new state requirement for any student in middle school or higher who fails a section on a state-mandated assessment test or is determined by the District as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

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

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

State mandated tests are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion and the grade 11 exit-level test is a condition of graduation. Students have multiple opportunities to take the tests if necessary for promotion or graduation..

Student Code of Conduct, adopted by the Board, identifies the circumstances, consistent with law, when a student may be removed from the classroom or campus. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a disciplinary alternative education program. It outlines conditions for out-of-school suspension and for expulsion, and states whether self-defense is a consideration in suspension, DAEP placement, or expulsion. The *Student Code of Conduct* also addresses notice to the parent regarding a student's violation of one of its provisions.

TAKS is short for the Texas Assessment of Knowledge and Skills the state's current standardized achievement test given to students in certain grade levels and subjects in grades 3–11.

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

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APPENDIX A TAKS TESTING

In accordance with policies of the State Board of Education, students will be participating in the Texas Assessment of Knowledge and Skills tests. The schedule for 2008-2009 TAKS testing is at the following link:

http://www.tea.state.tx.us/student.assessment/admin/calendar/2008_2009_calendar.pdf

APPENDIX B

STUDENT CODE OF CONDUCT

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. The school will foster a climate of mutual respect for the rights of others. Students are expected to respect the rights and privileges of all students, teachers, and staff members. The District's Code of Student Conduct applies to all school-sponsored and school-related activities, on and off campus, as well as any retaliation against a school employee anytime, anywhere. Students who violate these rules will be subject to disciplinary action and, when appropriate, will be referred to legal authorities for criminal prosecution for violations of law. Disciplinary actions are designed to correct the misconduct and to promote adherence by all students to their responsibilities as citizens in the school community. Disciplinary actions include, but are not limited to, counseling, detention, corporal punishment, work duty, in school suspension, alternative education program, suspension off-campus, and expulsion. Threats of violence to teachers and/or students will be considered serious offenses and will be dealt with in a serious manner.

The Student Code of Conduct will be distributed to students and parents under separate cover than the Student Handbook and will be available from the school principal and online at the school's website at the following link:

[Student Code of Conduct 2008 - 2009](#)

APPENDIX C

Chapter 74. Curriculum Requirements

Subchapter E. Graduation Requirements, Beginning with School Year 2004-2005

[Chapter 74 Graduation Requirements for 2004-2005 until Freshmen 2007-2008](#)

[Chapter 74 Graduation Requirements for Freshmen Beginning in 2007-2008](#)

APPENDIX D

[Class Schedule for 1st Semester 2008-2009](#)

APPENDIX E WEIGHTED GRADES

STD GRADE	80/20 GRADE	70/30 GRADE	60/40 GRADE
99	99	99	99
98	98	99	99
97	98	98	98
96	97	97	98
95	96	97	97
94	95	96	96
93	94	95	96
92	94	94	95
91	93	94	95
90	92	93	94
89	91	92	93
88	90	92	93
87	90	91	92
86	89	90	92
85	88	90	91
84	87	89	90
83	86	88	90
82	86	87	89
81	85	87	89
80	84	86	88
79	83	85	87
78	82	85	87
77	82	84	86
76	81	83	86
75	80	83	85
74	79	82	84
73	78	81	84
72	78	80	83
71	77	80	83
70	76	79	82
69	75	78	81
68	74	78	81
67	74	77	80
66	73	76	80
65	72	76	79
64	71	75	78
63	70	74	78
62	70	73	77
61	69	73	77
60	68	72	76
59	67	71	75
58	66	71	75
57	66	70	74
56	65	69	74
55	64	69	73
54	63	68	72
53	62	67	72
52	62	66	71
51	61	66	71
50	60	65	70

1ST COLUMN - STANDARD CLASSES

All classes not listed under columns 2, 3, or 4

2ND COLUMN - 80/20 CLASSES

Foreign Language I
 Geometry
 Computer Science I
 Math Models w/Apps
 Web Mastering
 Desktop Publishing
 Digital Animation/Graphics
 Video Technology
 Multimedia

3RD COLUMN - 70/30 CLASSES

Foreign Language II
 Algebra II
 Pre-Calculus
 Physics
 Chemistry
 Computer Science II

4TH COLUMN - 60/40 CLASSES

AP Biology
 Foreign Language III
 Concurrent College Classes

APPENDIX F
CIPA POLICY – SEE LOCAL POLICY CQ

ELECTRONIC COMMUNICATION AND DATA MANAGEMENT
INTERNET ACCEPTABLE USE REGULATIONS

The Superintendent or designee will oversee the Harrold ISD electronic communications system.

The Harrold ISD system will be used only for administrative and educational purposes consistent with the Harrold ISD mission and goals. Commercial use of the Harrold ISD system is strictly prohibited.

The district will provide training to employees in proper use of the system and will provide all users with copies of acceptable use guidelines. All training in the use of the Harrold ISD system will emphasize the ethical use of this resource.

Copyrighted software or data may not be placed on any system connected to the Harrold ISD system without permission from the holder of the copyright. Only the owner(s) or individuals the owner specifically authorized may upload copyrighted material to the system.

**SYSTEM
ACCESS**

Access to the Harrold ISD electronic communications system will be governed as follows:

1. With the approval of the Superintendent, District employees will be granted access to the Harrold ISD system.
2. The District will require that all passwords be changed periodically at the direction of the District Systems Administrator.
3. Employees with access to the system will be required to maintain password confidentiality by not sharing the password with students or others.
4. Students completing required course work on the system will have first priority for use of District equipment after school hours with teacher supervision.
5. Any system user identified as a security risk or having violated District computer use guidelines may be denied access to the Harrold ISD system.
6. If a student loses computer system privileges, the student will still be provided access to a computer with word processor to complete required assignments.

DISTRICT SYSTEMS ADMINISTRATOR

The District Systems Administrator will :

1. Be responsible for disseminating and enforcing applicable District policies and acceptable use guidelines for the Harrold ISD system.
2. Ensure that all users of the Harrold ISD system complete and sign an agreement to abide by District policies and administrative regulations requiring such use. All such agreements will be maintained on file by the District Systems Administrator.
3. Ensure that employees supervising students who use the Harrold ISD system provide training emphasizing appropriate use of this resource.
4. Be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure proper use of the system.
5. Be authorized to establish a retention schedule for messages on any electronic bulletin board and to remove messages posted locally that are deemed to be inappropriate.
6. Set limits for disk utilization on the system, as needed.

RESPONSIBILITIES OF SYSTEM USERS

1. The individual in whose name a system account is issued will be responsible at all times for its proper use.
2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy.
3. System users may not use another persons system account without written permission from the District Systems Administrator.
4. System users must purge electronic mail in accordance with established retention guidelines not to exceed 30 days nor more than ten messages.
5. System users may not redistribute copyrighted software.
6. System users may upload public domain programs to the system of with written permission from the District Systems Administrator. System users may download public domain programs for their own use but may not redistribute a public domain program. System users are responsible for determining whether a program is in the public domain. Challenges will be settled by the District Systems Administrator.

VANDALISM PROHIBITED

Any malicious attempt to harm or destroy District equipment or materials, or data from any source, is prohibited. Deliberate attempts to degrade or disrupt system performance will be viewed as violations of District policy and administrative regulations and, possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, hardware, and/or software costs.

FORGERY PROHIBITED

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited. Failure to comply will result in cancellation of system use privileges.

INFORMATION CONTENT/THIRD PARTY INFORMATION

System users and parents of students with access to the Harrold ISD system should be aware that use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material.

A student knowingly bringing prohibited materials into the schools electronic environment will be subject to revocation of privileges on the Harrold ISD system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

An employee knowingly bringing prohibited materials into the school s electronic environment will be subject to revocation of privileges and to disciplinary action in accordance with District policies.

NETWORK ETIQUETTE

System users are expected to observe the following network etiquette:

1. Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
2. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, or any other inflammatory language are prohibited.
3. Pretending to be someone else when sending/receiving messages is considered inappropriate.
4. Transmitting obscene messages or pictures is prohibited.
5. Revealing personal addresses, phone numbers, or any other information about or of the user or others is prohibited.
6. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

7. Violation of any of the above may result in cancellation of system use privileges.

LOSS OF ACCESS

The District may suspend or revoke a system users access to the Harrold ISD system upon violation of District policy or administrative regulations regarding acceptable use. Termination of an employee s account or of a students access will be effective on the date the District Systems Administrator receives notice of employee status change, student withdrawal, or notice of revocation of system privileges.

DISCLAIMER

The Harrold ISD system is provided on an as is, as available basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on, the system will meet the system users requirements, or that the system will be uninterrupted or error-free or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the users or providers and not the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the Harrold ISD electronic communications system.

APPENDIX G

The Harrold School Calendar is found at the link below:

[Calendar for 2008 - 2009 Approved](#)

APPENDIX H

CONFIDENTIALITY OF SPECIAL EDUCATIONS RECORDS

HARROLD INDEPENDENT SCHOOL DISTRICT
WILBARGER SHARED SERVICE ARRANGEMENT
1713 WILBARGER STREET
VERNON, TEXAS 76384
PHONE (940) 553-1900
ANNUAL NOTIFICATION
CONFIDENTIALITY OF RECORDS

TO: PARENTS AND ADULT STUDENTS WITH A DISABILITY

Each campus within the Harrold Independent School District maintains attendance, academic, and health records on all students currently enrolled in the school. Special education records on all students enrolled in special education and on all students referred for consideration of special education are kept in Vernon, Texas, at the Wilbarger Shared Service Arrangement's office and are kept under lock. In addition, the special education teachers keep in their classrooms, copies of the individual education plans (IEP) and academic evaluation reports for their assigned students.

There is posted on the file cabinet names of those persons who have a legitimate educational interest and therefore, are entitled to access of the records without consent of the parent or adult student with a disability. Persons with legitimate educational interests are those persons who are assigned responsibility for a portion of the student's educational experience, or who have a need to inspect the records for audit purposes. These individuals include designated teachers and support personnel within the district and Wilbarger Shared Service Arrangement as well as, personnel for the Region IX Education Service Center, Regional School for the Deaf, and Texas Education Agency. Personnel within the public school system whose names are not posted will sign the record of access form on the eligibility folder, stating the date, his/her name, title, agency, and the reason for access to the student's eligibility folder. All other persons must present written consent before access will be permitted, and they must also sign the record of access form.

The Wilbarger Shared Service Arrangement recognizes the rights of parents, adult students with a disability, and/or their designee as outlined under the Family Educational Rights and Privacy Act. The policy regarding these rights and administrative procedures are included in Confidentiality of Records, CFR 300.500-300.576. Copies of these policies and administrative procedures are located in the principal's office of your campus and in the office of the director of special education. The filing of complaints of alleged failures of the School District or Shared Service Arrangement to comply with these policies and administrative procedures will follow complaint procedures as established in the policies.

Requests to inspect and review the special education records will be directed to the Director of the Wilbarger Shared Service Arrangement and an appointment with the appropriate school personnel will be scheduled without unnecessary delay and before any meeting regarding an individual educational plan or hearing. In no case will the appointment be scheduled more than 30 days after the request. Any information in the records will be interpreted by appropriate personnel upon request.

If the parent or adult student with a disability requests the deletion or change of any portion of the records, this request will be considered, unless that portion is necessary to document eligibility for services. The request should be made in writing. If the request is denied, the parent or adult student with a disability has the right to write a dissent or addition to be included in the records, and/or appeal the decision by following the complaint procedures as established in the Explanation of Procedural Safeguards.

Copies of their student records will be supplied to the parent or adult student with a disability at their request as expeditiously as possible with a fee of \$.10 per page required.

Students eligibility folders will be maintained within the Shared Service Arrangement office at least seven years after the cessation of services to students with a disability. After that time, in the event it is planned to destroy these records, parents or adult students will be informed before the records are scheduled to be destroyed. Written requests not to destroy the special education records from parents or adult students with a disability will be honored.

LETTERS TO RETURN TO SCHOOL

I-1. ACKNOWLEDGMENT FORM

I-2. CONSENT/OPT-OUT FORM

**I-3. STUDENT AGREEMENT FOR PARTICIPATION IN COMMUNICATIONS
SYSTEM (ACCEPTABLE USE AGREEMENT)**

I-4. STUDENT CONTRACT FOR DISTANCE LEARNING

I-5. STUDENT DIRECTORY INFORMATION

**I-6. RELEASE OF INFORMATION TO MILITARY RECRUITERS AND
INSTITUTIONS OF HIGHER LEARNING**

APPENDIX I-1. ACKNOWLEDGMENT FORM

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

Regarding student records, I understand that the federal Family Educational Rights and Privacy Act (FERPA) and state law require that “directory information” on my child be released by the District to anyone who requests it unless I object in writing to the release of any or all of this information. I also understand that to be in compliance with the No Child Left Behind Act of 2001, the District will release to military recruiters and institutions of higher education, upon request, the name, address, and telephone listing of my child, unless I direct the District not to release this information without prior written consent, as indicated below. This objection must be filed with the principal within ten school days of my child’s first day of instruction for this school year.

Directory information includes my child’s:

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

Please update changes in address and other information as changes may occur.

In exercising my right to limit release of this information, I have marked through the items of directory information listed that I direct the District not to release without my prior written consent.

Print name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

Please sign and date these pages, remove them from the handbook and return to the Harrold School.

APPENDIX I - 2 CONSENT/OPT-OUT FORM

To the Parents of _____:

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

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

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

Please note that this notice and authority to consent transfer from parent to student when the student reaches 18 or is an emancipated minor under state law.

Individual letters will be sent as needed to parents before any of these types of activities are scheduled in order that you may Consent/Opt-Out of these activities.

I understand that the student's parent must Consent or Opt-Out of certain activities as letters are sent during the school year.

Parent Signature

Date

APPENDIX I – 3

Harrold I.S.D. Parent Letter For Electronic Communications System Users

Dear Harrold Parent,

Your child now has access to the Harrold ISD electronic communications system and needs your permission to do so. Your child will be able to communicate with other schools, colleges, organizations, and individuals around the world through the Internet and other electronic information systems.

The Internet is a network of computer networks. Through the Harrold ISD electronic communication system, your child will have access to hundreds of databases, libraries, and computer services all over the world.

With this educational opportunity also comes responsibility. It is important that you and your child read the enclosed Harrold ISD policy and agreement form and discuss these requirements together. Inappropriate system use will result in the loss of the privilege to use this educational tool.

Please realize that the Internet is an association of diverse communication and information networks. Most of the information is extremely relevant and appropriate for enhancing and enriching classroom lessons and research projects. However, the Internet also contains some information sites which are inappropriate for school use. Through filtering software, supervision, and training, the district will strive to prevent student access to inappropriate information.

Please sign and return the attached agreement form indicating your permission or denial of permission for your child to participate in the Harrold ISD electronic communication system.

Sincerely,

A handwritten signature in black ink, appearing to read "Craig Templeton". The signature is fluid and cursive, with a large initial "C" and a stylized "T".

Craig Templeton, Principal
Harrold School

APPENDIX I – 3

Harrold I.S.D.
Student Agreement for Participation in the
Harrold ISD Communication System

The student agreement form must be renewed each academic year.

Name _____ Grade _____

I have read the Harrold ISD electronic communications system policy and agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of system access.

Student signature _____ Date _____

For the student's parent or guardian:

I have read the Harrold ISD electronic communications system policy. In consideration for the privilege of using the Harrold ISD electronic communications system, and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system, including, without limitation, the type of damage identified in the Harrold ISD policy.

_____ I give permission for my child to participate in the Harrold ISD electronic communications system and certify that the information contained on this form is correct.

_____ I do not give permission for my child to participate in the Harrold ISD electronic communications system.

Signature of parent or guardian _____

Date _____

Appendix I-4
Student Contract for Distance Learning
Harrold High School

A Distance Learning network with two-way interactive audio/video teaching is a means for districts to provide low-incidence courses that normally would not be offered to students because of low enrollment or lack of qualified personnel. Because of the uniqueness of this type of delivery, certain standards are expected of students enrolling in these courses. This contract is intended to make both the students and the parents aware of the standards expected of students enrolling in such courses.

As a student taking a Distance Learning Course, I agree to the following:

1. I will be on time to the class and I will remain in the classroom until the class period is completed.
2. I will have materials prepared as requested by the instructor.
3. I will work cooperatively with the instructor and with other students as requested by the instructor.
4. I will remain on task during the instructional period.
5. I will sit within the camera view at all times.
6. I will follow the local district code of conduct.
7. If this is a college course, I will be responsible for any college fees incurred.
8. If I am taking a college course and I am suspended, placed in an alternative program, or expelled, I MAY lose college credit.
9. I must attend classes based on the providing school's schedule and makeup work/tests when absent.
10. If I am taking a college course, I will obtain information about the institution's academic calendar and adhere to the institution's policies and procedures.
11. My voice, physical presence, and participation in activities will be transmitted to distance learning sites and may be taped for future use in an educational setting. I hereby agree that transmission and taping of my voice, presence, and participation in these events will not be a violation of my personal rights and hereby release any claims for use of such.
12. Viewing of classes that are videotaped is for instructional purposes only and tapes may or may not be available.

I have read and understood the policy above, and I agree to abide by this document.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Teacher Signature _____ Date _____

APPENDIX I-5. NOTICES REGARDING DIRECTORY INFORMATION AND PARENT'S RESPONSE REGARDING RELEASE OF STUDENT INFORMATION

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

This means that the district must give certain personal information (called "directory information") about your child to any person who requests it, unless you have told the District in writing not to do so. In addition, you have the right to tell the district that it may, or may not, use certain personal information about your child for specific school-sponsored purposes. The district is providing you this form so you can communicate your wishes about these issues.

For the following school-sponsored purposes: Harrold ISD has designated the following information as directory information:

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

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

Parent: Please circle one of the choices below:

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

Parent signature _____ Date _____

For all other purposes, The Harrold ISD has designated the following information as directory information:

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

Parent: Please circle one of the choices below:

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

Parent signature _____ Date _____

APPENDIX I-6.
PARENT'S RESPONSE REGARDING RELEASE OF
INFORMATION TO MILITARY RECRUITERS AND INSTITUTIONS
OF HIGHER EDUCATION

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

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

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

Parent Signature _____ Date _____

Appendix J

Surveillance Cameras

The Harrold ISD has a great concern for the safety of students, staff and general public on school property. To better provide a safe and healthful environment, surveillance cameras and recording devices will be used in all hallways, entries, gym, and Ag shop, and these areas will be continuously monitored. Areas such as bathrooms and locker rooms where people assume they are in an area of privacy will not have cameras.

The District shall notify its students, staff and general public that video surveillance will occur on school property. This information will be incorporated into student and staff handbooks.

The use of video surveillance equipment on school grounds shall be supervised by the Superintendent and Principal. Only individuals authorized by the Superintendent, Principal, or designees of the Superintendent may view the surveillance recordings.

In the event of a problem, the administration will carefully view all tapes and make their judgment and may consult law enforcement as needed.

The use of recordings from surveillance equipment shall be subject to other district policies concerning confidentiality of student and personnel records.

Recordings are stored in a secure place and saved for no less than 30 school days.

Appendix K

Handbook Notification Student Success Initiative

The Student Success Initiative was created by the Texas Legislature to ensure that all students receive the instruction and support they need to be successful in reading and mathematics.

Under the Student Success Initiative grade advancement requirements, students are required to meet the passing standard on the Grade 3 Texas Assessment of Knowledge and Skills (TAKS) reading test to be promoted to fourth grade, and to meet the passing standard on the Grade 5 TAKS reading and mathematics tests to be promoted to sixth grade. The requirements also apply to students served by special education who take SDAA II.

Beginning in 2007–2008, the grade advancement requirements will apply to students who take the Grade 8 reading and mathematics TAKS and TAKS-I tests.

Students have three opportunities to meet the passing standard on each of the tests and will receive additional instruction after each testing opportunity on which they do not meet the standard. A grade placement committee, consisting of the principal, teacher, and parent or guardian, meets when a student has not met the passing standard after two testing opportunities and decides the most effective way to support a student's academic success. A student who does not meet the passing standard after three testing opportunities is automatically retained; however, if the parents appeal the retention, the grade placement committee may choose to promote the student if all members agree that the student is likely to perform on grade level with additional instruction.