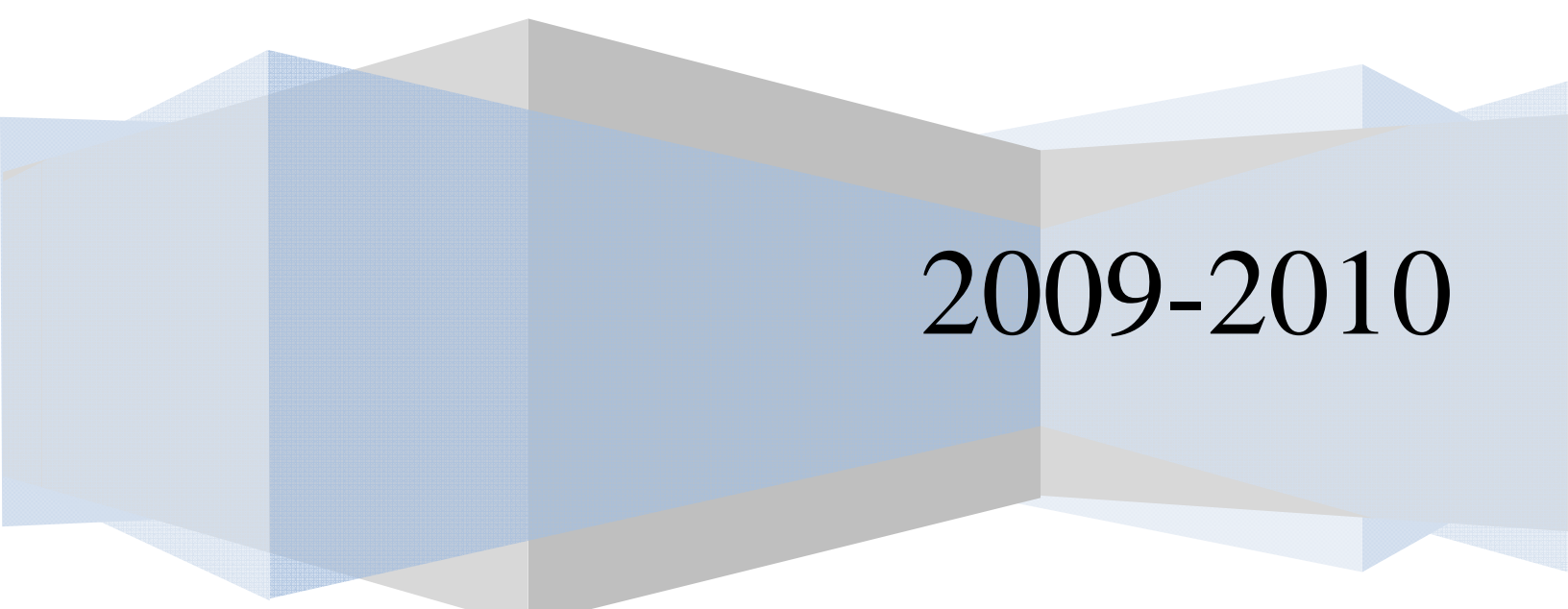


# **North Lamar High School**

## **Student Handbook**



2009-2010

# REQUIRED NOTICES AND AUTHORIZATIONS

## ***Parent and Student Acknowledgment***

My child and I have received an electronic or paper copy of the *North Lamar Student Handbook* and the *Student Code of Conduct* for 2009–2010. 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 *Student Code of Conduct*.

### **Other Required Authorizations:**

1. Student Directory Information
2. Release of Information to Military Recruiters and Institutions of Higher Learning
3. Consent/Opt-Out Notice
4. Electronic Communications/Technology Acknowledgement and Permission
5. Permission to Display

After reading these required forms please complete and return to your child's campus the following authorization form.

## Parent and Student Acknowledgement and Authorization Form

Please indicate whether you do or do not give permission to each policy stated below.

**I DO GIVE  
PERMISSION**

Initials

**Notices and Authorizations**

**I DO NOT GIVE  
PERMISSION**

Signature

_____	1. Student Directory Information	_____
_____	2. Consent/Opt-Out Notice	_____
_____	3. Release of Information to Military Recruiters and Institutions of Higher Learning	_____
_____	4. Electronic Communications/Technology Acknowledgement and Permission	_____
_____	5. Permission to Display	_____
_____	a. Child's First Name, Last Initial on Website & Newsletters	_____
_____	b. Child's Picture on Website & Newsletters	_____
_____	c. Child's Work on Website & Newsletters	_____
_____	d. Child's Image on Video Conferences	_____
_____	e. Child's Voice on Video Conferences	_____
_____	f. Child recorded during Video Conferences	_____

My child and I have received an electronic or paper copy of the *North Lamar Student Handbook* and the *Student Code of Conduct* for 2009–2010. 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 *Student Code of Conduct*.

Printed name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

**Please return this page to your child's campus.**

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

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

**Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want North Lamar ISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by Sept. 4, 2009 or within 10 school days of your 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.

**NLISD has designated the following information as directory information:**

- Student's name
- Address
- Telephone listing
- E-mail address
- Photograph
- Date of birth
- Major field of study
- Degrees, honors, and awards received
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Enrollment status
- Height and weight, if a member of an athletic team
- Students identification numbers or identifiers that cannot be used alone to gain access to electronic education records

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 indicate your choice on the authorization form:**

- Initial if you **do give** the district permission to use the information in the above list for the specified school-sponsored purposes.
- Sign if you **do not give** the district permission.

## **2. Consent/Opt-Out Notice**

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

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

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

Following are activities requiring parental notice and consent or opt-out for the 2009–2010 school year.

1. Red Ribbon Week
2. Safe and Drug-Free School Survey

Additional activities requiring parental notice and consent or opt-out for the 2009–2010 school year will be communicated at a later date at which time consent will be requested.

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

You have the right to review a survey and/or instructional materials prior to student participation. If you wish to review any survey instrument or instructional materials used in connection with any protected information survey or activity, please submit a written request to the principal. The principal will notify you of the time and place where you may review the materials.

**Parent: Please indicate your choice on the authorization form:**

- Initial if you **do give** the district permission to allow your student to participate in the activities.
- Sign if you **do not give** the district permission.

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

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

**Parent: Please indicate your choice on the authorization form:**

- Initial or leave blank if you **do give** the district permission to release your child's name, address, and telephone number to a military recruiter or institutions of higher education upon their request without your prior written consent.
- Sign if you **do not give** the district permission.

### ***4. Electronic Communications and Technology Notice***

#### **North Lamar Independent School District's Acceptable Use Guidelines For Technology**

North Lamar ISD Board of Trustees and staff strongly believe in the educational value of electronic services and generally support access by students to rich information resources along with the development by staff of appropriate skills to analyze and evaluate such resources. The District believes that the benefits to students from access in the form of information resources and opportunities for collaboration exceed the disadvantages.

North Lamar ISD will make every effort to protect students and teachers from any misuses or abuses as a result of their experience with an information service. However, the district cannot guarantee that a student will not gain access to inappropriate material. There may be additional kinds of material on the Internet that are not in accord with your family values. We encourage parents to use this as an opportunity to have a discussion with their child about family values and expectations about these values that should guide the child's activities while he/she is on the Internet. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. The following standards have been set to provide guidelines to the students concerning the acceptable use of technology in the district.

## I. Personal Safety

- a. I will not post personal contact information such as address, or telephone number of myself or other people without my parents' permission.
- b. I will not agree to meet with someone I have met online without my parents' approval.
- c. I will promptly disclose to my teacher or other school employee any message I receive that is inappropriate or makes me feel uncomfortable.

## II. Illegal Activities

- a. I will use the Internet in support of education and research which is consistent with the objectives of the North Lamar ISD.
- b. I will respect the established configuration of all computers and will not alter, disable, remove or install software or files without authorization from the campus/district.
- c. I will not attempt to gain unauthorized access to my school's files, file server, the district network, or other computer systems that go beyond my authorized access.
- d. I will not maliciously attempt to harm or destroy any district equipment or materials, data of another use of the system, or any of the agencies or other networks that are connected to the system.
- e. I will not use the system for any illegal purpose, in support of illegal activities, or for any other activity prohibited by district policy.

## III. On-Line Conduct

- a. As the individual in whose name a system account is issued, I will be responsible at all times for its proper use.
- b. I will not use another person's system account nor allow another person to use my account without written permission from the campus administrator or 504 District coordinator, as appropriate.
- c. I will not forge or attempt to forge electronic mail messages. I will not attempt to read, delete, copy, or modify the electronic mail of other system users to send/ receive electronic messages.
- d. I will observe network etiquette which includes, but is not limited to the following:
  1. Be polite. Take time to reflect on what you have written before you send it so that you don't flame. Typing in all capital letters is considered shouting: use \* asterisks to emphasize a word or phrase. Use other emoticons to indicate tone of voice.
  2. Use appropriate language: swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited on the system just as in the classroom.

3. Pretending to be someone else when sending/receiving messages considered to be inappropriate.
4. Transmitting obscene messages or pictures, defamatory information about a person or organization, or derogatory statements is prohibited.
5. Using the network in such a way that you would disrupt the use of the network by other users is prohibited.
6. E-mail should not be used for commercial activities, political lobbying, or personal promotion.
7. Good housekeeping should be practiced by regular deletion of folders, files, and mail messages.

#### IV. Piracy/Plagiarism

- a. I will not plagiarize works that I find on the Internet or on the computers at my school. Plagiarism is taking the ideas or writings of others and presenting them as if they were my own.
- b. I will respect the rights of copyright owners. Copyright infringement occurs when I inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, I will follow the expressed requirements. If I am unsure whether or not I can use a work, I will request permission from the copyright owner. If I am confused by the copyright law, I will ask a teacher to answer my questions.
- c. I will avoid all kinds of piracy. Piracy is the illegal copying and unauthorized use of all forms of information, including but not limited to the following:
  1. Internet piracy: downloading software or intellectual property to which one does not have a license.
  2. Remote-site piracy: installing of software (other than shareware, public domain, or freeware) from a bulletin board, district or school server, web site or other shared computer for purpose other than those for which it has been purchased or licensed.
  3. Counterfeit: duplicating and selling or sharing unauthorized copies of software.
  4. Soft lifting: purchasing a single licensed copy of the software and loading on several machines contrary to licensing agreement.

#### V. Rights/Responsibilities

- a. I should expect only limited privacy in the contents of my personal files on my school's file server. The situation is similar to the rights I have in the privacy of my locker.
- b. Routine maintenance and monitoring of each school's file server may lead to discovery that I have violated these network guidelines, the District Code of Conduct or the law. If that is the case, disciplinary action as outlined in the Student Code of Conduct will be followed.

- c. My parents have the right to see the contents of my file at any time.
- d. My access to the district's system may be suspended or revoked upon violation of the regulations regarding acceptable use and or district policy.
- e. The district makes no guarantee that the functions or the services provided by or through the district system will be error free or without defect. The district will not be responsible for any damage it may suffer, including but not limited to loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information obtained through or stored on the system. The district will not be responsible for financial obligations arising through the unauthorized use of the system.
- f. I understand that I am responsible for the district's technological hardware that I use. When I am using the file server at school, I leave little "electronic footprints" that can be traced.
- g. The fact that I can do something or think that I can do something without being caught does not make it right to do so. Even if I don't get caught, there is always one person who will know whether I have done wrong - and that person is me. My use of the technology available to me at school can be a mirror that will show what kind of person I am.

### **Acknowledgement**

I have read the district's electronic communications systems policy, Acceptable Use Guidelines for Technology. In consideration for the privilege of using the district's 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 district's policy and administrative regulations. I understand that some material on the Internet may be objectionable, but I accept responsibility for guidance of Internet use – setting and conveying standards for my child to follow when selecting, sharing, or exploring information and media.

**Parent: Please indicate your choice on the authorization form:**

- Initial if you **do give** the district permission to allow your child to participate in the district's electronic communications system.
- Sign if you **do not give** the district permission.

## **5. Permission to Display**

In the information age, websites have become very important. Our website is available for viewing 24/7 at the North Lamar Website [www.northlamar.net](http://www.northlamar.net) . It has valuable information such as contact numbers, discipline and grading policies, teacher websites, and showcases of student work.

North Lamar ISD is also participating in video conferences as a form of distance learning. During a video conference your child's class will be connecting live to another classroom and/or an expert. During a video conference your child's image and/or voice maybe transmitted to the remote site. The process is similar to closed-circuit television and is only viewable by the participating groups.

**Display options are as follows:**

- I. Child's First Name, Last Initial on Website & Newsletters**
- II. Child's Picture on Website & Newsletters**
- III. Child's Work on Website & Newsletters**
- IV. Child's Image on Video Conferences**
- V. Child's Voice on Video Conferences**
- VI. Child recorded during Video Conferences**

**Parent: Please indicate your permission for each of the above options on the authorization form.**

- Initial if you **do give** the district permission to display.
- Sign if you **do not give** the district permission.

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## PREFACE

To Students and Parents:

Welcome to school year 2009–2010! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

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

**Section I—REQUIRED NOTICES AND INFORMATION FOR PARENTS**—with notices that the district must provide to all parents, as well as other information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook; and

**Section II—INFORMATION FOR STUDENTS AND PARENTS**—organized alphabetically by topic for quick access when searching for information on a specific issue.

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

Both students and parents should become familiar with the North Lamar High School *Student Code of Conduct*, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found online at [www.northlamar.net](http://www.northlamar.net) or may be requested 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, the counselor, or the principal.

**Also, it is mandatory that you return to your child’s campus the Parent and Student Acknowledgement and Authorization Form.**

Please note that references to policy codes are included so that parents can refer to current board policy. A copy of the district’s policy manual is available for review in the school office or online at [www.northlamar.net](http://www.northlamar.net).

## **SECTION I: REQUIRED NOTICES AND INFORMATION FOR PARENTS**

This section of the North Lamar High School Student Handbook includes several notices that the district is required to provide to you, as well as other information on topics of particular interest to you as a parent.

### ***STATEMENT OF NONDISCRIMINATION***

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

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Tommy Felty, phone 903/669-0190
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Phyllis Lucas, phone 903 737-2031
- All other concerns regarding discrimination: See the superintendent, James Dawson 903/737-2000

### ***PARENTAL INVOLVEMENT***

#### **Working Together**

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child, if your child is entering ninth grade.
- Monitoring your child's academic progress and contacting teachers as needed.

- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 903/737-2011 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.
- Becoming a school volunteer. [For further information, see policies at GKG and contact Paul Allen]
- Participating in campus parent organizations. Parent organizations include: North Lamar Academics Booster Club, North Lamar Athletic Booster Club, North Lamar Band Booster Club, FFA Booster Club, Project Graduation, and Junior Senior Prom
- Serving 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 Paul Allen.
- Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction.
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

## ***PARENTAL RIGHTS***

### **Obtaining Information and Protecting Student Rights**

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

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

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

### **“Opting Out” of Surveys and Activities**

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

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.
- Any 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.]

### **Displaying a Student’s Artwork and Projects**

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

### **Requesting Professional Qualifications of Teachers and Staff**

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

### **Reviewing Instructional Materials**

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

### **Inspecting Surveys**

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

## **Accessing Student Records**

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

- Attendance records,
- Test scores,
- Grades,
- Disciplinary records,
- Counseling records,
- Psychological records,
- Applications for admission,
- Health and immunization information,
- Other medical records,
- Teacher and counselor evaluations,
- Reports of behavioral patterns, and
- State assessment instruments that have been administered to your child.

## **Granting Permission to Video or Audio Record a Student**

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

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

## **Removing a Student Temporarily from the Classroom**

You may remove your child temporarily from the classroom if an instructional activity, in which your child is scheduled to participate, conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.

## **Removing a Student from Human Sexuality Instruction**

As a part of the district's curriculum, students receive instruction related to human sexuality. The school Health Advisory Council (SHAC) is involved with the selection of course materials for such instruction.

State law requires that any instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus or acquired immune deficiency syndrome must:

- Present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;

- Emphasize that abstinence is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity;
- Direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is the most effective way to prevent pregnancy and sexually transmitted diseases; and
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

In accordance with state law, below is a summary of the district’s curriculum regarding human sexuality training:

As a parent, you are entitled to review the curriculum materials. In addition, you may remove your child from any part of this instruction with no academic, disciplinary, or other penalties. You may also choose to become more involved with the development of curriculum used for this purpose by becoming a member of the district’s SHAC Please see the campus principal for additional information.

### **Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags**

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows.

### **Excusing a Student from Reciting a Portion of the Declaration of Independence**

You may request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the district determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK(LEGAL).]

### **Requesting Notices of Certain Student Misconduct**

A non-custodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to your child’s misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. [See policy FO(LEGAL) and the *Student Code of Conduct*.]

### **Requesting Transfers for Your Child**

As a parent, you have a right:

- To request the transfer of your child to another classroom or campus if your child has been determined by the board or its designee to have been a victim of bullying as the

term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the superintendent for information. [See policy FDB.]

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

### **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).]

## ***OTHER IMPORTANT INFORMATION FOR PARENTS***

### **Parents of Students with Disabilities**

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, contact Paul Allen at 903/737-2011.

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

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention. The implementation of Response to Intervention has the potential to have a positive impact on the ability of school districts to meet the needs of all struggling 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 the evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the 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 Phyllis Lucas at 903/737-2031

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. [See policy FDB(LOCAL).

### **Accommodations for Children of Military Families**

Children of Military families will be provided flexibility regarding certain district requirements, including:

- Immunization requirements.
- Grade level, course, or educational program placement.
- Eligibility requirements for participation in extracurricular activities.
- Graduation requirements.

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district.\

### **Services for Title I Participants**

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs.

### **Student Records**

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

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

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student’s education records. Federal law requires that, as soon as a student becomes 18 or is emancipated by a court, or enrolls in a post secondary institution, 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 and under limited

circumstances when there is a threat to the health and safety of the student or other individuals.

- District school officials who have what federal law refers to as a “legitimate educational interest” in a student’s records. School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support staff; a person or company with whom the district has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. “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; reviewing an educational record to fulfill the official’s professional responsibility; or investigating or evaluating programs.
- Various governmental agencies.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she subsequently enrolls.

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

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

Records may be inspected by a parent or eligible student during regular school hours. If circumstances prevent inspection during these hours, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the superintendent’s office is 3201 Lewis Lane, Paris Texas 76460

The address of the principal’s office is: 295 Stone Avenue, Paris, Texas 75460

A parent (or eligible student) may inspect the student’s records and request a correction if the records are considered inaccurate or otherwise in violation of the student’s privacy rights. A request to correct a student’s record should be submitted to the principal. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student’s record. Although improperly recorded grades may be challenged, contesting a student’s grade in a course is handled through the general complaint process found in policy FNG(LOCAL). A grade issued by a classroom

teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading policy.

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

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

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

**Please note:**

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with federal law regarding student records. The complaint may be mailed to:

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

**Directory Information**

**The law permits the district to designate certain personal information about students as “directory information.” This “directory information” will be released to anyone who follows procedures for requesting it.**

**However, release of a student's directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of your child's first day of instruction for this school year.[See the “Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information” included in this handbook.]**

**Directory Information for School-Sponsored Purposes**

The district often needs to use student information for the following school-sponsored purposes: Project Graduation, Junior /Senior Prom, and school related organizations.

For these specific school-sponsored purposes, the district would like to use your child's name, address, and phone number. This information will not be released to the public without the consent of the parent or eligible student.

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

### **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. The Parent and Student Acknowledgement and Authorization Form is attached for you to complete if you do not want the district to provide this information to military recruiters or institutions of higher education.

### **Bacterial Meningitis**

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

- What is meningitis?

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

- What are the symptoms?

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

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

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

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the

body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils, or cigarettes).

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

- How can bacterial meningitis be prevented?

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

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

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

You should seek prompt medical attention.

- Where can you get more information?

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

## **Identifying Students That Have Been Convicted of Sex Crimes**

North Lamar High School will address two different areas by registered/identified sex offenders.

### **I. Student enrolling or is charged with being a registered / identified sex offender**

Upon arrival at North Lamar High School, The individual will inform administrators that they are a sex offender; the individual will remain in the office until the threat level has been determined. The following three levels of threat will be used.

Level I – A designated range of points on the sex offender screening tool indicating the person poses a low danger to the community and will not likely engage in criminal sexual conduct.

Level II – A designated range of points on the sex offender screening tool indicates that the person poses a moderate danger to the community and might continue to engage in criminal sexual misconduct.

Level III – A designated range of points on the sex offender screening tool indicates that the person poses a serious danger to the community and will continue to engage in criminal sexual conduct.

## II. Visitation on campus by a registered / identified sex offender.

Level I – Upon arrival at North Lamar High School, a registered / identified sex offender will be assigned a professional staff member (either principal or counselor) to be an escort during visitation or meetings. The escort will remain with the visitor as long as they remain on campus. This will include an escort to the car and watching the offender as they leave the school zone.

Level II – Upon arrival at North Lamar High School by a registered / identified sex offender, the campus resource officer will be notified and the officer will accompany the offender while on school property.

Level III – For registered / identified sex offenders that are deemed to be immediate threat to students and staff, the school resource officer will be notified and the individual will be escorted from district school property.

North Lamar High School will make every effort to determine the threat level through local law enforcement.

The official record of registered sex offenders will be filed alphabetically and kept in the high school office.

## SECTION II: INFORMATION FOR STUDENTS AND PARENTS

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is conveniently organized in alphabetical order to serve as a quick-reference when you or your child have a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact Paul Allen at 903 737-2011.

### **ABSENCES/ATTENDANCE**

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

## **Compulsory Attendance**

State law requires that a student between the ages of six and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day until the end of the school year and is subject to compulsory attendance laws, if the student is under 21 years old. In addition, if a student 18 or older has more than five unexcused absences in a semester the district may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing. [See FEA]

## **Exemptions to Compulsory Attendance**

State law allows exemptions to the compulsory attendance requirements for several types of absences. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Service as an election clerk; and
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders.

In addition, a junior or senior student's absence of up to two days related to visiting a college or university may be considered an exemption, provided the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed.

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

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

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

If the student is over age 18, the student's parents shall not be subject to penalties as a result of their child's violation of 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 is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class.

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

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

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for the reasons listed above at Exemptions to Compulsory Attendance will be considered days of attendance for this purpose. [See policies at FEB.]
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

The student or parent may appeal the committee's decision to the board of trustees by filing a written request with the superintendent in accordance with policy FNG(LOCAL).

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

## Parent's Note After An Absence

North Lamar High School will *only accept three parent notes per semester* for the absence to become excused. After the third parent note absences will only be excused with proper documentation through the building principal in the allotted three day time

limit. When a student must be absent from school, the student—upon returning to school—must bring a note, signed and dated with the student's name and grade, by the parent that describes the reason for the absence. The parent note must be turned in to the office *within three days of the absence or it will not be accepted* and the absences will be unexcused. A note signed by the student, even with the parent's permission, will not be accepted.

### **Doctor's Note After An Absence for Illness**

In order for an absence to be counted as a "Medical", a student is required to be in attendance for a portion of the school day and return with an excuse from a doctor or health clinic verifying the illness or condition that caused the student's absence. If the student's doctor advises the student to have bed rest for a specified number of days, the absence will be considered excused but will not count as a "Medical". The student must turn in a legitimate doctor's or health clinic's note verifying the illness or condition that caused the student's extended absence from school *within three days of the absence* or the absence will be unexcused.

### **Driver License Attendance Verification**

For a student between the ages of 16 and 18 to obtain a driver license, the Texas Department of Public Safety must be provided written parental consent to access the student's records for purposes of verifying 90 percent attendance for credit for the semester.

## **ACADEMIC PROGRAMS**

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

### **ADDING/DROPPING CLASSES**

A student must apply for permission to add or drop a course from the counselor. Another course must be added to replace a course that is dropped. Courses will not be changed after the first three weeks of any semester. Schedules will not be changed after this time except for teacher recommendation or principal approval.

### **BULLYING**

Bullying occurs when a student or group of students directs written or verbal expressions or physical conduct against another student and the behavior results in harm to the student or the student's property, places a student in fear of harm to himself or his property, or is so severe that it creates an intimidating, threatening or abusive educational environment.

The board has established policies and procedures to prohibit bullying and to respond to reports of bullying. [See FFI(LOCAL).]

## **CAREER AND TECHNOLOGY PROGRAMS**

The district offers career and technology programs in Agriculture Science, Technology Education, Trade and Industrial Education, Family and Consumer Science Technology,

and Business and Marketing education. Admission to these programs is based on age and level.

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

## **CHILD SEXUAL ABUSE**

The district has established a plan for addressing child sexual abuse, which may be accessed at the administration building. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

A child who has experienced sexual abuse should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

As a parent, if your child is a victim of sexual abuse, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see

[http://www.dfps.state.tx.us/Prevention\\_and\\_Early\\_Intervention/Programs\\_Available\\_In\\_Your\\_County/default.asp](http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp) .

The following Web sites might help you become more aware of child sexual abuse:

<http://www.tea.state.tx.us/index.aspx?id=2820>

<http://sapn.nonprofitoffice.com/>

<http://www.taasa.org/member/materials2.php>

[http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse1.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml)

[http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse2.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml)

Reports may be made to: The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (1 800-252-5400 or on the Web at <http://www.txabusehotline.org> ).

## **CLASS RANK / TOP TEN PERCENT / HIGHEST RANKING STUDENT**

North Lamar ISD provides a class rank policy that supports the District's goal of increasing the percentage of students completing advanced placement courses and preparing for college or a career. The policy will be inherently fair to all students.

Effective for all students, the valedictorian and salutatorian shall be eligible students with the highest and second highest ranking as determined by the district's class ranking procedure described in this policy and who complete the Recommended or the Distinguished Achievement Program.

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

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

The University of Texas at Austin may limit the number of students automatically admitted to 75 percent of the university's enrollment capacity for incoming freshman.

Students and parents should contact the counselor for further information about automatic admissions, the application process and deadlines.

[For further information, see policies at EIC.]

## **VALEDICTORIAN and SALUTATORIAN**

To be eligible for valedictorian or salutatorian honors, the student must have been enrolled at North Lamar High school for the entirety of his or her junior and senior years. Students who graduate in less than four years at the high school level will not be eligible for the position of valedictorian or salutatorian. The selection will be determined by the district's class ranking procedure described in this policy and who complete the Recommended or the Distinguished Program. Students who graduate in less than four years at the high school level will be eligible to be an honor graduate.

The honor of valedictorian shall be given to the senior student making the highest GPA among the honor graduates.

The honor of salutatorian shall be given to the senior student making the next highest GPA among the honor graduates.

## **TIE FOR VALEDICTORIAN**

In case of a tie, the valedictorian and salutatorian shall be chosen according to the following criteria:

1. Computing the weighted grade average to a sufficient number of decimal places until the tie is broken.

2. If the tie is unable to be broken in the above manner, then the student with the most AP courses shall be considered first.

3. If the tie remains, the student with the highest numerical grade average of all AP courses taken shall be the valedictorian or salutatorian.

## **HONOR GRADUATES**

Honor Graduates for the class of 2010 at North Lamar ISD will be determined by the following;

The student must have been enrolled at North Lamar High School for two full years prior to their graduation.

The student must have taken and passed all classes required by the Recommended or Distinguished Achievement Program.

The cumulative grade point average must rank in the top ten percent of that year's graduating class.

The cumulative grade point average and rank shall be determined by the semester grades (4<sup>th</sup> and 5<sup>th</sup> cycle grades of classes being taken during the 2<sup>nd</sup> semester of the senior year) acquired in the following courses:

English 1-Regular or Pre-AP

English 2-Regular or Pre-AP

English 3-Regular or Advanced Placement

English 4-Regular, Advanced Placement, or Dual Credit

Chemistry- Regular or Pre-AP

Biology- Regular or Pre-AP

United States History- Regular, Advanced Placement, or Dual Credit

Economics- Regular or Advanced Placement

United States Government- Regular or Advanced Placement

World Geography- Regular or Pre-AP

\*\* World History- Regular or Pre-AP

Algebra I

Algebra 2- Regular or Pre-AP

Geometry- Regular or Pre-AP

Spanish 1, 2 or French 1, 2

\*\*Notice that Introduction to Physics and Chemistry (IPC) and Introduction to Physics and Chemistry Pre-AP (Pre-AP IPC) do not count toward determining Honor Graduates. Also only classes taken at the North Lamar High School campus will count toward determining Honor Graduates.

In addition to the courses listed, semester grades from four of the following courses with the highest average will be used to determine the honor graduate cumulative grade point average course.

Chemistry AP; Statistics AP

Biology AP; Anatomy and Physiology; Anatomy and Physiology Dual Credit

Biology Dual Credit; Calculus AP; French 3, 4; Spanish 3, 4

Physics Pre-AP; Pre Calculus; Pre-Calculus Pre-AP

Business Computer Information Systems 2

## **LEVEL OF CLASSES**

### **Pre-AP and Advanced Placement (Honor's Grade Points)**

English 1, 2, Pre-AP

English 3 Advanced Placement

English 4 Advanced Placement

US History Advanced Placement

World History Pre-AP

Us Government Advanced Placement

Economics Advanced Placement

Algebra 2 Pre-AP

Geometry Pre-AP

Calculus Advanced Placement

Introductory to Physics and Chemistry Pre-AP

Biology 1 Pre-AP

Biology Advanced Placement

Chemistry 1 Pre-AP

Chemistry Advanced Placement

Physics Pre-AP

Business Computer Information Systems 2 Pre-AP

World Geography Pre-AP

Pre-Calculus Pre-AP

Environmental Science Advanced Placement

Spanish 3 Pre-AP

Spanish 4 Pre-AP

French 3 Pre-AP

French 4 Pre-AP

Statistics Advanced Placement

**Advanced and Dual Credit (See dual credit classes)**

English 4 Dual Credit  
US History Dual Credit  
Band Dual Credit  
Algebra 2  
Anatomy and Physiology  
Pre-Calculus  
Chemistry 1  
Spanish 1 & 2  
French 1 & 2

**Regular**

English 1,2,3,4  
World Geography  
US History  
World History  
Math Models with Applications  
Algebra 1  
Health  
Communication Applications  
Biology 1  
US Government/Economics  
ESL  
Computer Science 1 & 2  
Introduction to Physics & Chemistry  
Business Computer Information Systems 1  
Business Computer Programming  
Accounting 1 and 2  
Art 1, 2, 3, 4  
Theatre Arts 1, 2, 3  
Computer Applications  
Sociology  
All Career and Technology Courses (unless designated otherwise)  
All Special Education Classes  
Introduction to Criminal Justice

**No Grade Points**

Physical Education  
Band Classes (Exception: Band Dual Credit)  
Debate  
Flag Corps and Dance Line  
Student Assistant

Athletics  
Journalism 1 & 2  
Peer Mentoring  
AVID  
Newspaper Journalism  
Choir  
Cheerleading  
Theatre Tech  
TAKS Remediation

## **TEXAS SCHOLARS**

Requirements for becoming a Texas Scholar are as follows:

English I, II, III, IV

Math - 4 Credits

Algebra I, Geometry, Algebra II, 4th Math at a level above Algebra II

Science-4 Credits

*Three credits chosen from the following areas. Not more than one credit can be chosen from each area:*

Integrated Physics & Chemistry

Chemistry I, Chemistry AP

Biology I, Biology AP, Biology Dual Credit

Physics

*The 4th Science credit can be chosen from the following:*

Anatomy & Physiology Environmental Science AP

Chemistry AP Biology AP Physics

Social Studies-4 Credits

World Geography US History

World History US Government/Economics

Languages Other Than English-2 Credits (Same Language)

Physical Education Proficiency-1.5 Credits

Health-.5 Credit

Technology Applications-1 Credit (From State Approved Courses)

Fine Arts-1 Credit

Speech- .5 Credit (must be Communication Applications)

## **GRADE POINT SYSTEM**

Numerical Grade	Regular	Advanced, Dual Credit (See Dual Credit)	Pre-AP, AP
100	5.0	6.0	7.0
99	4.9	5.9	6.9
98	4.8	5.8	6.8
97	4.7	5.7	6.7
96	4.6	5.6	6.6
95	4.5	5.5	6.5
94	4.4	5.4	6.4
93	4.3	5.3	6.3
92	4.2	5.2	6.2
91	4.1	5.1	6.1
90	4.0	5.0	6.0
89	3.9	4.9	5.9
88	3.8	4.8	5.8
87	3.7	4.7	5.7
86	3.6	4.6	5.6
85	3.5	4.5	5.5
84	3.4	4.4	5.4
83	3.3	4.3	5.3
82	3.2	4.2	5.2
81	3.1	4.1	5.1
80	3.0	4.0	5.0
79	2.9	3.9	4.9
78	2.8	3.8	4.8
77	2.7	3.7	4.7
76	2.6	3.6	4.6
75	2.5	3.5	4.5
74	2.4	3.4	4.4
73	2.3	3.3	4.3
72	2.2	3.2	4.2
71	2.1	3.1	4.1
70	2.0	3.0	4.0

[For further information, see policies at EIC.]

## **CLASS SCHEDULES**

Freshman and sophomore students must be enrolled in 8 courses, 4 each day.

Junior/Senior Co-Op Students: Minimum of 2 periods per day (consecutive periods, no teacher assistant) Students must have a minimum of 6 credits.

Senior Students: Must be enrolled for a minimum of 3 periods per day and no gaps in a schedule. The classes must be consecutive (1, 2, 3, or 2, 3, 4). A student must take a minimum of 6 credits.

## **COLLEGE CREDIT COURSES**

### Dual Credit Local Policy

Students choosing to take dual credit courses off campus, including correspondence courses, must be enrolled as full-time students at North Lamar High School. Any student choosing to register for dual credit courses off campus must have prior written permission from the North Lamar High School principal. Dual credit courses taken off campus will not receive grade points. Any variation in this policy would be a district administrative decision. AP and Pre-AP courses will receive honors grades points and dual credit courses will receive advanced grade points

## **COLLEGE VISITS**

Juniors and seniors should see Mrs. Peel to schedule a college visit and obtain the required documents. **Students must be passing all subjects to get approval from the principal.** There will be no college visits the last six weeks of school.

Junior Year 2 days

Senior Year 2 days

## **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 districts web site at [www.northlamar.net](http://www.northlamar.net).

In general, the student or parent should submit a written complaint and request a conference with the campus principal. If the concern is not resolved, a request for a conference should be sent to the superintendent. If still unresolved, the district provides for the complaint to be presented to the board of trustees.

## **COMPUTER RESOURCES**

To prepare students for an increasingly technological society, the district has made an investment in computer technology for instructional purposes. Use of these computer resources is restricted to students working under a teacher's supervision and for approved purposes only. A student cannot use a computer for these communications (net send, e-mail, chat room, face book, ect.); also any vandalism or destruction of the computer lab equipment, such as tampering with keyboards, monitors, printers, disk drives, keyboard covers, mouse devices, etc. will result in withdrawal of privileges and other disciplinary action.

Students and their parents should be aware that e-mail using district computers are not private and will be monitored by district staff. [For additional information, see policies at CQ.]

## **CONDUCT**

### **Applicability of School Rules**

As required by law, the board has adopted a *Student Code of Conduct* that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the *Student Code of Conduct*. Students and parents should be familiar with the standards set out in the *Student Code of Conduct*, as well as campus and classroom rules.

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

### **Cheating/Plagiarism**

Plagiarism is the use of another person's original ideas as one's without giving credit to the true author. Plagiarism will be considered cheating and the student will be subject to academic disciplinary action that may include loss of credit for the work in question. Teachers who have reason to believe a student has engaged in cheating or academic dishonesty will determine the academic penalty to be assessed. Students found to have engaged in academic dishonesty will be subject to disciplinary penalties as well as academic penalties.

### **Closed Campus**

North Lamar High School is operated as a closed campus. This means that a student may not leave campus once he/she has arrived unless he/she has received written authorization through the principal's office and has signed out according to established procedure. We will have a closed campus during semester exams.

## Corporal Punishment

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

## Disruptions

As identified by law, disruptions include the following:

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

A student shall be removed from class and placed in an alternative education placement program if the student commits the following on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school sponsored or school related activity on or off school property:

(A.) Engages in conduct punishable as a felony.

(B.) Engages in conduct that contains the elements of the offense of assault under Section 22.01 (A) (1), penal code or terroristic threat under section 22.07, penal code.

(C.) Engages in conduct that contains the elements of offense of public lewdness under section 21.07, penal code, or indecent exposure section 21.08, penal code.

This is not an inclusive list, and the Student Code of Conduct should be referred to for other reasons a student shall or may be placed in an alternative education setting. *The terms of placement in an alternative education setting prohibits the student from attending or participating in a school-sponsored or school- related activity.*

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

## **Expulsion**

A student will be expelled for any of the following offenses if the student on school property or while attending a school sponsored or school-related activity on or off school property:

- Selling, giving, or delivering to another person, or possessing, using, or is under the influence of any amount of marijuana, a controlled substance, or a dangerous drug.
- Engaging in conduct that contains the elements of offense relating to abusable glue, aerosol paint, or volatile chemicals.
- Engaging in conduct that contains the elements of assault under Section 2201(a)(1) against an employee or volunteer on school property.
- Engaging in conduct that contains the elements of assault and retaliation against a school employee or volunteer, regardless of where the conduct occurs.
- Engaging in conduct relating to a bomb threat or a terrorist threat involving a public school.

A student will also be expelled for a second or more offense if the student on school property or while attending a school sponsored or a school related activity on or off school property that involves the selling, giving, or delivering to another person, or possessing, using, or being under the influence of any amount of alcohol, or committing a serious act or offense while under the influence of alcohol, if the conduct is not punishable as a felony.

A student will be expelled for any of the following offenses if the student, on school property or while attending a school sponsored or school related activity on or off school property:

### Uses, Exhibits, or Possesses

A firearm as defined by section 46.01(3)Penal Code A firearm means any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use. Firearm does not include antique or Curio firearms that were manufactured prior to 1899 and that may have, as an integral part, a folding blade or other characteristics of weapons made illegal by this chapter.

Firearm under federal law includes;

- (A.) Any weapon (including a starter gun), which will or is designed to or which may readily be converted to expel a projectile by the action of an explosion.
- (B.) The frame or receiver of any such weapon.

(C.) Any firearm muffler or firearm weapon.

(D.) Any destructive device, such as any explosive, incendiary, or poison gas bomb, or grenade.

An illegal knife as defined by section 46.01(6), penal code or by local policy, an illegal knife means a:

(A.) Knife with blade over five and one-half inches.

(B.) Hard instrument designed to cut or stab another by being thrown.

(C.) Dagger, including but not limited to a dirk, stiletto, and poniard.

(D.) Bowie knife

(E.) Sword

(F.) Spear

A club as defined by section 46.01(1), penal code:

Club means an instrument that is specially designed, made, or adopted for the purpose of inflicting serious bodily injury or death by sticking a person with the instrument and includes but is not limited to the following:

(A.) Blackjack

(B.) Nightstick

(C.) Mace

(D.) Tomahawk

A weapon listed as a prohibited weapon under 46.05, penal code:

Prohibited weapons include:

(A.) An explosive weapon

(B.) A machine gun

(C.) A short-barrel firearm

(D.) A firearm silencer

(E.) A switchblade knife

(F.) Knuckles

(G.) Armor piercing ammunition

(H.) A chemical dispensing device

(I.) A zip gun

A student must be expelled for behavior containing the elements of the following under the Texas Penal Code:

(A.) Aggravated assault, sexual assault, or aggravated sexual assault

- (B.) Arson.
- (C.) Murder, capital murder, or criminal attempt to murder
- (D.) Indecency with a child
- (E.) Aggravated kidnapping.
- (F.) Behavior punishable as a felony that involves the selling, giving, or delivering to another person, possessing, using, or being under the influence of marijuana, a controlled substance, a dangerous drug; or committing a serious act or offense while under the influence of alcohol.

This is not a conclusive list, and the Student Code of Conduct should be referred to for other reasons a student shall or may be expelled.

### **Inappropriate Use of technology**

Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct off school property if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or photographs will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement.

### **Public Display of Affection (PDA)**

North Lamar High School will require all students to refrain from using a public display of affection or discipline measures will be applied.

### **Other Electronic Devices (Games, Radios, CD Players, and Etc.)**

Students are not permitted to possess such items as pagers, radios, MP3 Players, CD players, tape recorders, camcorders, DVD players, cameras, electronic devices or games at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

Any disciplinary action will be in accordance with the Student Code of Conduct. The district will not be responsible for damaged, lost, or stolen telecommunications devices.

### **Telecommunications Devices, Including Mobile Telephones**

For safety purposes, the district permits students to possess cell phones; however, *CELL PHONES MUST REMAIN TURNED OFF AND OUT OF SIGHT DURING THE INSTRUCTIONAL DAY*, including during all testing. The use of cell phones in locker rooms, restroom areas, and commons area at any time while at school, at a school-related, or school-sponsored events are strictly prohibited.

Any disciplinary action will be in accordance with the *Student Code of Conduct* and may include confiscation of the device. The school may charge the owner for the release of certain telecommunications devices [See policy FNCE.] Students may *not use, display, or have in operational mode*, any type of cellular telephone, paging device, or telecommunications device at school during the school day. The district will not be responsible for damaged, lost, or stolen telecommunications devices. The following consequences will occur:

**1<sup>st</sup> Offense- \$15.00 fine. Parent will have to pick the phone up. Student conference with principal.**

**2<sup>nd</sup> Offense-\$15.00 fine. Parent will have to pick the phone up. Student conference with principal.**

**3<sup>rd</sup> Offense-\$15.00 fine. Parent will have to pick the phone up. Student will have a choice of corporal punishment or after school detention.**

**4<sup>th</sup> Offense-\$15.00 fine. Parent will have to pick the phone up. Student will be assigned Saturday School.**

**5<sup>th</sup> Offense-\$15.00 fine. Parent will have to pick the phone up. Student will be assigned (2) Saturday School.**

**6<sup>th</sup> Offense-\$15.00 fine. Parent will have to pick the phone up. Student will be assigned 1 DAY ISS.**

**7<sup>th</sup> Offense-\$15.00 fine. Parent will have to pick the phone up. Student will be assigned 2 DAYS ISS.**

**8<sup>th</sup> Offense- \$15.00 fine. Parent will have to pick the phone up. Student will be assigned 3 DAYS ISS.**

**9<sup>th</sup> Offense- \$15.00 fine. Parent will have to pick the phone up. Student will be assigned 3 DAYS ISS.**

**Any offense occurring after the 9<sup>th</sup> offense will result in DAEP assignment. Students that have a third offense with this policy will not be exempt from any of their Semester Exams.**

## **Smoking**

Students may not smoke, use tobacco products, or possess tobacco products on school property or at any school related or school sanctioned activity, on or off school property. This is an In-School Suspension Offense.

## **Social Events**

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

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

## **CONTAGIOUS DISEASES / CONDITIONS**

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

The school nurse or the principal's office can provide information from the Department of State Health Services regarding these diseases.

## **CORRESPONDENCE COURSES**

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

[For further information, see policies at EEJC.]

## **COUNSELING**

### **Academic Counseling**

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

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

### **Personal Counseling**

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

### **Psychological Exams, Tests, or Treatment**

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

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

## ***CREDIT BY EXAM***

### **If a Student Has Taken the Course**

A student who has previously taken a course or subject—but did not receive credit for it—may, in circumstances determined by the teacher, counselor, principal, or attendance committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, home schooling, correspondence courses, or independent study supervised by a teacher.

The counselor or principal would determine if the student could take an exam for this purpose. If approval is granted, the student must score at least 70 on the exam to receive credit for the course or subject.

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an exam.

A student may not use this exam, however, to regain eligibility to participate in extracurricular activities.

[For further information, see the counselor and policies EEJA.]

### **If a Student Has Not Taken the Course**

A student will be permitted to take an exam to earn credit for an academic course for which the student has had no prior instruction. The dates on which exams are scheduled during the 2009–2010 school year include:

Dates Scheduled:

June 7, 2010

June 8, 2010

June 9, 2010

August 2, 2010

August 3, 2010

August 4, 2010

A student will earn credit with a passing score of at least 90 on the exam.

If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. The district will not honor a request by a parent to administer a test on a date other than the published dates. If the district agrees to administer a test other than the one chosen by the district, the parent must purchase a test from a university approved by the State Board of Education. [For further information, see EEJB(LOCAL).]

## ***DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION***

The district believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect; to avoid behaviors known to be offensive; and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law. [See policy FFH]

### **Dating Violence**

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

### **Discrimination**

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law, that it negatively affects the student.

### **Harassment**

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. A copy of the district's policy is available in the principal's office and in the superintendent's office or at [www.northlamar.net](http://www.northlamar.net).

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting

racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

## **Sexual Harassment**

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

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

## **Retaliation**

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

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

## **Reporting Procedures**

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

## **Investigation of Report**

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

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

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

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

## ***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 newspaper and the yearbook are available to students.

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

### **Nonschool Materials...from students**

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

The principal has designated the 600 hallway as the location for approved nonschool materials to be placed for voluntary viewing by students. [See policies at FNAA.]

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

### **Nonschool Materials...from others**

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

Prior review will not be required for:

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

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

## ***DRESS AND GROOMING***

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

The district prohibits any clothing that, in the principal's judgment, may reasonably be expected to cause disruption of or interference with normal school operations. The District prohibits pictures, emblems, or writing that are lewd, offensive, vulgar, negative, or obscene or that advertise or depict tobacco products, alcoholic beverages, drugs, violence, or any other substance prohibited under policy FNCF(L).

Students shall conform to the following rules:

1. All students must wear a school ID.
2. Everyone must wear shoes or sandals (no house shoes).
3. Sunglasses, hats, caps, or any type of head covering should not be worn in the building.
4. There will be no V-neck shirts worn unless there is an appropriate shirt worn underneath. No cleavage may be exposed and the entire torso must be covered. Shirts and blouses shall be buttoned to the second button if a collar button is present. All shirts must have sleeves. Shirts that are tapered and made to be worn tucked-in must be tucked-in while shirts that are designed to be worn untucked will be allowed to be worn untucked. Untucked shirts shall not fall below the bottom of the back pockets or the seat of the pants. Pants shall fit properly so that the back pockets or the seat of the pants do not sag. To comply with this standard, cheerleaders and dance line members will only wear their uniforms during a performance during the school day and at school performances after school.
5. Clothing with tears or holes is not permitted at any grade level.
6. Trench coats are not permitted.
7. Sagging pants are not acceptable. Pants/shorts shall be full length or below the knee for both boys and girls. Unhemmed pants are not allowed.

8. Skirts/dresses/gauchos shall fall below the knee. The bodice of the dress shall meet the guidelines for shirts. All external garments must meet policy.
9. The following are not acceptable for regular school wear; slide shorts, bicycle shorts, wind shorts, p. e. shorts, atheletic shorts, swim suits, cut off jeans (unhemmed), boxer shorts worn as external garments, and pajamas.
10. Hair should be neat and clean. It also should be groomed so as not to interfere with the *student's vision* determined by the principal. For boys hair may not exceed the bottom of a normal collar. Boys may not wear ponytails. Beards and mustaches are to be trimmed and neat. For girls, shaven heads are not acceptable. For both boys and girls, mohawks, dreadlocks, multi-coloring or unnatural hair is unacceptable; tails and unacceptable words, symbols, and shapes are also unacceptable hairstyles.
11. Ear jewelry is not allowed for boys. Girls may wear ear jewelry, however, spacers and facial jewelry are not allowed for boys or girls. Visible body piercing is prohibited. Band-aids are not acceptable to cover piercings.
12. Chains, long belts, or any other items which could be considered a hazard are unacceptable.

If a student is in violation of the dress code, the student shall be written up and the dress code policy will be followed. The student shall be given the opportunity to correct the problem at school. The student will be allowed to call home for the proper apparel. Students will not be allowed to leave campus to change clothes unless it is approved by the principal. Approval to leave campus for changing clothes will be given only in cases of necessity or emergency. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day.

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

It is at the principal's discretion as to whether the student is in violation of the dress code.

### **Dress Code Policy**

**1<sup>st</sup> Offense-Conference**

**2<sup>nd</sup> Offense-Conference**

**3<sup>rd</sup> Offense-Detention or Corporal Punishment**

**4<sup>th</sup> Offense- Saturday School**

**5<sup>th</sup> Offense- 2 Saturday Schools**

**6<sup>th</sup> Offense- 1 DAY ISS**

**7<sup>th</sup> Offense- 2 DAYS ISS**

**8<sup>th</sup> Offense- 3 DAYS ISS**

## 9<sup>th</sup> Offense- 4 DAYS ISS

**Any offense occurring after the 9<sup>th</sup> offense will result in DAEP assignment. Students that have a third offense with this policy will not be exempt from any of their Semester Exams.**

## ***EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS***

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

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

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than an advanced placement or international baccalaureate course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or a foreign language—may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to 10 absences not related to post-district competition, a maximum of 5 absences for post-district competition prior to state, and a maximum of 2 absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

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

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

## **Offices and Elections**

Elections for class officers are held each year. All students are given the opportunity to run for office and participate in the election process.

## **Beta Club**

The Beta Club is a national honor organization which has as its main purpose the recognition of students for their scholastic achievement. The Beta Club is open to all students, grades 9 through 12 with a 4.0 or better grade point average. Beta Club members of the graduating class will wear gold cords over their robes.

## **National Honor Society**

The National Honor Society is a national honor organization which recognizes those Junior and Senior students who have a cumulative grade point average of 5.0 and meet criteria of scholarship, character, services, and leadership. Membership is by invitation only.

## **Student Council**

The Student Council was established to promote active and effective leadership among the students, to encourage better school spirit, and to foster ideas of democracy and citizenship. The council sponsors dances, assemblies and other events through the year to provide wholesome entertainment for students. The council is composed of officers elected by the student body, and representatives from each class and from each organization.

## ***FEES***

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.

- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for 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 reasonable fee for providing transportation to a student who lives within two miles of the school.
- 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 policies at FP.]

### ***FUND-RAISING***

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least 7 days before the event. [For further information, see policies at FJ and GE.]

### ***GANG-FREE ZONES***

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1000 feet of any district-owned or leased property or campus playground.

### ***GRADE CLASSIFICATION***

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

Credits Earned	Classification
Below 6	Grade 9 (Freshman)
6	Grade 10 (Sophomore)
12	Grade 11 (Junior)
18	Grade 12 (Senior)

## **GRADING GUIDELINES**

### Six Weeks Grading Period

Summative/Tests 2/3

Formative/Daily Work 1/3

### Semester Average

1/4 Semester Exam

1/4 Each Six Weeks Average

## **GRADUATION**

### **Requirements for a Diploma**

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

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

### **Graduation Programs**

The district offers the graduation programs listed below. All students entering grade 9 are required to enroll in the Recommended High School Program or Advanced/Distinguished Achievement Program. Permission to enroll in the Minimum Graduation Program will be granted only if a written agreement is reached among the student, the student's parent or person standing in parental relation, and the counselor or appropriate administrator. In order for a student to take courses under the Minimum Program, the student must be at least 16 years of age; have completed at least two credits each in English language arts, math, science, and social studies courses that are required for graduation; or have failed grade 9 one or more times. [See policy EIF(LEGAL).]

Students who entered the ninth grade during the 2005–2006, 2006–2007, 2007–2008 school years must meet the following credit requirements for graduation:

- Minimum Program 26 credits
- Recommended Program 26 credits
- Advanced/Distinguished Achievement Program 26 credits

Please be aware that not all courses are offered at every secondary campus in the district. A student who wants to take a course not offered at his or her regular campus should contact the counselor about a transfer or other alternatives. If the parents of at least 22 students request a transfer for those students to take 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 by teleconference or at the school from which the transfers were requested.

## **Certificates of Coursework Completion**

A certificate of coursework completion will not be issued to a senior student who successfully completes state and local credit requirements for graduation but fails to perform satisfactorily on the exit-level tests.

## **Students with Disabilities**

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

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

[See FMH(LEGAL)]

## **Graduation Activities**

Graduation activities will include:

- Baccalaureate Service
- Graduation
- Project Graduation

## **Graduation Speakers**

Graduating students will be given an opportunity to provide opening and closing remarks during the graduation ceremony. Only those students who qualify will be eligible to give these remarks; however, if the student was assigned to disciplinary placement at any time during the spring semester, he or she will not be eligible to speak at graduation.

Students eligible to give the opening and closing remarks will be notified by the principal and given an opportunity to volunteer. In the event there are more eligible students volunteering than there are speaking roles at the graduation ceremony, the names of all eligible students who volunteered shall be randomly drawn. The student whose name is drawn first will give the opening remarks and the student whose name is drawn second will give the closing remarks.

In addition to the opening and closing remarks, the senior class president may also have speaking roles at the graduation ceremony.

[See FNA(LOCAL).]

## **Graduation Expenses**

Because students and parents will incur expenses in order to participate in the traditions of graduation—such as the purchase of invitations, senior ring, cap and gown, and senior picture—both student and parent should monitor progress toward completion of all

requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year.

### **State Scholarships and Grants**

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

## ***HEALTH-RELATED MATTERS***

### **School Health Advisory Council**

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

### **Physical Fitness Assessment**

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

### **Vending Machines**

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

### **Other Health-Related Matters**

#### **Tobacco Prohibited**

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

### **Asbestos Management Plan**

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations, and is available in the maintenance office. If you have any questions, please contact Tommy Funderburg (903-669-0184).

### **Pest Management Plan**

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

## ***HOMELESS STUDENTS***

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Gary King, at 903/737-7011

## ***HOMEWORK***

Homework is an extension of the learning that takes place in the classroom. A student who does not turn in the assigned homework within the time allotted by the teacher may receive a grade of zero for the assignment. Students not turning in homework will follow the established Homework Policy.

### **Homework Policy**

**1<sup>st</sup> Offense-Conference**

**2<sup>nd</sup> Offense-Conference**

**3<sup>rd</sup> Offense-Detention or Corporal Punishment**

**4<sup>th</sup> Offense- Saturday School**

**5<sup>th</sup> Offense- 2 Saturday Schools**

**6<sup>th</sup> Offense- 1 DAY ISS**

**7<sup>th</sup> Offense- 2 DAYS ISS**

**8<sup>th</sup> Offense- 3 DAYS ISS**

**9<sup>th</sup> Offense- 4 DAYS ISS**

**Any offense occurring after the 9<sup>th</sup> offense will result in DAEP assignment. Students that have a third offense with this policy will not be exempt from any of their Semester Exams.**

## ***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 (DSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at <https://webds.dshs.state.tx.us/immco/affidavit.shtm>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are: diphtheria, rubeola (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis (polio), hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Department of State Health Services. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see policy FFAB(LEGAL) and the Department of State Health Services Web site: <http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

## **LAW ENFORCEMENT AGENCIES**

### **Questioning of Students**

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

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

### **Students Taken Into Custody**

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

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.

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

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

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

### **Notification of Law Violations**

The district is required by state law to notify:

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

[For further information, see policy GRA(LEGAL).]

## ***MAKEUP WORK***

### **Routine and In-depth Makeup Work Assignments**

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

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

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

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

Students with incompletes must have assignments turned into the teacher within seven calendar days unless an extenuating circumstance is approved by the principal.

### **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, a foundation curriculum course in which the student was enrolled at the time of removal. The district may provide the opportunity to complete the course through an alternative method, including a correspondence course, distance learning, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA(LEGAL).]

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available; including a correspondence course, distance learning, or summer school, the district will not charge the student for any method of completion provided by the district. [See policy FO(LEGAL).]

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

### ***MEDICINE AT SCHOOL***

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

- Only authorized employees, in accordance with policies at FFAC, may administer:
  - Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
  - Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
  - Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
  - Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.
- In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only:

- In accordance with the guidelines developed with the district’s medical advisor; and
- When the parent has previously provided written consent to emergency treatment on the district’s form.

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

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

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

### **Psychotropic Drugs**

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

Teachers and other district employees may discuss a student’s academic progress or behavior with the student’s parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [For further information, see policies at FFAC.]

### ***PHYSICAL EXAMINATIONS / HEALTH SCREENINGS***

Some activities require physical examinations. If one is required, students will be informed.

### ***PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE***

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

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

## ***PRAYER***

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

## ***PROMOTION AND RETENTION***

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher, the score received on any criterion-referenced or stat-mandated assessment, and any other necessary academic information as determined by the district. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

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

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

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

A student who will need to leave school during the day must bring a note from his or her parent that morning or have a parent speak with a school official. Before leaving campus the student must sign out in the office, with school official present. Otherwise, a student will not be released from school at times other than at the end of the school day. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

## ***REPORT CARDS***

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.

## ***Progress Reports and Conferences***

At the end of the first three weeks of each grading period, parents will be given a written progress report if their child's performance 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.

## **Tutorials**

Students that receive a grade below 70 at the three week grading period or at the end of the six weeks will be required to attend the Academics + tutorial schedule. Failure to attend required tutorials will result in disciplinary action.

### **Tutorial Policy:**

<b>1<sup>st</sup> Offense-Conference</b>	<b>6<sup>th</sup> Offense- 1 DAY ISS</b>
<b>2<sup>nd</sup> Offense-Conference</b>	<b>7<sup>th</sup> Offense- 2 DAYS ISS</b>
<b>3<sup>rd</sup> Offense-Detention or Corporal Punishment</b>	<b>8<sup>th</sup> Offense- 3 DAYS ISS</b>
<b>4<sup>th</sup> Offense- Saturday School</b>	<b>9<sup>th</sup> Offense- 4 DAYS ISS</b>
<b>5<sup>th</sup> Offense- 2 Saturday Schools</b>	

**Any offense occurring after the 9<sup>th</sup> offense will result in DAEP assignment. Students that have a third offense with this policy will not be exempt from any of their Semester Exams.**

## **Grading Guidelines**

Teachers follow grading guidelines that have been approved by the principal pursuant to the board-adopted policy and are designed to reflect each student's relative mastery of each assignment 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).

## **SAFETY**

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

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

- Remain alert to and promptly report to a teacher or the principal any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

### **Accident Insurance**

Soon after the school year begins, parents will have the opportunity to purchase low-cost accident insurance that would help meet medical expenses in the event of injury to their child.

### **Drills: Fire, Tornado, and Other Emergencies**

From time to time, students, teachers, and other district employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

### **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**

Emergency school closings will be aired on local television and radio stations.

### ***SAT, ACT, AND OTHER STANDARDIZED TESTS***

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

### ***SCHOOL FACILITIES***

#### **Use By Students Before and After School**

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

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

- Commons Area
- Cafeteria

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

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

### **Conduct Before and After School**

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

### **Use of Hallways During Class Time**

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

### **Cafeteria Services**

The district participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. See Liz Russell in the main 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).]

### **Library**

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for independent student use during the following times with a teacher permit:

- Monday-Friday 8:00-3:20
- Thursday Evenings 3:20-6:00

### **Meetings of Noncurriculum-Related Groups**

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

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

## **SEARCHES**

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

### **Students' Desks and Lockers**

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

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

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

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

### **Vehicles on Campus**

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

### **Trained Dogs**

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

### **Metal Detectors**

[For further information, see policy FNF(LOCAL).]

## **SEMESTER TEST EXEMPTION POLICY**

All students in grades 9-12 are eligible for exemptions.

For a student to be eligible for test exemptions, he or she must be enrolled in the class for the entire semester.

Test exemption policy:

95-100 2 absences

85-94 1 absence

75-84 0 absences

No discipline violations.

Library clearance.

All students eligible for exemptions must have parental permission to participate in the exemption plan.

Student absences because of school sponsored activities do not count against exemptions.

Absences supported by a doctor's note may be waived by the principal when doctor's note is received three days after absence.

Absences for funerals with proper documentation may be waived by the principal within three days after the student's absence.

Absences of necessity may be waived by the principal within three days after the student's absence.

North Lamar High School has a *closed campus during semester exams*.

## **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 main office.

## **STEROIDS**

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

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

Students participating in UIL athletic competition may be subject to random steroid testing. More information on the UIL testing program may be found on the UIL Web site at [http://www.uil.utexas.edu/athletics/health/steroid\\_information.html](http://www.uil.utexas.edu/athletics/health/steroid_information.html).

## **STUDENT SPEAKERS**

The district provides students the opportunity to introduce the following school events:  
Graduation

Students are eligible to introduce these events if they qualify.

A student who is eligible and wishes to introduce one of the school events listed above should submit his or her name to the principal during the first week of the fall semester and/or spring semester. The names of all students who volunteered will be randomly drawn and matched to the event for which the student will give the introduction. If the selected student speaker declines or becomes ineligible, then no student introduction will be made at that event. The selection of students to introduce school events will occur at the beginning of each semester.

As determined by the principal, students who have been selected for special honors, such as captain of an athletic team, student council officers, leaders of school-sponsored organizations, homecoming king or queen, or prom king or queen may also address school audiences at designated events.

[See FNA(LOCAL)]

### ***TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS)***

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

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

[See policy EKB(LEGAL).]

### ***TARDINESS***

Students are expected to be on time to each class. A student will be charged a tardy for not being in the room when the bell rings. A student will also be charged a tardy for signing out before class ends. Tardiness is a disruption to the classroom environment. The following Tardy Policy will be implemented.

#### **Tardy Policy**

**1st Tardy-Conference with Principal**  
**2nd Tardy-Conference with Principal**  
**3rd Tardy- Conference with Principal**  
**4<sup>th</sup> Tardy - Conference with Principal**

**5<sup>th</sup> Tardy - Corporal Punishment or  
After School Detention**  
**6th Tardy-Saturday School**  
**7th Tardy-(2) Saturday School**

**8th Tardy- 1 DAY ISS**

**10th Tardy- 3 DAYS ISS**

**9th Tardy- 2 DAYS ISS**

**11<sup>th</sup> Tardy – 4 DAYS ISS**

**Any offense occurring after the 11<sup>th</sup> offense will result in DAEP assignment. Students that have a fifth offense with this policy will not be exempt from any of their Semester Exams.**

Tardies will accumulate campus wide (not per teacher) through the office beginning with the student's first tardy.

This policy will start over at the change of semester

## ***TEXTBOOKS***

State-approved textbooks are provided to students free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. The high school library provides students with calculators (without batteries) on a first come, first serve basis. A student who is issued a damaged book or calculator should report the damage to the principal. Any student failing to return a book or calculator issued by the school loses the right to free textbooks or a calculator until the book or calculator is returned or paid for by the parent; however, the student will be provided textbooks for use at school during the school day. Electronic textbooks and all technological equipment issued to a student must be returned in acceptable conditions or paid for by the student, parent, or guardian in order for the student to be eligible to receive free textbooks, electronic textbooks, technological equipment and the student's records.

## ***TRANSFERS***

Parents should sign the required transfer form annually. See Terry Steelman at the North Lamar Administration

## ***TRANSPORTATION***

### **School-Sponsored Trips**

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent.

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

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

A parent may also designate a child-care facility or grandparent’s residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact 903/737-2057

See the *Student Code of Conduct* for provisions regarding transportation to the Disciplinary Alternative Education Program (DAEP).

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

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

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

## **VANDALISM**

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

## **VIDEO CAMERAS**

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

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

## ***VISITORS TO THE SCHOOL***

### **General Visitors**

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

Visits to individual students during the school day will be limited to family members and to church representatives.

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**

Periodically, the district invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

## ***WITHDRAWING FROM SCHOOL***

A student under 18 may be withdrawn from school only by a parent. The parent will need to come to the registrar's office to fill out withdrawal paperwork. The student will need to turn in all textbooks and pay all fines that may be due. A copy of the withdrawal form will be given to the parent, and a copy will be placed in the student's permanent record.

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

## GLOSSARY

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

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

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

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

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

**DAEP** stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the *Student Code of Conduct*. **FERPA** refers to the federal Family Educational Rights and Privacy Act that grants specific privacy protections to student records. The law contains certain exceptions, such as for directory information, unless a student's parent or a student 18 or older directs the school not to release directory information.

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

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

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

**Personal Graduation Plan (PGP)** is recommended for all students entering grade 9 and is required by state law for any student in middle school or higher who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

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

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

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

**Student Code of Conduct** is developed with the advice of the district-level committee and adopted by the board; identifies the circumstances, consistent with law, when a student may be removed from the classroom or campus. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP. It outlines conditions for out-of-school suspension and for expulsion. The *Student Code of Conduct* also addresses notice to the parent regarding a student's violation of one of its provisions.

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

**TAKS-Accommodated** is a state mandated assessment based on the same grade-level academic achievement standards of TAKS available to certain students who receive special education services who need specific accommodations, as determined by the student and his or her ARD committee.

**TAKS-Alternate** is an alternate state mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student and his or her ARD committee.

**TAKS-Modified** is an alternate state mandated assessment based on modified achievement standards and is administered to eligible students receiving special education services, as determined by the student and his or her ARD committee.

**TELPAS** stands for the Texas English Language Proficiency Assessment System, which assesses the progress that English language learners make in learning the English language, and is administered for those who meet the participation requirements in kindergarten–grade 12.

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

**APPENDIX I:**  
**Acknowledgment Form—Amendment**

I have received a copy of the *North Lamar Student Handbook 2009-2010*.

Print name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Date: \_\_\_\_\_

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