

# **Yantis**

**Independent School District**



**2010-2011**

**Student Handbook**

# Table of Contents

<b>PREFACE</b> .....	<b>1</b>
<b>NONDISCRIMINATION</b> .....	<b>3</b>
SERVICE FOR THE HOMELESS AND FOR TITLE I PARTICIPANTS.....	3
SERVICE FOR STUDENTS WITH DISABILITIES.....	3
<b>SECTION I</b> .....	<b>3</b>
<b>YOUR INVOLVEMENT AS A PARENT</b> .....	<b>3</b>
<i>Parent Involvement Coordinator</i> .....	4
<b>PARENTAL RIGHTS</b> .....	<b>4</b>
<i>Obtaining Information and Protecting Student Rights</i> .....	4
<i>"Opting Out" of Surveys and Activities</i> .....	5
<i>Inspecting Surveys</i> .....	5
<i>Reviewing Instructional Materials</i> .....	5
<i>Displaying a Student's Artwork and Projects</i> .....	5
<i>Granting Permission to Video or Audio Record a Student</i> .....	6
<i>Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags</i> .....	6
<i>Requesting Notices of Certain Student Misconduct</i> .....	6
<i>Requesting Classroom Assignment for Multiple Birth Siblings</i> .....	6
<i>Parents of Students with Disabilities</i> .....	7
Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education.....	7
<i>G/T Program</i> .....	8
<i>Accommodations for Children of Military Families</i> .....	8
<b>STUDENT RECORDS</b> .....	<b>8</b>
<b>DIRECTORY INFORMATION</b> .....	<b>10</b>
<i>Directory Information for School-Sponsored Purposes</i> .....	11
<b>RELEASE OF STUDENT INFORMATION TO MILITARY RECRUITERS AND INSTITUTIONS OF HIGHER EDUCATION</b> .....	<b>11</b>
<b>SECTION II: IMPORTANT INFORMATION FOR STUDENTS AND PARENTS</b> .....	<b>11</b>
<b>ABSENCES/ATTENDANCE</b> .....	<b>11</b>
<i>Compulsory Attendance</i> .....	11
<i>Exemptions to Compulsory Attendance</i> .....	12
<i>Failure to Comply with Compulsory Attendance</i> .....	12
<i>Attendance for Credit</i> .....	13
<i>Parent's Note After an Absence</i> .....	13
<i>Doctor's Note After an Absence for Illness</i> .....	13
<i>Driver License Attendance Verification</i> .....	14
<b>ACADEMIC PROGRAMS</b> .....	<b>14</b>
<b>ADMISSION</b> .....	<b>14</b>
<b>ANNOUNCEMENTS</b> .....	<b>14</b>
<b>AFFECTION DEMONSTRATION</b> .....	<b>14</b>
<b>ARRIVING ON CAMPUS</b> .....	<b>14</b>
<b>ASBESTOS LAW COMPLIANCE NOTICE</b> .....	<b>14</b>
<b>BULLYING</b> .....	<b>15</b>
<b>CAMPUS PARENT INVOLVEMENT POLICY</b> .....	<b>15</b>
<b>CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS</b> .....	<b>15</b>
<b>CHILD SEXUAL ABUSE</b> .....	<b>15</b>
<b>CLASS MEETINGS</b> .....	<b>16</b>

CLASS OFFICERS .....	16
CLASSROOM PARTIES .....	16
CLOSED CAMPUS .....	16
CLUBS AND ORGANIZATIONS .....	16
CLASS RANK / HONOR GRADUATES .....	17
COLLEGE CREDIT COURSES/DISTANCE LEARNING .....	18
COMPLAINTS AND CONCERNS: STUDENT OR PARENT .....	18
COMPUTER RESOURCES .....	19
CONDUCT .....	19
APPLICABILITY OF SCHOOL RULES .....	19
DISRUPTIONS .....	20
RADIOS, CD PLAYERS, CELL PHONES AND OTHER ELECTRONIC DEVICES AND GAMES. ....	20
<i>Inappropriate Use of Technology</i> .....	21
<i>Social Events</i> .....	21
COMMUNICABLE DISEASES/CONDITIONS .....	21
BACTERIAL MENINGITIS.....	22
<i>WHAT IS MENINGITIS?</i> .....	22
<i>WHAT ARE THE SYMPTOMS?</i> .....	22
<i>HOW SERIOUS IS BACTERIAL MENINGITIS?</i> .....	22
<i>HOW IS BACTERIAL MENINGITIS SPREAD?</i> .....	22
<i>HOW CAN BACTERIAL MENINGITIS BE PREVENTED?</i> .....	22
<i>What should you do if you think you or your friend may have bacterial meningitis?</i> .....	23
<i>Where can you get more information</i> .....	23
HEAD LICE POLICY.....	23
CORRESPONDENCE COURSES.....	24
COUNSELING .....	24
<i>Academic Counseling</i> .....	24
<i>Personal Counseling</i> .....	24
<i>Psychological Exams, Tests, or Treatment</i> .....	24
CREDIT BY EXAM—IF A STUDENT HAS TAKEN THE COURSE.....	24
DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION.....	25
<i>Dating Violence</i> .....	25
<i>Discrimination</i> .....	25
<i>Harassment</i> .....	25
<i>Sexual Harassment</i> .....	25
<i>Retaliation</i> .....	26
<i>Reporting Procedures</i> .....	26
<i>Investigation of Report</i> .....	26
DETENTIONS .....	26
DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS .....	27
<i>School Materials</i> .....	27
<i>Nonschool Materials</i> .....	27
<i>Disapprovals may be appealed by submitting the disapproved material to the Superintendent; materials not approved by the Superintendent within three days are considered disapproved. This disapproval may be appealed to the Board in accordance with policy FMA (LOCAL). Any student who posts material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without this approval will be removed.</i> .....	27
DRESS AND GROOMING.....	27
GROOMING/PERSONAL HYGIENE.....	28
DRUG TESTING.....	29
EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS .....	29
EARLY DISMISSAL .....	29
FEES .....	30

FIGHTING.....	30
GANG-FREE ZONES.....	30
FUND-RAISING.....	30
GRADE CLASSIFICATION.....	31
<i>Grading Guidelines:</i> .....	31
FINAL AND SEMESTER EXAMS.....	31
EARLY AWARD OF CREDIT.....	32
GRADUATION.....	32
EIGHTH GRADE RANKINGS:.....	32
<i>Requirements for a Diploma</i> .....	32
<i>Graduation Programs</i> .....	32
<i>Certificates of Coursework Completion</i> .....	33
<i>Graduation Activities</i> .....	33
OTHER SCHOLARSHIPS AND GRANTS.....	34
GUNS.....	34
HEALTH-RELATED MATTERS.....	34
DRUG/TOBACCO FREE SCHOOL.....	34
SMOKING.....	34
HOMEWORK.....	34
IMMUNIZATION.....	34
IN SCHOOL SUSPENSION (ISS).....	35
JUNIOR/SENIOR PROM.....	35
LAW ENFORCEMENT AGENCIES.....	35
<i>Students Taken Into Custody</i> .....	36
<i>Notification of Law Violations</i> .....	36
<i>Make-up Work</i> .....	36
LEAVING CAMPUS.....	37
LETTER JACKETS.....	37
<i>LIBRARY</i> .....	37
LOCKERS.....	38
MEDICINE AT SCHOOL.....	38
<i>Psychotropic Drugs</i> .....	39
MESSAGES.....	39
NONDISCRIMINATION.....	39
OPEN CONTAINERS.....	40
OUT OF STATE TRIPS.....	40
OVERNIGHT TRIPS.....	40
<i>No Tolerance Policy</i> .....	40
PARKING LOT.....	41
PARTIES AND SOCIAL EVENTS.....	41
<i>PEST CONTROL INFORMATION</i> .....	41
PHOTOS.....	41
PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE.....	41
POSTERS.....	42
PRAYER.....	42
PROMOTION AND RETENTION.....	42
RELEASE OF STUDENTS FROM SCHOOL.....	43
REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES.....	43
SAFETY.....	43
<i>Accident Insurance</i> .....	44
<i>Drills: Fire, Tornado, and Other Emergencies</i> .....	44
Fire Drill Bells.....	44
Tornado Drill Bells.....	44

<i>Emergency Medical Treatment and Information</i> .....	44
<i>Emergency School-Closing Information</i> .....	44
SAT, ACT, AND OTHER STANDARDIZED TESTS.....	45
SCHOOL FACILITIES.....	45
<i>Use By Students Before and After School</i> .....	45
<i>Conduct Before and After School</i> .....	45
<i>Cafeteria Services</i> .....	45
<i>Meetings of Noncurriculum-Related Groups</i> .....	46
SEARCHES.....	46
<i>Students' Desks and Lockers</i> .....	46
<i>Vehicles on Campus</i> .....	46
<i>Trained Dogs</i> .....	47
SPECIAL PROGRAMS.....	47
STEROIDS.....	47
<i>SUMMER SCHOOL</i> .....	47
TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS).....	48
TARDIES.....	48
LATE ARRIVAL TO SCHOOL.....	48
<i>Tardy Policy</i> .....	48
TEXTBOOKS, ELECTRONIC TEXTBOOKS, AND TECHNOLOGICAL EQUIPMENT.....	49
TUTORIALS.....	49
TRANSPORTATION.....	49
<i>School Sponsored</i> .....	49
<i>Buses and Other School Vehicles</i> .....	49
TRUANCY.....	52
VANDALISM.....	52
VIDEO CAMERAS.....	52
VISITORS TO THE SCHOOL.....	52
<i>General Visitors</i> .....	52
WITHDRAWING FROM SCHOOL.....	53
<i>APPENDIX ACKNOWLEDGMENT FORM</i> .....	54

## **PREFACE**

To Students and Parents:

Welcome to school year 2010–2011! 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 Yantis Independent School District Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is divided into two sections:

**Section I—PARENTAL RIGHTS AND RESPONSIBILITIES**—with 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.

**Section II—OTHER IMPORTANT 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 Yantis ISD 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 in this handbook and the school 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 or other communications.

In case of conflict between board policy (including the Student Code of Conduct) and any provisions of the Student Handbook, the current provisions of board policy and the Student Code of Conduct 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, please complete and return to your child's campus the following required forms included in this handbook:

1. Parental Acknowledgment Form;

Student Directory Information and Release of Student Information Form;

Release of Information to Military Recruiters and Institutions of Higher Education Form;  
and

Consent/Opt-Out 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 <http://www.tasb.org/policy/pol/private/250905/>.

## **Nondiscrimination**

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

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

Title IX Coordinator, for concerns regarding sex discrimination: Mrs. Susan Blalock, Counselor  
Section 504 Coordinator, for concerns regarding disability discrimination: Mrs. Susan Blalock, Counselor

## **Service for the Homeless and for Title I Participants**

Liaison for Homeless Children and Youths, who coordinates service for homeless students: Mrs. Susan Blalock, Counselor

Parent Involvement Coordinator, who works with parents of students participating in Title I programs: Mr. Truman Oakley, Principal

## **Service for Students with Disabilities**

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, contact Mrs. Susan Blalock, Counselor.

## **SECTION I**

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

### **YOUR INVOLVEMENT AS A PARENT**

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. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child. Monitor your child's academic progress and contact teachers as needed.

Reviewing the requirements of the graduation programs with your child, if your child is entering ninth grade.

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 either campus office at 903-383-2462 for an appointment. A teacher will usually return your call or

meet with you during his or her conference period or at a mutually convenient time before or after school.

Exercising your right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to your child.

Removing 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.

Becoming a school volunteer. For further information, see policy GKG and contact the campus principal at 903-383-2462.

Participating in campus parent organizations. Parent organizations: PTO.

Offering to serve as a parent representative on the District-level or campus-level planning committees assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact the campus principal.

Attending Board meetings to learn more about District operations, including the procedure for addressing the Board when appropriate. [See policies BE and BED for more information.]

Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction. (see policies at BDF, EHAA, FFA)

## Parent Involvement Coordinator

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Truman Oakley and may be contacted at 903-383-2463.

## **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 nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. [See policies EF and FFAA.]

## 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.

## Requesting Professional Qualifications of Teachers and Staff

You may request information regarding the professional qualification 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 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.

## Displaying a Student's Artwork and Projects

The district will seek parental consent before displaying students' artwork, special projects, photographs taken by students, and the like on the district's Web site, in printed material, by video, or by any other method of mass communication.

## Accessing Student Records

Reviewing your child's student records when needed. You may review

- (1) attendance records,
- (2) test scores,
- (3) grades,
- (4) disciplinary records,
- (5) counseling records,
- (6) psychological records,
- (7) applications for admission,
- (8) health and immunization information,

- (9) other medical records,
- (10) teacher and counselor evaluations,
- (11) reports of behavioral patterns,
- (12) 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:

- o When it is to be used for school safety;
- o When it relates to classroom instruction or a cocurricular or extracurricular activity;  
or
- o 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 the Texas Education Agency.

### 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. [See **Pledges of Allegiance and a Minute of Silence** and policy EC(LEGAL).]

### Excusing a Students from reciting a portions of the Declaration of Independence

You may request that your child be excused from recitations 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 noncustodial 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 his or her 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 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 policy FDB(LEGAL).]

## 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.

### 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 your child's principal at 903-383-2463.

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).]

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 a 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)].

## G/T Program

Identification and selection for the gifted and talented program will be determined through a process of three steps:

1. Nomination
2. Screening
3. Selection

Nominations will be obtained by one of the following:

1. Completion of the referral form by parents, guardian, grandparent, peer, district personnel, self, or other community member.
2. Kindergarten students will be nominated at the beginning of the second semester.

Screening will be conducted on each student nominated for the gifted and talented program. Written parental consent shall be obtained before any special testing or individual assessment is conducted as part of the screening and identification process. Criteria used in the screening process will consist of, but not limited to, a variety of the following:

1. Aptitude Test
2. Achievement Test
3. Teacher Inventory
4. Parent Inventory
5. Student Product
6. Student Portfolio
7. Student Interview

Elementary and secondary students will be screened in the spring. Kindergarten students will be screened and served by March 1. A student that has been screened and does not qualify will be eligible for reassessment in one calendar year.

## 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. The district will permit no more than excused absences per year for this purpose.

Additional information may be found at <http://ritter.tea.state.tx.us/mil/>.

## Student Records

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from a student's records, the district must verify the identity of the person, including a parent or the student, requesting the information. For purposes of student records, an "eligible" student is one who is 18 or older OR who is attending an institution of postsecondary education.

The law specifies that certain general information about Yantis ISD students is considered “directory information” and will be released to anyone who follows procedures for requesting it. That information includes:

- A student’s name, address, telephone number, and date of birth.
- The student’s photographed participation in officially recognized activities and sports, weight and height of members of athletic teams.
- The student’s dates of attendance, grade level, enrollment status, honors and awards received in school and most recent school previously attended.
- The student’s e-mail address on the District’s computer network.

The custodial parent or an eligible student may prevent release of any or all directory information regarding a student. This objection must be made in writing to the principal within ten school days after the parent has been provided this notice. [See the **acknowledgment form** attached to this handbook.]

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

- The parents—whether married, separated, or divorced—unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as the student becomes eligible, 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 or in response to a subpoena or court order.
- 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 is already enrolled.

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 superintendent 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. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. A parent or eligible student who provides a written request and

pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, 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 address of the superintendent's office is 105 W. Oak, Yantis, TX 75497.

The address(es) of the principals' offices are: 105 W. Oak, Yantis, TX 75497.

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the principal or superintendent. 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. [See FINALITY OF GRADES at FNG(LEGAL), **Report Cards/Progress Reports and Conferences and Student or Parent Complaints and Concerns** for an overview of the process.]

The district's policy regarding student records found at FL(LEGAL) and (LOCAL) is available from the principal's or superintendent's office or on the district website at <http://www.tasb.org/policy/pol/private/250905/>.

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. For these specific school-sponsored purposes, the district would like to use your child's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams.

This information will not be used for other purposes without the consent of the parent or eligible student, except as described above at **Directory Information**.

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. A form has been attached for you to complete if you do not want the district to provide this information to military recruiters or institutions of higher education.

## **Section II: Important 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 organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact Yantis ISD at (903) 383-2463.

### **ABSENCES/ATTENDANCE**

Regular school attendance is essential for the student to make the most of his or her education—to benefit from teacher-led activities, to build each day's learning on that of the previous day, 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**

The state compulsory attendance law requires that:

"A student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. However, if a student 18 or older has more than five unexcused absences in a semester, the District may revoke

the student's enrollment. The student's presence on school property is then unauthorized and may be considered trespass." [see FEA]

Students enrolled in prekindergarten or kindergarten are required to attend school.

State law requires attendance in an accelerated reading instruction programs when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of a diagnostic reading instrument.

A student in grades 3–8 will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and applicable subject area.

School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class, from required special programs, such as basic skills for ninth graders, or from required tutorials will be considered truant and subject to disciplinary action.

### Exemptions to Compulsory Attendance

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. 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 will 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.

### Failure to Comply with Compulsory Attendance

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

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

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup is completed, absences for religious holy days and health-care appointments will be considered days of attendance for this purpose [See Policy FEB.]
- A transfer or migrant student incurs absences only after his or her enrollment 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 consensus about a student's absences, the committee will attempt to ensure that its decision is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to regain credit.

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

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

## Parent's Note After an Absence

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

## Doctor's Note After an Absence for Illness

Upon return to school, a student absent for more than 3 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school. [See FEC(LOCAL).]

### **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 their parent's information regarding academic programs to prepare for higher education and career choices.

## **ADMISSION**

To enroll, a student must be accompanied by their custodial parent or guardian and provide the following upon enrollment.

1. Withdrawal from previous school
2. Certified copy of birth certificate
3. Copy of social security card
4. Immunization records
5. If student lives with someone other than a parent, the person they live with must have legal guardianship and provide the proper papers.

## **ANNOUNCEMENTS**

Announcements are made during the first or last five minutes of a period. Anyone wishing to have an announcement made should present the item in writing before 8:00 a.m. The principal must approve all announcements and P.A. system use.

## **AFFECTION DEMONSTRATION**

Public demonstration of affection (PDA) with the exception of holding hands is considered inappropriate behavior for the school environment. Students will be subject to disciplinary action by school officials for violation of this rule.

## **ARRIVING ON CAMPUS**

School does not open until 7:30 a.m. We have no one on duty until this time. Please do not arrive before 7:30 a.m. Pre-Kindergarten – 5<sup>th</sup> grades report directly to the cafeteria. Grades 6-8 students are to go to the junior high gymnasium and 9-12 students are to go to the high school gymnasium and remain in the gymnasium until 8:00 unless going to tutorials.

## **ASBESTOS LAW COMPLIANCE NOTICE**

YISD has complied with a federal law requiring schools to be inspected for asbestos and to develop management plans to address asbestos in schools. As required, each campus houses a copy of the management plan, and a copy of the master plan is housed at the administration building. These copies are available for public viewing.

Any questions concerning this matter should be directed to Robert Spurgeon, YISD Asbestos Manager, 903.383.2463 ext. 114.

## **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, persistent, or pervasive 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).]

## **CAMPUS PARENT INVOLVEMENT POLICY**

Acknowledging that parents/guardians are a student's first teachers and that this continuing support is essential for academic success, Yantis ISD is committed to the following parent involvement policy:

- \*\* Title 1, Part A parent will annually receive information concerning the implementation of the Title 1, Part A program and will be encouraged to offer suggestions for improving/strengthening the program.
- \*\* Parents will be given timely information concerning overall student performance standards and expectations (TEKS).
- \*\* Parents will be given timely information concerning campus/state assessment instruments :local assessment measures, TPRI, RPTE, TAKS, SDAA, etc.
- \*\* Parents will be offered opportunities for learning how to foster improved academic performance for their child(ren).
- \*\* Parent representatives (including parents of Title 1, Part A students will be involved in the development, review and evaluation of the campus improvement plan.
- \*\* Title 1 Part A parents will be involved annually in the review/revision of the School/Parent Compact.
- \*\* Title 1, Part A parents will be asked to complete surveys seeking evaluation of the Title 1, Part A program and parent involvement
- \*\* Parents will annually review/revise this policy.

## **CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS**

The District offers career and technology programs in vocational agriculture, home economics and computer science. Yantis ISD will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. Only Seniors will be allowed to enroll in Co-Op Classes to be released early from school.

## **CHILD SEXUAL ABUSE**

The district has established a plan for addressing child sexual abuse, which may be accessed at the counselor's office. 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>.

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 MEETINGS**

Class meetings should be scheduled one day in advance by having the class sponsor contact the Principal.

## **CLASS OFFICERS**

Each class will elect a president, a vice-president, a secretary/treasurer, and a reporter. A student must be passing all subjects and continue to be scholastically eligible to hold the office.

The senior class will nominate homecoming king and queen candidates from their class. The homecoming king and queen candidates must meet all eligibility guidelines and other criteria as determined by the homecoming committee.

## **CLASSROOM PARTIES**

Classroom Parties are limited to three per year in accordance with the Texas Public School Nutrition Policy. YISD has designated Christmas, Valentine's Day and Easter as the three allowed classroom parties. The Texas Public School Nutrition Policy is available at [www.squaremeals.org](http://www.squaremeals.org).

## **CLOSED CAMPUS**

Yantis ISD is a closed campus. Anyone wishing to leave the campus must secure permission from the administration office. A teacher cannot give permission to leave campus. Persons wishing to visit a student must secure permission from the office first. Any person loitering on school property after being warned by a school employee or administrator may be subject to arrest and prosecution. Students must obtain office permission for leaving campus any time other than dismissal times and parent permission is required. Disciplinary actions may result.

## **CLUBS AND ORGANIZATIONS**

Student clubs and performing groups such as the athletic teams and cheerleaders may establish codes of conduct and 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 shall apply in addition to any consequences specified by the organization. For grades 7-12, if you wish to participate, you must submit to being randomly drug tested by the school.

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least 14 days before the event.

Except as approved by the administration, fund-raising by an organization is not permitted on school property. [For further information, see policies FJ and GE.]

Clubs and organizations must provide financial accountability to the business office for any fundraising activity involving school facilities or students.

## **CLASS RANK / HONOR GRADUATES**

Seniors: All students will be ranked at the end of the 5<sup>th</sup> six weeks by a complete high school grade point average. Courses will be designated as follows:  
(Board adopted 1/11/00)

**ADVANCED** – Courses with an Honors designation, Foreign Language 3, Anatomy & Physiology, Pre-Calculus, college courses, and courses taken for dual credit and/or credit for the distinguished transcript.

**REGULAR** – English, Algebra 1 & 2, Geometry, Math Applications, Foreign Language 1 & 2, History or Geography, Health, Economics, Biology, Chemistry, Integrated Chemistry & Physics, Environmental Science, Fine Art, Speech, Business, Agriculture, Home Economics and Courses not listed in Advanced or Basic. Correspondence courses need for graduation and taken through a university. Ag-Coop grades will apply as one grade toward class ranking.

**BASIC** – Physical Education, Remedial or Compensatory Courses, Resource Room Courses, Summer School Courses.

Correspondence and college courses taken but not needed for graduation credits will not be included in the average. Only the first 3 semesters of PE will be counted.

College course grade conversion: A=95, B=85, C=75, D=70, if numerical grade is not given.

Grade Points will be awarded as follows:

- 0.0 for a 70 in a basic course (ex: 80=1.0, 85=1.5, 90=2.0, 100=3.0)
- 1.0 for a 70 in a regular course (ex:80 = 2.0, 85=2.5, 90=3.0, 100=4.0)
- 2.0 for a 70 in an advanced course(ex:80=3.0, 85=3.5, 90=4.0, 100=5.0)
- Add one tenth of a point for each point above 70.

The student having the highest grade point average will be the valedictorian and the runner-up will be the salutatorian. In case of a tie, the grade point average in advanced courses will determine rank. Students **must** complete a full junior and senior year in Yantis to be eligible for valedictorian or salutatorian.

For two school years following his or her graduation, a district student who graduates in the top ten percent of his or her class is eligible for 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 resident freshmen. For students who are eligible to enroll in the University of Texas at Austin during the summer or fall 2011 term, the University will be admitting the top eight percent of the high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through an independent review process.

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

## **COLLEGE CREDIT COURSES/DISTANCE LEARNING**

Yantis ISD offers college courses on campus through our distance learning lab.

Dual credit courses will count as regular high school courses as well.

## **COMPLAINTS AND CONCERNS: STUDENT OR PARENT**

Usually a phone call or a conference can address student or parent complaints or concerns simply— with the teacher. 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. The following informal procedure should be followed first:

1. The student or parent should first discuss the complaint with the classroom teacher or coach.
2. If unresolved, the student or parent should then discuss the complaint with the campus principal.
3. If unresolved, a written complaint and a request for a conference should be sent to the Superintendent.
4. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees.

Some complaints require different procedures as listed below. Any campus office or the Superintendent's office can provide information regarding specific processes for these complaints. Additional information can also be found in the designated Board policy, available in the principal's and superintendent's offices or on the district web site at [www.yantisisd.net](http://www.yantisisd.net)

Specialized complaint procedures exist regarding:

Identification, evaluation, or educational placement of a student with a disability: policies EHBA and FB.

Loss of credit because of excessive absences: policy FDD

Removal of a student by a teacher for disciplinary reasons: policy FOAA and the Student Code of Conduct.

Removal of a student to a disciplinary alternative education program: policy FOAB and the Student Code of Conduct.

Expulsion of a student: policy FOD and the Student Code of Conduct.

Discrimination on the basis of sex: policy FB.

Harassment of a student on the basis of race, color, religion, national origin, or disability: policy FNCL and the Student Code of Conduct.

Sexual abuse or sexual harassment of a student: policy FNCJ and the Student Code of Conduct.

Instructional materials: policy EFA.

On-campus distribution of nonschool materials to students: policy FMA.

Complaints against District peace officers: policy CKE.

## **COMPUTER RESOURCES**

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and their parents will be asked to sign a user agreement (see Appendix II) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and their parents should be aware that electronic communications—e-mail—using District computers are not private and may be monitored by District staff.

[For additional information, see policy CQ.]

## **CONDUCT**

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

Demonstrate courtesy—even when others do not.

Behave in a responsible manner, always exercising self-discipline.

Attend all classes, regularly and on time.

Prepare for each class; take appropriate materials and assignments to class.

Meet District or campus standards of grooming and dress.

Obey all campus and classroom rules.

Respect the rights and privileges of other students, teachers, and other District staff.

Respect the property of others, including District property and facilities.

Cooperate with or assist the school staff in maintaining safety, order, and discipline.

Avoid violations of the Student Code of Conduct.

Public demonstration of affection (PDA) with the exception of holding hands, is considered inappropriate behavior for the school environment. Students will be subject to disciplinary action by school officials for violation of this rule.

### **Applicability of School Rules**

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

- During the regular school day and while a student is going to and from school on District transportation.
- Within 300 feet of school property.
- While a student is in attendance at any school-related activity, regardless of time or location.
- For any school-related misconduct, regardless of time or location.
- This includes school social events to which a student brings a guest. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest.
- When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location.

- When a student commits a felony, as described by Texas Education Code 37.006.
- When criminal mischief is committed on or off school property or at a school-related event.

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

### Disruptions

In order to protect student safety and sustain an educational program free from disruption, state law permits the District to take action against any person—student or non-student—who:

- 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.

### Radios, CD players, Cell Phones and other electronic devices and games.

Students are not permitted to possess such items as, but not limited to radios, CD players, tape recorders, camcorders, DVD players, cameras, or electronic devices or games at school, unless prior permission has been obtained from the principal. Yantis ISD will not be held responsible for any missing or stolen items. Without such permission, teachers will collect the item and turn it in to the principal's office. Cell phones should not be visibly displayed. Cell phones must be turned off during the instructional day. Ex: Phones being used to look at time and calculators are considered "on". The principal will determine whether to return the item at the end of the day for the student to take home or whether the parent will be contacted to pick up the item. An administrator or sponsor must approve all exceptions. Any disciplinary action will be in accordance with the Student Code of Conduct.

For safety purposes, the district permits students to possess telecommunications devices, including mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing. Cell phones must be turned off beginning with the student's arrival at school until the last school bell at 3:10 p.m. Cell phones turned on or used

during the school day will be taken up and given to an administrator. The following consequences will be in effect for violation of the cellular telephone policy:

- 1<sup>st</sup> Offense:** A fee of \$10 will be charged (per the Texas Education Code Chapter 37.082) and the student will be allowed to receive the telephone at the end of the school day. The fee must be received before the telephone is returned.
  
- 2<sup>nd</sup> Offense and subsequent offenses:** A fee of \$10 will be charged (per the Texas Education Code Chapter 37.082) and a parent or guardian of record will be allowed to receive the telephone at the end of the school day. The fee must be received before the telephone is returned.
  
- Refusal of phone:** Any student that refuses to turn over the cell phone will be disciplined according to the school's insubordination policy. The cell phone policy will be in addition to the insubordination violation.

### 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 other content will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement.

The district is not responsible for any damaged or stolen technology devices that a student has brought to school or on any school sponsored trip.

### 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.

## **COMMUNICABLE DISEASES/CONDITIONS**

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who might have been exposed to the disease can be alerted. Among the more common of these diseases are the following:

Amebiasis	Hepatitis A (acute)	Ringworm of the scalp
Campylobacteriosis	Impetigo	Rubella (German Measles), including congenital
Chicken pox (varicella)	Infectious mononucleosis	Salmonellosis, including typhoid fever
Common cold with fever	Influenza	Scabies
Fifth disease (Erythema Infectiosum)	Measles (Rubeola)	Shigellosis
Gastroenteritis, Viral	Meningitis, Bacterial	Streptococcal disease,

Giardiasis  
Head Lice (Pediculosis)

Mumps  
Pinkeye (Conjunctivitis)

invasive (group A or B)  
Tuberculosis, Pulmonary  
Whooping Cough (Pertussis)

[Further information may be found at policy FFAD.]

## **BACTERIAL MENINGITIS**

State law requires the District to provide the following information:

### **WHAT IS MENINGITIS?**

Meningitis is an inflammation of the covering of the brain and spinal cord. Viruses, parasites, fungi, and bacteria can cause it. 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 an infected person is. 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 your friend may have bacterial meningitis?

You should seek prompt medical attention.

### Where can you get more information

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

### Head Lice Policy

The purpose of this policy is to provide guidelines for the prevention and control of head lice in the students and staff attending Yantis I.S.D.

At any time during the school year, the nurse or other trained staff member may inspect any student for head lice. If nits or lice are identified during inspection the following procedure will be implemented:

- The student will be removed from the classroom.
- The parent or guardian will be called to come to the school to pick up the student. It will be the responsibility of the parent or guardian to transport the student home before the end of the school day. The student will not be permitted to ride the school bus due to added risk of other students acquiring lice.
- Verbal instructions as well as written instructions will be given to the parent and student (depending on the age of the student) before the student leaves the building. It is the parents' responsibility to follow these instructions to rid the students of lice so that the student may be readmitted to school. These instructions will include treatment as well as management of the student's environment and prevention.
- After treatment has been completed and ALL nits have been removed from the head, the student should be accompanied by the parent or guardian to the school and not ride the bus. If upon re-inspection by the nurse or trained staff member, the student is found to have nits or lice, the student will be denied admission to school until all nits are removed.
- After the student has been cleared to return to classes, the nurse will continue to check for nits because of the risk of re-infestation if the student's environment was not properly treated. The student will be checked as often as deemed necessary by the nurse.

There is no specific exclusion time from school for head lice. Some parents are able to accomplish treatment in one day; IT SHOULD NOT TAKE MORE THAN A FEW DAYS. The student will be expected to report to the school nurse or principal the day they return to school. Exclusion for lice should not be used to miss school for an extended period of time. Therefore, the school may enforce disciplinary action as deemed necessary by the school's administrative staff.

## **CORRESPONDENCE COURSES**

The District permits high school students to take correspondence courses—courses by mail—for credit toward high school graduation.

## **COUNSELING**

### **Academic Counseling**

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades 7 through 12 will be provided information on anticipated course offerings for the next year and other information that will help to make the most of academic and vocational opportunities.

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

### **Personal Counseling**

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

### **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 policies EHBAA(LEGAL), FFE(LEGAL), and FFG(EXHIBIT).]

## **CREDIT BY EXAM—If a Student Has Taken the Course**

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

The 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 offer a student with excessive absences an opportunity to receive 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 policy EEJA.]

A student will be permitted to take an exam to earn credit for an academic course for which the student has no prior instruction. The passing score required to earn credit on an exam is 90. The parent will be responsible for paying an appropriate fee to the District or for purchasing the test from a university approved by the State Board of Education.

## **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 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.

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 or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature. However, romantic

and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

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 against a person who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline.

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 district 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 involving 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).

## **DETENTIONS**

It is the goal of Yantis Middle School and High School to maintain a safe, effective learning environment. To do so, the following disciplinary procedures have been established.

A student may be given a 45 minute detention for a violation of classroom rules or handbook policies. All detentions are served on Monday thru Thursday afternoons, from 3:15 p.m. until

4:00 p.m., in a designated location selected by the campus principal. Students will have one week to serve their one detention. For example: Students given a detention on a Tuesday will be given until the next Tuesday to serve the detention. Per semester, for each detention/referral after five detentions, students will be assigned to ISS. All detentions that are not served will result in a day in ISS.

While in detention students are expected to be working on the assigned material for the duration of the detention.

Cell phones are not allowed during detention times.

## **DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS**

### **School Materials**

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

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

### **Nonschool Materials**

Unless a student (or a non-student) obtains specific prior approval from the principal, written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus. If the material is not approved within two school days of the time it was submitted to the principal, it should be considered disapproved.

Disapprovals may be appealed by submitting the disapproved material to the Superintendent; materials not approved by the Superintendent within three days are considered disapproved. This disapproval may be appealed to the Board in accordance with policy FMA (LOCAL). Any student who posts material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without this approval will be removed.

## **DRESS AND GROOMING**

The District's dress and grooming code is established to teach appropriate dress, grooming, and hygiene, instill discipline, prevent disruption, avoid safety hazards, teach respect for authority, and enhance the image of Yantis School.

Students will be dressed and groomed in a manner that is clean and neat and will not be a health or safety hazard to themselves or others. The District prohibits any clothing or grooming that may reasonably be expected to cause disruption of or interference with normal school operations. For clarification and consistency, the following specific guidelines are established.

Dress:

Generally, students and parents may determine a student's dress and grooming practices, however, the district expects dress and grooming to comply with the specific guidelines set forth as following:

1. Tank tops will not be allowed. This includes shirts and dresses. Male students will not be allowed to wear sleeveless shirts. Female students may wear sleeveless tops with armholes that fit. If the

armhole is large, you must wear a top under it so that no under garments show and it is not considered vulgar.

2. No see-through clothing will be allowed. You may wear sheer, crocheted, etc. over something that is within the dress code.
3. No cleavage, low cut tops, spaghetti strap tops or halter-tops will be allowed. This includes shirts and dresses.
4. No crop tops will be allowed. This will be measured by raising both arms extended shoulder high. If skin shows between the shirt and the pants in a normal sitting or standing position, it's too short.
5. No muscle shirts.
6. No head coverings will be allowed. This includes hats, caps, bandannas, etc.
7. No sunshades allowed in the buildings.
8. No clothing that exhibits pictures, emblems or writings that are lewd, vulgar, morbid, slanderous, sexual, inciting, offensive, or depict violence, advertise/exploit tobacco, alcohol, drugs or other illegal substances and paraphernalia, identify/refer to satanic, cult or gang activities, tight pants such as spandex, cotton or any other legging type tight fitting pants.
9. Appropriate under garments must be worn. Under garments will not be visible.
10. Shorts will be measured by kneeling on the floor. Standing straight up on your knees, your shorts may not be shorter than 5 inches from the floor. No biking shorts or those made from spandex and other stretch material. Shorts must be hemmed, no cut-offs. No rolled up shorts unless the cuff is sewn down. Overall shorts will be measured the same with the side buttons on the waistline.
11. Skirts will be measured the same as shorts. The back of the skirt will also be measured.
12. No clothing chains or wallet chains, dog collars, etc.
13. No PE clothing will be worn to class other than PE class. Pants will be worn with the waistband of the pants on the waistline. NO SAGGINGS PANTS. Oversized pants must have a belt. Administrators have the authority to use any method within reason to keep the pants in their proper place (tying belt loops together, tying pants up with the string, etc.)
14. No pajamas tops or bottoms, robes or house shoes.
15. Jeans whose legs are wider than the shoe at the hem are not permitted. Jeans should not come over the shoe and drag the ground. No holes allowed above the knee in any pants. Any opening or shredded appearances above the knee must have a permanent backing affixed to the jean. Ex. A patch sewn on the inside of the jean is acceptable.
16. **ELEMENTARY:** Students are not permitted to wear flip-flops.

**Dress code violators will be subject to disciplinary actions**

If you are unsure about a garment, you may have your first period teacher check it and have it corrected before 8:00 a.m. Dress code violators after 8:05 will receive an unexcused tardy. Students will have the opportunity to change clothes. The school may provide clothing. No phone calls home or going home to change clothes. On the third dress code violation, the student will not be allowed to wear shorts, sleeveless tops, dresses or skirts above the knee for the remainder of the school year. Repeated offenders may result in more serious disciplinary action.

**NOTE:** The school administration's discretion may be applicable in judgment situations.

## **GROOMING/PERSONAL HYGIENE**

1. Students will follow appropriate personal hygiene practices relative to body and clothing cleanliness.
2. Hair will be neat, clean, and well groomed (including evidence of combing daily), and it will not be combed in such a manner so as to cover the eyes. The length of male students' hair should not extend beyond the eyebrows in front or beyond the shirt collar in back. A variety of hairstyles are acceptable if the following extremes are avoided: No Mohawks, geometric or unusual patterns shaved or cut in the hair (male or female), hair may not be dyed an unnatural hair color (male or female), no ponytails, rattails, or braids (males).
3. Neatly trimmed mustaches will be acceptable; however, no beards will be worn.
4. Sideburns will be kept neatly trimmed and not grown lower than the bottom of the earlobe.

5. Male students will not wear earrings or ear-studs. No student will wear nose rings or studs.
6. No visible body piercing or tongue piercing will be allowed other than female earrings. The covering of piercings by adhesive or any materials will not be allowed.

NOTE: The school administration's discretion may be applicable in judgment situations.

Coaches and /or sponsors may require students to adhere to dress and grooming code during extra-curricular activities.

## **DRUG TESTING**

Yantis ISD will offer a mandatory random student drug-testing program for all students involved in any extracurricular activities, clubs, school sponsored activities and to receive a parking permit. Refer to Drug testing policy.

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

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

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

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 (3) school weeks.

An ineligible student may practice or rehearse.

A student is allowed in a school year up to ten (10) absences not related to post-district competition, a maximum of five (5) absences for post-district competition, prior to state, and a maximum of two (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.

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

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

## **EARLY DISMISSAL**

Students in grades K-11 must be enrolled in a full 8 period day. Seniors may release one (1) hour early with stipulations.

## **FEES**

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

Costs for materials for a class project that the student will keep.

Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.

Security deposits.

Personal physical education and athletic equipment and apparel.

Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.

Voluntarily purchased student accident insurance.

Musical instrument rental and uniform maintenance, when the District provides uniforms.

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 requires use of facilities not available on District premises.

Summer school for courses that are offered tuition-free during the regular school year.

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

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

## **FIGHTING**

Fighting is prohibited. Students involved in a fight will be disciplined or turned over to Wood County Sheriff's Department.

## **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 1,000 feet of any district-owned or leased property or campus playground.

## **FUND-RAISING**

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least 10 days before the event.

Except as approved by the principal, fund-raising is not permitted on school property. [For further information, see policies FJ and GE.]

Texas school districts, public schools, qualified exempt private schools and each bona fide chapter within a qualifying school are exempt from the payment of Texas sales and use tax on purchases on taxable items for their use, if the purchases are related to the organizations exempt function.

School district, public schools, qualified exempt private schools and bona fide chapters within a qualifying school may conduct two one-day tax-free sales or auctions each calendar year.

## **GRADE CLASSIFICATION**

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

Credits Earned	Classification
5	10 (Sophomore)
10	11 (Junior)
15	12 (Senior)

### Grading Guidelines:

In grades PK-12, achievement is reported to parents as: Report Cards, Progress Reports, and Conferences.

Grading guidelines for the Middle School campus and High School campus can be viewed upon request.

### Final and Semester Exams

Semester Exams assist in preparing students for college level methods of instruction which include studying for and taking end of course exams. All students in Grades 6-12 are required to take semester exams unless exemption requirements are met and exemption is granted by the principal. Exams will ordinarily be administered on the last three days of each semester according to the following schedule:

Day One -	Exams, Period 7 and 8 – 75 minute period
Day Two -	Exams, Period 1, 3, 5 – 75 minute periods, early release
Day Three -	Exams, Period 2, 4, 6 – 75 minute periods, early release

Semester exam grade weight will be 1/7 (14%) with each six weeks period grade weight being 2/7 (28%).

Grades 6-12 students may be exempted from semester exams if they meet the following attendance and grade criteria: 90 or above average and no more than 3 absences, 80 or above average and no more than 2 absences, 75 or better and perfect attendance. Students must have no more than one (1) day in ISS. (per semester) Students with exemption status can select their courses for exemption as follows: the 6-9 graders select 2 exams, tenth graders from 3 exams, eleventh graders from 4 exams. Seniors are exempt from all exams if they have met all the previously mentioned requirements.

For the Spring semester exams, students may be exempt for subjects they passed on the TAKS if they have a 70 average for the semester and are passing for the year. Students may not have more than 3 absences to be eligible to be exempt. These exemptions will be in addition to the regular exemption policy.

## Early Award of Credit

The District may offer courses designated for grades 9-12 in earlier grade levels. Credit must be awarded if the student has demonstrated achievement by meeting the standard requirements of the course, including demonstrated proficiency in the subject matter, regardless of the time the student received instruction in the course or the grade level at which proficiency was attained. The academic achievement record shall reflect that students have satisfactorily completed courses at earlier grade levels from grades 9-12 and have been awarded state graduation credits. 19 TAC 74.26(b)

## GRADUATION

### Eighth Grade Rankings:

Valedictorian and salutatorian will be figured by grade average. Students must complete seventh and eighth grade in Yantis to be eligible for valedictorian or salutatorian. Seventh and eighth grade semester grades will be used to determine rank at the end of the 5<sup>th</sup> six weeks of the 8<sup>th</sup> grade.

### 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.

For 2001 and After Graduates:

There are 3 types of diplomas available to these students.

**Minimum:** 22 Credits: (4) English, (3) Math, (2) Science, (2) History, (1) Fine Art, (1/2) US Government, (1/2) Economics, (1) PE or Athletics, (1) Fine Art, (1/2) Speech, (6 1/2) Electives

**Recommended:** 26 Credits: (4) English, (4) Math, (4) Science, (3) History, (1/2) US Government, (1/2) Economics, (2) Foreign Language (same), (1) PE or Athletics, (1) Fine Art, (1/2) Speech, (5.5) Electives

**Distinguished:** 26 Credits: (4) English, (4) Math, (4) Science, (3) History, (1/2) US Government, (1/2) Economics, (3) Foreign Language (same), (1) PE or Athletics, (1) Fine Art, (1/2) Speech, (4 1/2) Electives.

\*Completion of 4 Advanced Measures

To be eligible to graduate, students in grade 11 must have passed the TAKS exit Level test. The exit-level test will cover English language arts, mathematics, science, and social studies and will require knowledge of Algebra I, Geometry, Biology, Integrated Chemistry and Physics, English III, and Early American and United States History.

### 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 an agreement is reached among the student, the student's parent or person standing in parental relation, and the counselor or appropriate administrator. [See policy EIF(LEGAL).]

<b>Courses</b>	<b>Number of credits Minimum Program</b>	<b>Number of credits Recommended Program</b>	<b>Number of credits Advanced/ Distinguished Achievement Program</b>
English/Language Arts	4	4	4
Mathematics	3	4	4
Science	2 or 3	4	4
Social Studies	2.5 or 3.5	3.5	3.5
Economics	0.5	0.5	0.5
Physical Education	1	1	1
Speech	0.5	0.5	0.5
Language other than English		2	3
Fine Arts	1 (effective for grade 9 in 2010–2011 school year and thereafter)	1	1
Electives	7.5 credits (prior to 2010–2011) 6.5 credits (2010–2011 and thereafter)	5.5 credits	4.5 credits
Miscellaneous			Completion of 4 Advanced Measures
<b>TOTAL</b>	<b>22 credits</b>	<b>26 credits</b>	<b>26 credits</b>

Beginning with the 2007–2008 school year, a student entering the ninth grade must meet the following credit requirements for graduation:

Minimum Program	22	credits
Recommended Program	26	credits
Advanced/Distinguished Achievement Program	26	credits

### Certificates of Coursework Completion

A certificate of coursework completion will 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.

### Graduation Activities

Graduation exercises are held at the end of each spring semester. The senior class and senior sponsors will plan the graduation activities and get approval from administration.

### 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.

### Other Scholarships and Grants

Students who have financial need according to federal criteria and who complete the Recommended High School Graduation Program may be eligible under the Texas Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. [For further information, see the principal or counselor and policies at EIC and FJ.]

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

## **GUNS**

State law prohibits the possession of firearms on school district property.

## **HEALTH-RELATED MATTERS**

### Drug/Tobacco Free School

In compliance with state law, the district has a code of conduct that prohibits the use, sale, possession, and distribution of alcohol, illicit drugs, and or tobacco by anyone on school premises or in attendance at any school activity. Compliance with this code of conduct is mandatory. Students will be disciplined and all others are expected to comply with this state law. SB1, Sec. 38.006

### Smoking

Students may not possess, smoke or use tobacco products on school property or at any school related activity, on or off school property. Smoking or using tobacco products is prohibited at a school-related or school-sanctioned activity on or off school property. SB1, Sec. 38.006

## **HOMEWORK**

All homework must be turned in promptly and on time in accordance with each campus grading guidelines. Homework not turned in will result in a zero. Mandatory tutorials or lunch detention may be assigned.

## **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, varicella (chicken pox), and meningococcal. 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 a 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>.]

## **IN SCHOOL SUSPENSION (ISS)**

The In School Suspension class will provide an alternative curriculum, as developed by teachers and administrators, during the time the student is assigned.

The rules to be followed while in the In School Suspension Class are:

- a. Isolation from the rest of the student body.
- b. No talking to other students.
- c. Class time: Students must report to ISS by 8:00.
- d. Must cooperate with ISS supervisors.
- e. May not sit and be idle.
- f. Pupil may bring his lunch or buy a cafeteria lunch.
- g. Pupil will have one supervised class break in the morning and one in the afternoon.
- h. Pupil will be allowed to return to the regular program when an acceptable plan to correct the inappropriate behavior resulting in ISS assignment has been designed and approved.
- i. No participation in extracurricular activities while in ISS or that night.
- j. Students must return signed notice.

Teachers will be given an updated list of students in I.S.S.

Tardies due to ISS business will be unexcused.

## **JUNIOR/SENIOR PROM**

Guests at the prom must receive prior approval two (2) weeks before the prom from the principal and junior/senior class sponsors. Junior and Senior students will be notified of guest restrictions (determined by principal and junior/senior class sponsors) 30 days before the prom.

## **LAW ENFORCEMENT AGENCIES**

Wood County Sheriffs Department – (903)763-2201

### **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:

- o The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.

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

### Students Taken Into Custody

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

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- 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 is required to register as a sex offender or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.

Lets g[For further information, see policies FL(LEGAL) and GRA(LEGAL).]

### Make-up Work

A student will be permitted to make up tests and to turn in projects due in any class missed because of an excused absence. Secondary teachers may assign a late penalty to any project in accordance with timelines approved by the principal and previously communicated to students.

For any class missed, the teacher may assign the student make-up 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.

The student will be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher. [See EIA]

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.

Excused absences will allow students to make up work missed. Students will have the same number of days to make up work as the number of days they missed. Unexcused absences will receive zeros for work missed. [For further information, see policies at EHBC, EIA, FDC, and FDD.] TUTORIALS

## **LEAVING CAMPUS**

After a student enters school property in any way, he/she is not permitted to leave without obtaining office permission. This includes the school bus and any and all properties.

## **LETTER JACKETS**

UIL academic participants will letter for meeting at least one of the following criteria: (1) participation in UIL events for 2 years at Yantis and placing in Yantis District competition, or (2) representing Yantis at post district competition.

UIL athletic participants will letter for meeting the following criteria: (1) Participation in a UIL sport for 2 complete seasons with at least 1 year being varsity, (2) post district competition in at least one UIL sport. Alternates do not count in any of these categories. No student will receive more than one jacket from Yantis.

## **LIBRARY**

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure.

Yantis School allows students to check out two (2) books at a time for two (2) weeks. Books that are more than three (3) days overdue will be charged a five-cent (5) fine per day until the books are returned. Any book that is damaged or lost must be paid for within one month of the due date.

Yantis students participate in the Accelerate Reader program.

Yantis School does not make the reading levels for the library books. The reading levels are pre-set by the Renaissance Learning Company. Sentence structure and difficulty of the words set the reading levels. The books are not rated by content. This is why there are several books in our High School section that are on the 2<sup>nd</sup> – 4<sup>th</sup> grade reading level. All students should be tested to determine their reading level at the beginning of the year. Students will not be able to check out any books from the library that they are not eligible to read.

Example:

If your child is not in the 9<sup>th</sup> grade or above, he/she will not be able to check out books from the High School section unless he/she has a signed form from a parent or guardian.

Example:

If your child's reading level is 9.0-12.0 + and the child is in the 7<sup>th</sup> grade, you need to sign the form for your child to be able to checkout High School books.

We have a large variety of books for all interests. Mystery, scary books, fantasy, science-fiction, etc. If you do not want your child to read certain types of books, please sign a form so the Library Aide will know and can monitor what is checked out.

The Yantis ISD Library is made up of three sections:

Elementary: Kindergarten – 3<sup>rd</sup> Grade (R.L. 0/.1-3.9)

Middle Grades: 4<sup>th</sup> Grade-8<sup>th</sup> Grade (R.L. 4.0-8.9)

High School: High School-College Level (R.L. 2.0-12.0)

## **LOCKERS**

Nothing should be stuck to or written on the lockers without prior approval. You may be charged for damage to your locker. Lockers remain under the jurisdiction of the school even when assigned to an individual student. The school reserves the right to inspect all lockers. A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. Searches of lockers may be conducted at any time there is reasonable cause to do so whether or not a student is present. Administration will be furnished with keys or combinations to the locks.

## **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.]

## **MESSAGES**

Messages will not be taken for students other than emergencies. Send notes with students to inform their teachers about what they are to do after school if it is something different than normal. No messages will be given to students to go home with others unless it is an emergency. Send a written note. The bus drivers must have written permission to let someone off the bus somewhere other than their home.

## **NONDISCRIMINATION**

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

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

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

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

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

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

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

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

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

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

Yantis 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 the Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex;
- Section 504 coordinator, for concerns regarding discrimination on the basis of disability;
- All other concerns: See Superintendent Mr. Harold Cowley

## **OPEN CONTAINERS**

No open containers are allowed on campus except in designated areas.

## **OUT OF STATE TRIPS**

The Board shall permit students to take out-of-state school-sponsored trips for UIL sanctioned competitions and school clubs or organizations. The principal must approve all trips.

## **OVERNIGHT TRIPS**

The superintendent may permit students to make school-sponsored overnight trips for the following purposes: (a) principal or superintendent approved activities of school-sponsored or sanctioned clubs or organizations and/or (b) principal or superintendent approved UIL or other sanctioned competitions. All students who wish to participate in overnight trips must submit to random drug testing.

## **No Tolerance Policy**

Yantis I.S.D. has a no tolerance policy for students in possession of medication of any kind, including herbal supplements and vitamins.

All medications are to be stored in the nurse's office with the exception of prescribed inhalers for treatment of asthma. Prescribed inhalers may be carried by students with asthma provided written authorization from the parent or guardian is given to the school nurse as well as a written statement from the student's physician or licensed health care provider stating: that the student

has asthma and is capable of self-administering the prescribed medication; the name and purpose of the medication; and the prescribed dosage. All inhalers must have the prescription label on the medication. Failure to store medication in the clinic or follow above mentioned inhaler procedure may result in serious disciplinary action.

All medications must be stored in the school clinic in the original container clearly labeled with the student's name.

All prescription and non-prescription medications taken during the school day must be accompanied by the YISD Medication Form signed by the parent. Any prescription medicine given over 5 consecutive days must have a doctor's signature.

## **PARKING LOT**

No one is to be on the parking lot during school. Use the sidewalks to get to and from classes. If you drive: Once you arrive, do not go back to your vehicle until it is time for you to go home unless you obtain permission from the office.

## **PARTIES AND SOCIAL EVENTS**

The rules of good conduct and grooming shall be observed for the school social events. Guests will be expected to observe the same rules as students attending the event; the person inviting the guest will share responsibility for the conduct of the guest. A student attending a party or social event may be asked to sign out when leaving before the end of the party; anyone leaving before the official end of the party will not be readmitted.

## **PEST CONTROL INFORMATION**

As part of our commitment to provide your child with a safe, pest-free learning environment, the Yantis Independent School District may periodically apply pesticides to help manage insects, weeds or pathogens. Pesticide applications are part of our integrated pest management (IPM) program, which relies largely on non-chemical forms of pest control. Pesticide applications on Yantis Independent School District property are made only by trained and licensed technicians. Should you have questions about this district's pest management program or wish to be notified in advance of pesticided applications, you may contact our IPM coordinator: (James Wells, 903.383.2463 ext. 114, [jwells@yantisd.net](mailto:jwells@yantisd.net))

## **PHOTOS**

School photos are kept on student's files for ID purposes.

## **PHYSICAL FITNESS ASSESSMENT**

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

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

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

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

## **POSTERS**

The Principal must first approve signs and posters that a student wishes to display. Posters displayed without authorization will be removed. Any student who posts printed material without prior approval will be subject to disciplinary action.

## **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 state-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.

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the Texas Assessment of Knowledge and Skills (TAKS), if the student is enrolled in a public Texas school on any day between January 1 and the date of the first administration of the TAKS.

In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessment in English or Spanish.

In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessment in English.

Parents of a student in grades 3–8 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year.

A student in grade 5 or 8 will have two additional opportunities to take a failed assessment. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous and the student must complete additional special instruction before beginning the next grade level. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policies at EIE.]

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

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 or principal] 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 will not be released from school other than at the end of the school day except with permission from the principal or designee and according to the campus sign-out procedures. Unless the Principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

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

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

A student may be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards. Written reports of your child's grades or performance and absences in each class or subject are issued to you at least once every 6 weeks.

At the end of the first three weeks of a grading period, you will be given written notice if your child's performance in English language arts, mathematics, science, or social studies as well as electives is not satisfactory. If your child receives a grade lower than 70 in any class or subject during a grading period, it is recommended that you schedule a conference with the teacher of that class or subject.

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

Report cards and unsatisfactory progress reports must be signed by the parent and should be returned to the school within 5 days. At their discretion, teachers may require that all progress reports be returned.

## **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 others 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.

#### FIRE DRILL BELLS

- 3 bells leave the building
- 1 bell halt; stand at attention
- 2 bells return to the classroom

#### TORNADO DRILL BELLS

- 1 continuous bell move quietly but quickly to the designated locations
- 2 bells return to the classroom

### 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 may have to rely on 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

Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early because of severe weather or another emergency.

Emergency closing of school will be announced on four radio frequencies. School closing will be announced by 6:30 a.m. Dismissing during the day will be announced at once.

KMOO – Mineola	99.9 FM
Star Country – Sulphur Springs	95.9 FM & 96.9 FM
KSST – Sulphur Springs	12.30 AM
KLake	97.7 FM
WBAP	820 AM

KLTV Channel 7 Tyler  
KETK Channel 56 Tyler

## **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.

- \* High School Commons area
- \* Jr. High Commons area
- \* High and Jr. High students may also go to the cafeteria
- \* Elementary students report to the 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 rehearsal, club meetings, athletic practice, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter code of conduct established by the sponsor in accordance with Board policy.

Loitering or standing in the halls between classes 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.

### **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. Students will be furnished a picture I.D. card. Students will be responsible for their cards. A lost or defaced card will be replaced at a cost of \$ 5.00 to the student. Cards will be turned in at the end of school. Students will be allowed to have a \$ 5.00 charge limit. The \$ 5.00 must be paid before other charges are allowed. A student will be given an alternative lunch until charges are paid. Student lunches brought from home may not be shared with others. Glass containers may not be brought into the cafeteria.

Meal Prices:	All Student Breakfast	Free
	Adult Breakfast	\$1.50
	Grades K-5 Lunch	\$1.25

### 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.]

Students who use motor vehicles for transportation to and from school are expected to comply with the regulations listed below. These regulations are reasonable and are for the protection of the entire student body.

1. There is to be no "hot rodding" near school before, during, or after school.
2. Cars are to be parked in designated parking areas and under no circumstances are to be driven during school.
3. Students are not to go to the parking area or cars unless permission is granted through the office.
4. Students are not to loiter in parked cars before school.
5. Students are not to use vehicles to do errands during school unless they have office permission.
6. Students must show proof of driver's license and insurance to obtain a parking permit.
7. Once you drive on school campus, you do not leave until the end of the day.

8. The administration reserves the right to revoke the above policy or refuse any student permission to drive on campus.
9. 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.
10. All students obtaining a parking permit must submit to the drug testing policy to park on campus.

### 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.

## **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 campus principal.

## **STERIODS**

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).

## **SUMMER SCHOOL**

Students needing summer school should contact the counselor for sites and dates. All regular school year rules apply to summer school. The following discipline and attendance policies have been established to make summer school as effective as possible.

#### Attendance:

Students cannot have more than two absences. On the third absence, the student will be removed from the summer school program.

#### Discipline:

A Student cannot have more than two office referrals. On the third office referral, the student will be removed from the summer school program.

#### Grades:

Students must pass all summer school classes in order to receive credit for courses. If a student does not pass summer school, they may be recommended for retention. Any student that has been removed from summer school, may be recommended for retention.

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

In order for students to do their best on any test, they must be comfortable and alert. Parents are encouraged to be aware of their child's schedule and to assure that the child comes to school every day—but especially on test days—after:

A good night's sleep;

A good breakfast; and

Dressing for the weather or for the temperature inside the testing center.

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated assessments (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).]

TAKS-Accommodated, TAKS-Modified, and TAKS-Alternate for students receiving special education services are administered to eligible students.

Linguistically accommodated testing (LAT), as well as the Texas English Language Proficiency Assessment System (TELPAS) for students identified as limited English proficient, are also administered to eligible students.

## **TARDIES**

### **Late Arrival to School**

Tardy Policy by Semester

- PreK -5 students arriving after 8:00 am must report to elementary office, please refer to tardy policy for procedure.
- Grades 6-12: A student who is late to school by more than 15 minutes is counted absent for that period. With the exception of Period 1, teachers will keep up with tardies. If a student is tardy because another teacher keeps them, they will need a note to return to class. Students reporting late to Period 1 are to check in at the Principal's Office for a pink tardy slip. Students who have 3 tardies to first period in a semester will lose exemption status for first period. Students who compile 5 or more tardies to first period will lose exemption status for all classes.

### **Tardy Policy**

Pre-Kindergarten – 5<sup>th</sup>, if arriving after 8:00 am, students must report to the elementary office to sign in and receive a tardy slip before entering their homeroom class. If the student receives three tardies in a six weeks period, the third tardy will constitute one unexcused absence. The absence will be dated on the third tardy.

For secondary school, a first tardy will result in a warning. Every tardy after the warning will result in a detention. Students may be referred to the office for excessive tardiness. Three (3) tardies constitutes one (1) unexcused absence and student will not be exempt from the exam.

## **TEXTBOOKS, ELECTRONIC TEXTBOOKS, AND TECHNOLOGICAL EQUIPMENT**

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. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or paid for by the parent; however, the student will be provided textbooks and equipment for use at school during the school day.

## **TUTORIALS**

Tutorials may be assigned to a student that has a 75 or below in any class. Students or parents may request tutorials from any teacher, even if passing. Tutorials are mandatory for any student that was unsuccessful on any part of the **TAKS** test. Tutorial times will be determined by the teacher.

## **TRANSPORTATION**

### **School Sponsored**

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 personally requests (in writing) that the student be permitted to ride with the parent, or if the parent presents—before the scheduled trip—a written request that the student be permitted to ride with an 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. Further information may be obtained by calling 903-383-2462.

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 an approved stop on an approved route.

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

Students must:

- Follow the driver's directions at all times.
- Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.

- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.
- The driver may assign seats.
- Students must ride their assigned bus to and from their designated stop unless a written note is given to the driver.
- It is the responsibility of the parent to provide transportation to school if the student missed the bus.
- No tobacco or alcoholic products.
- No food or beverages.
- No glass containers.
- No radios, tape or CD players.
- No weapons, explosives or harmful drugs or chemicals.
- No objects too large to be carried on by the student and kept in their lap.
- No matches or cigarette lighters.

Waiting:

- Be at the bus stop five minutes before the scheduled pick up.
- Stand on the sidewalk or back from the roadway while waiting on the bus.
- Form a line and be prepared to load the bus immediately.
- Stand clear of the bus until it has come to a complete stop
- Students who miss the bus should return to their house immediately.

Loading:

- Do not push or shove while loading or unloading the bus.
- Use the handrail and steps.
- Sit in a seat immediately so the bus can continue the route.

Riding:

- Remain seated while the bus is in motion.
- Do not change seats.
- A student shall not refuse an assigned seat or deny a student a place to sit.
- Normal conversation is permitted. No shouting or loud talking.
- No scuffling, fighting, use of obscene, vulgar or profane language, or gestures.
- Do not mark, cut or scratch any part of the bus. The responsible person will pay for vandalism.
- The emergency door and exits should be used only during supervised drill or actual emergencies
- Students should not attempt to operate the passenger door or other driver controls.
- Students should face forward with feet on the floor in front of them and out of the aisle.

Exiting:

- Stay seated until the bus has come to a complete stop.
- Use the handrail and take one step at a time
- Wait for your turn to exit. Do not overcrowd the door.
- Do not push or shove.

- Stay clear of the moving bus. Do not chase or run with the bus.
- If any article is dropped near the bus, do not bend to pick it up without permission from the driver.

#### Crossing:

- Students who must cross the road must move 10-20 feet in front of the bus and wait for the driver to signal them to cross the road.
- Look both directions before crossing the road.
- Never cross the road behind the bus.
- CAUTION! Watch for vehicles that do not stop.
- Cross all streets at intersections and obey traffic signals and signs.

#### Emergencies:

- Follow the driver's instruction.
- Stay in a group if leaving the bus.
- A designated student will open the door.
- Exit in a single file quickly and quietly.
- Student closest to the door exits first.
- Follow the driver's instruction outside the bus!

#### Trips:

- All bus rider rules apply!
- Discipline will be the responsibility of the principal and sponsor.
- Clean the bus before returning.
- The principal will administer discipline with information from the driver. All school board policies that apply to the student conduct and other student related activities apply to the school bus. Steps and consequences for improper conduct on the school bus are as follows:
  - Warning – the driver will remind the student of the rule and may assign a seat.
  - Parent Notified – the driver completes a written discipline report, the principal is informed and the notice goes home to the parent to be signed and returned.
  - Loss of Privilege for 3 days – the driver and principal will send a written notice home notifying the parent of the three days bus suspension.
  - Loss of Privilege for 10 days – the driver and principal will send a written notice home notifying the parent of the ten-day bus suspension.
  - Loss of Privilege – the driver and the principal will send a written notice home notifying the parent of the remainder of the school year bus suspension.
- When students ride in a District van or passenger car, seat belts must be fastened at all times.

Serious misconduct such as fighting, use of drugs, alcohol, lighting matches, smoking, damaging seats, and cursing the driver may result in immediate denial of bus privilege. The principal may impose other discipline consequences in addition to those listed in steps 1-5.

## **TRUANCY**

Truancy may also result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student:

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

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

Absentee Coding

A=Regular absence, can be all day or partial day

R=Religious Holy Day, can be all-day or partial day. Must submit your official church calendar to the school office.

S=Required screening for Medicaid, can be all-day or partial day. Must submit proper Medicaid documentation.

M=Documented Healthcare appointment. Cannot be all day. Must be at school at least 1 period, have a medical appointment documentation and return to school within that same day.

R, S & M absences do not count as absences.

18 year old students may be withdrawn with 5 unexcused absences.

## **USE OF SCHOOL EQUIPMENT**

Students that borrow and use school equipment away from the school such as athletic equipment, calculators, laptops, and etc. are expected to abide by the equipment checkout agreement.

## **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, including 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 others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office and must comply with all applicable district policies and procedures.

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.

## **WITHDRAWING FROM SCHOOL**

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

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book and equipment clearance; to the librarian to ensure a clear library record; to the clinic for health records; to the counselor for the last report card and course clearance; to the cafeteria to clear the balance; and finally, to the principal. A copy of the withdrawal form will be given to the student, and a copy will be placed in the student's permanent record.

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

**APPENDIX  
ACKNOWLEDGMENT FORM**

*My child and I have received a copy of the Yantis ISD Student Handbook and the Student Code of Conduct for 2010-2011. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the code.*

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

*Directory information includes my child's:*

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

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

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

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

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

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

## **ACCEPTABLE USE POLICY FOR INTERNET ACCESS**

### ***Yantis Independent School District***

The Internet is an electronic highway connecting thousands of computers and millions of individual subscribers all over the world. Students and staff have access to university and public libraries, museums, information and news from a wide variety of sources and research institutions, government agencies, electronic mail and much more.

We believe that the Internet offers vast, diverse, and unique resources to students, teachers, and the community. Our goal in providing this service is to promote educational excellence through resource sharing, innovation, and communication. The Internet can enhance curriculum by providing collaborative learning environments, promoting higher-order thinking skills through real world problem solving, and serving as an effective communication tool.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Yantis School has taken precautions to restrict access to controversial materials through installing technology protection measures, and every effort will be made to protect students and staff from any misuses or abuses as a result of their experiences with this information service. We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

Please read the following guidelines for Internet and school network access carefully. Signatures of the staff are required before access to the Internet and school network can be granted. Signatures of the student and parent/guardian are required before student access to the Internet and school network can be granted. **When signed, this document becomes a legally binding contract.**

### **Internet Terms and Conditions**

#### **Acceptable Use**

The use of the Internet and school network must be for educational and research activities and be consistent with the educational objectives of Yantis ISD. All illegal activities such as transmission of any material in violation of any U.S. or state regulation are prohibited. This includes, but is not limited to: copyrighted material, threatening material, or any unacceptable or objectionable information, language, or images.

#### **Security**

In order to protect students and staff from misuses of the information service, security software which blocks objectionable sites will be installed on all computers with Internet access. Activities involving the Internet and school network will have a specific curriculum objective, and the student will have a clear assignment. Security precautions enhance the quality of instruction for the student, improve student achievement, protect staff and student interests, and safeguard taxpayer's investment in technology. Even though Yantis ISD has taken precautions to eliminate access to controversial materials, it is impossible to guarantee restriction of all inappropriate information, you should immediately disclose this access to Yantis faculty or staff.

#### **Privileges**

The use of the Internet and school network is a privilege, not a right. Staff and students who receive parental permission to access the Internet and school network will be part of an orientation pertaining to the proper use of the network. Inappropriate use will result in a cancellation of those privileges as well as any campus based disciplinary consequence and/or legal action. The school administrators will deem what is inappropriate use of the Internet and school network, and their decision is final. Also, the

administration, faculty, and staff of YISD may request the network administrator to deny, revoke, or suspend Internet privileges.

### **Downloading, Plagiarism, and Copyright Information**

All Yantis students and staff are prohibited from downloading and installing programs to any campus computer without receiving permission from the network administrator. This would include such items as music files, software demonstrations, upgrades, patches, games, plug-ins, etc.

Plagiarism is forbidden. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours. All copyright laws will be obeyed.

Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. Copyright law can be very confusing. If in doubt, do not use the work.

### **Vandalism**

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm equipment or destroy data of another user, Internet, or any other network or agency connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

### **Network Etiquette**

Students and staff are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite and safe. Do not send or reply to messages which are abusive.
2. Use appropriate language.
3. Do not reveal your last name, personal address or phone number of those of other students.
4. Do not access files that contain objectionable material. Report to the staff immediately any objectionable site that may be accidentally accessed.
5. Know and obey copyright laws.
6. Be considerate. Do not use your Internet access in a way that would interfere with others use of access. This includes, but is not limited to failing to log out appropriately, downloading large files at peak times, and printing large amounts of material from the Internet or electronic mail.
7. Illegal activities are strictly prohibited.

### **Privacy**

Users are reminded that electronic mail sent or received is not private. The Network Administrator has access to all electronic mail, folders, and files created by students and staff. Any mail, file, or folder is subject to review by supervisory staff. All folders and their contents created on the Yantis ISD network are the property of Yantis ISD, and Yantis ISD maintains the right to delete any folder or file.

### Yantis ISD Internet Use Agreement

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

I understand and will abide by the Acceptable Use Policy for Internet Access at Yantis School. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked; school disciplinary and/or appropriate legal action may also be taken.

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

PARENT OR GUARIDAN'S NAME: \_\_\_\_\_

As the parent or guardian of this student, I have read the Acceptable Use Policy for Internet Access at Yantis School and understand that the Internet account is designed for educational purposes only. I understand that Yantis ISD has taken precautions to eliminate controversial material. However, I also recognize it is impossible for Yantis ISD to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use of the Internet is not in a school setting. I hereby give permission for my child to access the Internet at Yantis ISD.

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

### Publication Release Form

One of the goals of Yantis School is to celebrate the many achievements of Yantis students. In order to do so, a signed release from a parent or guardian is required.

On behalf of this Student, I hereby grant permission to Yantis ISD to use the following materials provided by the Student or on the Student's behalf:

The Student's

- Name
- Voice
- Likeness
- Quotes
- Papers, articles, poems, or other written material
- Graphics, photographs, or other artwork

I hereby release, discharge, and hold harmless Yantis ISD and its agents from any and all claims, demands, or causes of action that I may hereafter have by reason of anything contained in the Student's material.

I do further certify that I am the legal guardian, or possess full legal capacity to execute the foregoing authorization and release.

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

**Yantis ISD Internet Use Agreement  
Staff**

I have read the Acceptable Use Policy for Internet Access at Yantis; I understand and agree to abide by the conditions of this contract. I further agree to promote this contract with students whom I sponsor. I will encourage the appropriate use of the Internet by insuring that student use shall involve an activity which has a specific curriculum objective and that the student has a clear assignment. Failure to abide by the agreement may result in loss of access privileges, legal action, school disciplinary action, or termination.

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

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