

DANBURY 7-12

STUDENT
HANDBOOK



2010-2011

School Culture

Office Phone: (979) 922-1226
Office Hours: 7:30 am – 4:00 pm

Danbury Independent School District (DISD) Mission Statement

Our mission is to create, nurture, and maintain an environment of growth and challenge for everyone in the Danbury ISD.

District Goals

Goal 1: Maximize Student Achievement

Goal 2: Maximize Use of Financial Resources and Human Resources

Goal 3: Improve School Climate

Goal 4: Improve Student Support Services

Danbury Vision 2010-2011

Danbury Middle School and Danbury High School are built upon strong ties between the community and the school. The staff is committed to using those ties in order to develop in students the ability to become life long and self-directed learners, effective communicators, and highly productive members of society. We will create a school environment that is safe and orderly, conducive to open and honest communication, and advantageous for students and staff to excel.

District Slogan

“Dedication To Excellence and Achievement For All - A Danbury Tradition!”

Alma Mater

Let our voices loudly ringing

Echo far and near

Songs of praise we’re always singing

To the memories dear

Danbury, Danbury, Dear Ole Danbury

Times that change may bring

Still the name of Danbury High School

Ever more we’ll sing!

United States Pledge of Allegiance

“I pledge allegiance to the flag of the United States of America and to the Republic for which it stands. One nation, under God, indivisible, with liberty and justice for all.”

Texas Pledge

“Honor the Texas Flag. I pledge allegiance to thee, Texas, one state under God, one and indivisible.”

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INTRODUCTION

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.

This handbook has been prepared to inform both students and parents of the philosophy and operating procedures of the DISD Secondary Schools (7-12). Throughout this handbook, the term “the student’s parent” means parent, legal guardian, or other person who is responsible for a student. **We encourage you to familiarize yourself with the information contained in this handbook. Students and parents also need to be familiar with the Danbury Student Code of Conduct, which explains the consequences for inappropriate behavior.** The Student Code of Conduct is required by state law and is intended to promote school safety and an atmosphere for learning. This may be found as a separate document on the DISD website. It will also be sent home to parents at the beginning of the school year and is available at any time in the administrative offices of DHS and DMS and the district website.

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 all students and parents through a newsletter and other communication mediums.

Any future publications approved by the DISD Board of Trustees are considered to be school district policy; therefore, this document will not be all-inclusive. If written Board of Trustees directives or policies on a subject do not exist, written guidelines, decisions, and actions of the administration will prevail. In addition to the policies included in this publication, regulations from the Texas Education Agency and the University Interscholastic League will be followed in the administration of the school district.

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

Section I—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.

Both students and parents should become familiar with the Danbury 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 as a separate document sent home to parents, posted on the districts website www.danburyisd.org, and available in the principal’s office.

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 Danbury ISD acknowledgment release form packet.

[See **Obtaining Information and Protecting Student Rights** on page 3 and **Directory Information** on page 9 for more information.]

Please note that references to policy codes are included so that parents can refer to current board policy. A copy of the district's policy manual is available for review in the school office or online at www.danburyisd.org.

SECTION I: PARENTAL RIGHTS AND RESPONSIBILITIES

This section of the Danbury Secondary School Student Handbook includes information on topics of particular interest to you as a parent.

PARENTAL INVOLVEMENT

Working Together

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child, if your child is entering ninth grade.
- Monitoring your child's academic progress and contacting teachers as needed. [See **Academic Counseling** on page 21 and **Academic Programs** on page 14.]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 979-922-1226] for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page 45.]
- Becoming a school volunteer. For further information, see policies at GKG and contact the principal at 979-922-1226.
- Participating in campus parent organizations.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact the campus principal.
- 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, and information in this handbook at **School Health Advisory Council** on page 39.]
- Attending board meetings to learn more about district operations. See policies at BE and BED for more information.

PARENTAL RIGHTS

Obtaining Information and Protecting Student Rights

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

- Political affiliations or beliefs of the student or the student's parent.
- Mental or psychological problems of the student or the student's family.
- Sexual behavior or attitudes.

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

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

“Opting Out” of Surveys and Activities

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

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.
- Any 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 qualifications of your child's teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

Reviewing Instructional Materials

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

[Also see **Removing a Student from Human Sexuality Instruction** on page 5 for additional information.]

Displaying a Student's Artwork and Projects

Teachers may display students' work in classrooms or elsewhere on campus as recognition of student achievement. 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

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

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

[See **Student Records** on page 52.]

Granting Permission to Video or Audio Record a Student

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

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

Granting Permission to Receive Parenting and Paternity Awareness Instruction

As a parent, if your child is under the age of 14, you must grant permission for your child to receive instruction in the district's parenting and paternity awareness program or your child will not be allowed to participate in the instruction. This program, developed by the Office of the Texas Attorney General and the State Board of Education (SBOE), is incorporated into the district's health education classes.

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 is a conflict with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.

Removing a Student from Human Sexuality Instruction

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

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

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

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

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

[Insert summary of district curriculum for human sexuality instruction.]

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

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

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See **Pledges of Allegiance and a Minute of Silence** on page 44 and policy EC(LEGAL).]

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

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

Requesting Notices of Certain Student Misconduct

A 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.]

School Safety Transfers

As a parent, you have a right:

- To request the transfer of your child to another classroom or campus if your child has been determined by the board or its designee to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the superintendent or designee for information. [See policy FDB.] [See **Bullying** on page 14, and policy FFI(LOCAL).]
- To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has

been a victim of a violent criminal offense while at school or on school grounds. [See policy FDE(LOCAL).]

- To request the transfer of your child to another campus or a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policy FDE.]

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. For more information, see **Special Programs** on page 51 and contact KT Trimbur-Glenn at 979-922-1226

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 KT Trimbur-Glenn at 979-922-1226.

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

Accommodations for Children of Military Families

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

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

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district. The district may permit additional absences at the principal's discretion.

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.

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

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student's education records. Federal law requires that, as soon as a student becomes 18, is emancipated by a court, or enrolls in a postsecondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.
- District school officials who have what federal law refers to as a "legitimate educational interest" in a student's records. School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support staff; a person or company with whom the district has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. "Legitimate educational interest" in a student's records includes working with the student; considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official's professional responsibility; or investigating or evaluating programs.
- Various governmental agencies.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she 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 principal is the custodian of all records for students who have withdrawn or graduated.

Records may be inspected by a parent or eligible student during regular school hours. 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 5611 Panther Dr. Danbury, TX 77534.

The address of the principals' office is: 5611 Panther Dr. Danbury, TX 77534

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. 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** on page 46, and **Student or Parent Complaints and Concerns** on page 18 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.

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 the forms packet.

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 Student 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. FL (LOCAL)]. 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: OTHER 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 the school at 979-922-1226.

ABSENCES/ATTENDANCE

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

The school administration has the authority to determine whether the absence is excused or unexcused.

Compulsory Attendance

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

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

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

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 the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the principal, that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class.

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

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

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

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

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

Attendance Committee:

The Attendance Committee shall be comprised of one or more teachers, and an administrator. The committee will review the appeal request and determine whether the student should be eligible for credit. Some of the items the appeal committee may take into consideration in determining its recommendations are:

1. Doctor's notes for verification of absence
2. Prior arrangements with the school administration
3. Extenuating circumstances
4. Make-up of missed course work
5. Proper behavior

Options of the Attendance Committee:

After the review of the appeal case, the Attendance Committee will make its recommendation based upon the following choices:

1. Grant credit for the course or courses
2. Grant credit for the course or courses with stipulations
3. Deny credit for the course or courses

The student may appeal the committee's decision to the Superintendent or further the appeal to the Board of Trustees.

Attendance Appeal Process:

Parent/guardian or student who wishes to appeal his or her case must obtain a form from the office entitled, "Student Request for Credit Review". The student should complete the form and return it to the Principal. The Principal will provide a copy to the Attendance Committee for review of the case.

All appeals must be requested in writing and have a parent's or guardian's signature. All appeals must be made within ten (10) days of the previous written decision.

Perfect Attendance

In order to receive perfect attendance in the Danbury Secondary Schools a student must meet all of the following criteria:

1. The student must have been enrolled in DISD for the entire school year.
2. The student has been **present each period of every day for the entire school year.**
3. Tardies may prevent a student from receiving perfect attendance (3 tardies = 1 absence)

Tardies

Students arriving at school after first period begins must sign in at the principal's office. They will receive a tardy slip, which they will give to their teacher when entering the classroom. A student who arrives late to ANY class 15 minutes or more will be counted absent for that period. Any student who is habitually tardy will be referred to the assistant principal's office for disciplinary measures.

Request for student assignments

A student who has been absent three or more consecutive days may have class assignments prepared by his or her teachers. When requesting missed assignments due to absences, parents or guardians should notify the attendance office before 9:00 a.m. to allow teachers time to prepare the assignments to be picked up between 3:30 – 4:00 p.m. on the day the work is requested.

Appropriate Documentation

Appropriate Documentation should include the dates of absence, reason for absence and signature by parent, guardian or medical person. Documentation includes:

- A. Parent/guardian generated notes
- B. Medical/administrator generated note

Parent/Guardian Generated Notes

The district will grant an excused absence for any parent signed excuse for up to five days of absences in each semester. To receive the excused absence a parent signed note must be turned in to the school office 2 school days following the absence. Failure to turn in a parent signed note will result in an unexcused absence. Any additional absences, beyond the five days, will require documentation for a health care visit, court proceeding, or pre-approval by the principal, to be counted as an excused absence. Any absences after the five days of parent excuses will result in unexcused absence if they are not properly documented. The school will send out warning letters to parents.

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 policy 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.

THE ATTENDANCE OFFICE WILL CALL TO CHECK ON THE VALIDITY OF NOTES, SO IT IS IMPORTANT TO HAVE THE CORRECT PHONE NUMBERS.

ACADEMIC PROGRAMS

The school counselor provides students and parent's information regarding academic programs to prepare for higher education and career choices. [For more information, see **Academic Counseling** on page 21 of this handbook and policies at EIF.]

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 physical harm or of damage to the student's

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 **School Safety Transfers** on page 6 and policy FFI (LOCAL).]

CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS

The district offers career and technical education programs in agriculture, business, and information technology.

Danbury ISD will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and CTE programs. [Also see **Nondiscrimination Statement** on page 24 for additional information regarding the district's efforts regarding participation in these programs.]

CHILD SEXUAL ABUSE

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/childabuse2.shtml

Reports may be made to:

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

CLASS RANK / TOP TEN PERCENT / HIGHEST RANKING STUDENT

High School Class Ranking

Students who are ranked in the top ten percent of their graduating class are eligible for automatic admission into Texas general academic universities and colleges for a period of two school years following their graduation from high school. Students and parents should see the counselor for further information regarding applications and deadlines for applications.

Valedictorian and Salutatorian

The high school Valedictorian and Salutatorian awards are made on the basis of an overall grade point average, over a four-year period, which takes into account the various weights applied for different types of courses (e.g., Pre-Advanced Placement, Advanced Placement, Regular, and Compensatory). All courses, with the exception of Athletics, Physical Education, and Local credits are used in computing the overall grade point average (GPA), unless the course is not offered at Danbury High School. Grades transferred from another accredited school or college will be accepted at face value. In cases of letter grades being transferred, the following values will be assessed:

A+ = 99	B+ = 89	C+ = 79	D+ = 74	F = 60
A = 95	B = 85	C = 77	D = 72	
A- = 91	B- = 81	C- = 75	D- = 70	

If a college class is reported as a letter grade, the following will be translated: A= 98, B= 88, C= 78. If the student prefers to receive credit for the numerical grade earned, the student must obtain an official document signed by the course instructor indicating the numerical grade earned by the student.

The Valedictorian and Salutatorian must have completed twenty-six (26) academic credits including English, Math, Science, Social Studies, and two years of a second language. He or she must have completed at least three (3) Advanced Placement, Pre-Advanced Placement, or Dual and Concurrent Enrollment credits by the end of the first semester of their senior year. The students who meet these requirements and have the highest grade point average will be awarded Valedictorian honors and the second highest average will be awarded Salutatorian honors. To be eligible for Valedictorian or Salutatorian, students must have completed four consecutive semesters of academic work prior to graduating from Danbury High School, not including summer sessions.

The Valedictorian and Salutatorian will be announced at the end of January after semester grades have been posted and the evaluation of transcripts is completed. Students will receive GPA worksheets and will be responsible for verifying accuracy. Any discrepancies should be reported to the academic dean.

High Point Students in Grades 7 and 8

At the end of the fifth six-weeks grading period, the two students who have obtained the highest grade point average will be determined for grades 7 and 8. The 7th grade average will include all grades earned in 7th grade, excluding PE and Athletics. The 8th grade average will include all grades earned in 7th and 8th grades, excluding PE and Athletics. The top two students in each grade will be announced in alphabetical order at the academic recognition program. Students will receive his or her GPA worksheet and are responsible for verifying accuracy. Any discrepancies should be reported to the middle school office. Call the guidance counselor for additional 8th grade classes given weight.

Weighted classes (classes multiplied by a factor of 1.1) include Advanced English/Language Arts, Advanced Math, and Algebra. Grades transferred from another accredited school will be accepted at face value, as long as the course is offered at Danbury Middle School. To be eligible for high point student, students must have completed the previous two semesters at Danbury Middle School. In cases of letter grades being transferred, the following values will be assessed:

A+ = 99 B+ = 89 C+ = 79 D+ = 74 F = 60

A = 95 B = 85 C = 77 D = 72

A- = 91 B- = 81 C- = 75 D- = 70

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 or academic dean for further information about automatic admissions, the application process, and deadlines.

[For further information, see policies at EIC.]

CLASS –ADVANCED PLACEMENT

Advanced Placement Course Criteria

Success in an AP course, as measured by the national AP exam, can lead to college credit and/or advanced standing in college courses. In an effort to improve the pre-AP and AP curriculum, criteria for entry into as well as remaining in pre-AP and AP courses will be as follows:

CRITERIA FOR ENROLLING IN PRE-AP AND AP COURSES – GRADES 9-12

- Pre-AP and AP courses are open to all students
- Prior to enrolling in an AP course, the student must meet with the academic dean or counselor.
- All requests will be reviewed.
- Students should be aware that AP courses are taught on a college level and graded accordingly. Student should be prepared for a high level of difficulty in both pre-AP and AP courses.

CRITERIA FOR REMAINING IN ADVANCED AND PRE-AP AND AP COURSES – GRADES 9-12

- Students earning a six-week average of 70-79 will be placed on academic probation. Students who fail to maintain an average of 80 or above for two consecutive six weeks may be removed from the course.

- Students earning a six-week average of 69 or below may be removed from the course.

CLASSES

Schedule Changes

Course selections are binding. When a student registers for a course, he or she agrees to remain in that course until completion. Course offerings and staffing are based on student requests from the previous spring registration. Schedule change requests may be made in the academic dean or counselor's office within the first five days of each semester. The principal must first approve schedule change requests made after the first five days of each semester.

Student Course Load

Preparing students to meet the challenges for the 21st century workplace demands competencies and skills that can only be achieved through good academic planning and effective use of school time. With this in mind, all students will be expected to take a full load of classes unless they meet one of the following criteria:

1. The student is enrolled in a co-op program for which employment is a course requirement
2. The student can demonstrate extreme financial hardship or some other condition approved by the principal
3. The student is enrolled in one or more college classes

COLLEGE CREDIT COURSES

Students in grades 9–12 have opportunities to earn college credit through the following methods:

- Certain courses taught at the high school campus, which may include courses termed dual credit, Advanced Placement (AP)
- Enrollment in an AP or dual credit course through the Texas Virtual School Network;
- Enrollment in courses taught in conjunction and in partnership with Alvin Community Distance Learning at DHS, Brazosport College, or Alvin Community College
- Certain CTE courses.
- Students wanting to enroll in a college class must obtain a signature from the parent and the academic dean or counselor. College classes dropped after the first six weeks of classes at Danbury High School may result in a loss of credit for the semester. Letter grades in college courses are translated as follows: A= 98, B= 88, C= 78. If a college class is reported as a letter grade, but the student prefers to receive credit for the numerical grade earned, the student must obtain an official document signed by the course instructor indicating the numerical grade earned by the student.

COMPLAINTS AND CONCERNS

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy at FNG (LOCAL) in the district's policy manual. A copy of this policy may be obtained in the principal's or superintendent's office www.danburyisd.org.

Appeal or Grievance Procedures

Students have a right to a standard procedure for the resolution of grievances through due process as established by the Board of Trustees.

Students have the following responsibilities:

1. Discuss their grievance with the persons involved prior to filing formal grievance procedures.
2. State the grievance clearly and concisely.
3. Follow established procedures.
4. Accept the decision that is the outcome of this process.

Students and their parents have the right to appeal any disciplinary action they feel is unreasonable, unfair, or excessive.

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

COMPUTER RESOURCES

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

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

CONDUCT

Applicability of School Rules

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

Disruptions

As identified by law, disruptions include the following:

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

- Disruption of classes or other school activities while on district property or on public property that is within 500 feet of district property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.
- Interference with the transportation of students in vehicles owned or operated by the district.

Telecommunications Devices, Including Mobile Telephones

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 8:00-3:30, including during all testing. The use of mobile telephones in locker rooms or restroom areas at any time while at school or at a school-related or school-sponsored event is strictly prohibited. Students may make necessary phone calls in one of the offices.

Students are not permitted to make calls from the telephones in classrooms, unless permitted by a staff member.

A student who uses a telecommunications device during the school day will have the device confiscated. The parent shall pick up the confiscated telecommunications device from the assistant principal's office for a fee of \$15.

Confiscated telecommunications devices that are not retrieved by the student or student's parents will be disposed of after the notice required by law. [See policy FNCE.]

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

Other Electronic Devices

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

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

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.

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.

Sport Events

The student handbook states that "grooming and dress requirements may be modified to fit special events" with the principal's approval. Therefore, the handbook gives us the

option to allow hats and an overall more relaxed standard of attire at school-sponsored events such as athletic games. We will keep the more relaxed standard, but would like to add the stipulations listed below:

- **Skirts and shorts must come down to the end of the students' extended fingertips.**
- **Shirts must not have spaghetti straps, visible bra straps, or low necklines.**
- **Holes in jeans, skirts, or shorts must be below the knees.**

Students who are not in compliance with the guidelines listed above will have to change or leave the event.

CONTAGIOUS DISEASES / CONDITIONS

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

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

CORRESPONDENCE COURSES

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

[For further information, see policies at EEJC.]

COUNSELING

Academic Counseling

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

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

Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should contact the school at 979-922-1226.

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

Student Has Taken the Course

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

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

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

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

[For further information, see the counselor and policy EEJA (LOCAL).]

Student Has Not Taken the Course

A student will be permitted to take an exam to earn credit for an academic course for which the student has had no prior instruction. The dates on which exams are scheduled during the 2010–2011 school year include:

December 15th, 16th & 17th (Registration deadline: October 12, 2010)

June 7th, 8th & 9th (Registration deadline: April 4, 2011)

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

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

DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION

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

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

Dating Violence

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

Discrimination

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

Harassment

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

DISCRIMINATION

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 22.]

DISTANCE LEARNING

Distance learning includes courses that encompass the state-required essential knowledge and skills but are taught through multiple technologies and alternative methodologies such as satellite, Internet, video-conferencing, and instructional television.

The Texas Virtual School Network (TxVSN) has been established as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TxVSN to earn course credit for graduation. Depending on the course in which a student enrolls, the course may be subject to the "no pass, no play" rules. [Also see **Extracurricular Activities, Clubs, and Organizations** on page 28.]

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

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

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

[See **Directory Information for School-Sponsored Purposes** on page 9.]

Nonschool Materials...from students

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

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

Nonschool Materials...from others

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

Prior review will not be required for:

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

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

DRESS AND GROOMING

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

The District's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, teach respect for authority and reflect community standards. The dress code is not intended to cover all possible dress and grooming issues. The fact that a particular mode of dress or jewelry is not covered in the standards is not an indication that it is acceptable. The principal or designee will determine individual issues. Generally, the school will provide temporary clothing (i.e., sweats) for the first or second offense. After that, the student will be suspended, or placed in ISS until the student is provided with the proper clothing. Students and parents may determine a student's personal dress and grooming standards, provided

that they comply with the following guidelines: **ELEMENTARY:** (For unique special events the campus administration may establish event specific dress code requirements.)

General

Grooming and dress requirements may be modified to fit special events. The principal or designee prior to the event should approve modifications to the normal school day requirements.

1. No visible permanent or temporary writing or drawing on the skin is permitted. This includes, but is not limited to tattoos.
2. The District prohibits any clothing that the principal or designee reasonably believes will interfere with instruction or cause disruption of the normal school environment. The final decision is left up to the professional judgment of the principal of the school.

Hair

1. No letter, number, symbol or slashes (other than a 'part') may be worn in the hair.
2. Hair should be neat, clean and not interfere with vision. Boys may wear their hair not to exceed a length touching the top of the shoulders. Extreme hairstyles, such as mohawks and mullets, which do not conform to community standards, shall be disallowed. The principal shall determine the standard.
3. Hair may not be dyed an unnatural (artificial) color (example: blue, green, purple).
4. The face must be clean-shaven.
5. Sideburns should be trimmed and should not extend below the bottom of the ear.

Clothing

1. **Elementary School:** Shoes are to be worn at all times. "Flip-flop" thong sandals and bedroom slippers are not allowed. Backless shoes are not allowed. The height of the platform on a shoe or the height of the heel on a shoe should not exceed 1 inch. Rubber boots and shoes containing built-in wheels are prohibited.

Middle & High School: Shoes must be worn at all times. Athletic shoes are preferred, boots and dress shoes are allowed. Shoes must have a manufactured leather strap on the back. Flip-flops, including dress flip-flops, house shoes, or slippers are not permitted.

2. Clothing should cover the body and fit in such a manner as to promote the modesty of the individual, and should be in reasonable conformity with age appropriate community standards.
3. Clothing which exposes the mid-section of the body while sitting, standing or when arms are raised above the head is not allowed. **Elementary School:** Top lengths must come past the waistband when arms are fully extended above the head.
4. Low cut dresses, shirts or blouses are not permissible.
5. **Elementary School:** Shirts with buttons down the front need to be worn buttoned and tailored shirts tucked in. Tank tops, spaghetti straps, basketball jerseys, sweater vests, fishnet and mesh shirts may not be worn as shirts without a legal garment underneath such as an acceptable tee shirt. No muscle shirts allowed.
Middle & High School: Shirts are to be buttoned. Tank tops/muscle shirts, sundresses, sweater vests, sleeveless shirts, fishnet and mesh shirts may not be worn as shirts without a legal garment underneath.
6. **Elementary:** Sundresses and sleeveless shirts must be formfitting around the arm with no undergarments or inappropriate areas showing. When arms are extended diagonally the bottom of the material should not extend 2 inches from the underarm. Capped sleeves may be worn.

7. Clothing with holes slits or cuts are not appropriate. Clothing made of “see-through” material is not appropriate. All closures on overalls and other clothing must be fastened in the manner designed by the manufacturer.
8. Proper undergarments are required and should not be exposed.
9. **Elementary School:** Shorts, dresses and skirts are appropriate provided they are longer than the middle fingertip when the student’s relaxed arm and hand are placed next to the body. Height of the student shall not be considered as a determining factor. This measurement of fingertip length will be used on front and back of item.
Middle & High School: Shorts, dresses and skirts are appropriate provided they are not more than 6 inches above the bottom of the kneecap. Tights or leggings may be worn if covered by clothing no shorter than extended fingertip length.
10. **Elementary School:** Athletic shorts made of plastic, silk or wind shorts, short shorts, un-hemmed cut-offs, and bicycle shorts shall not be worn. Shorts or skirts with inverted “V” notches or slits will use the top of the “V” or slit for determination of length. Words or pictures are not permitted on the back of shorts, pants or skirts. Tights or leggings may be worn if covered by clothing no shorter than extended fingertip length.
Middle & High School: Wind shorts, short shorts, un-hemmed cut-offs, and bicycle shorts shall not be worn.
11. Excessively tight or oversized, baggy clothing are not acceptable. Pants, skirts, or jumpers shall be properly sized. Pants and shorts must fit at the waist and crotch, and be hemmed or cuffed.
12. Hats, caps, visors, hairnets, gloves, bandanas, and sweatbands shall not be worn at any time during the regular school day.
13. Non-prescription sunglasses shall not be worn inside of the school building or taken into the classroom. The prescription must be on file prior to authorization of wearing of sunglasses.
14. No advertisement for alcoholic beverages, tobacco or tobacco-related products, drug or drug-related products, suggestive or obscene writing or pictures on clothing are allowed as part of the school dress during the school day or school activity. Any item of clothing or accessories with inappropriate decoration or wording is prohibited. This includes but is not limited to, any item that depicts the occult, gang membership, death, suicide, violence, beer, sexual connotations, tobacco, drugs, or alcohol. This includes hats, shirts, jackets, pants, buttons, bandanas, or trademark items associated with the above.
15. Clothing associated with gang activity shall not be worn. This determination will be made by the principal or designee.
16. **Elementary School:** Students may not apply makeup or perfume during the school day.
17. **Elementary School:** Students may not bring any type of purse, fanny pack, sling bags or small backpacks to the classrooms or gym. Students in 5th and 6th grades may leave these items in their lockers.
18. Female students may wear a maximum of two earrings per ear in the ear lobe; only stud earrings may be worn during P.E. Earrings may not exceed 1 inch in length or width. Earrings should only enter and exit from one hole. No bar earrings. Large metal chains may not be worn, either around the neck or as a watch-chain.
19. Male students are not allowed to wear earrings, studs, and/or spacers.
20. **Middle & High School:** Jewelry, including earrings, may not be worn while participating in an athletic activity.
21. No visible body piercing other than allowed earrings are permitted.
Facial piercings are prohibited.
22. Belts may not be worn with the end of the belt extending more than 4” below the belt-line.

EXTRACURRICULAR ACTIVITIES, CLUBS, ORGANIZATIONS AND ELIGIBILITY

Participation in school-sponsored 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.

Each extracurricular activity is governed by the policies of the organization. Participating students will be informed of conditions for participation in the organization's handbook (e.g. athletic handbook, band handbook, and cheerleader handbook). Students participating in extracurricular activities are governed by the rules stated in the handbook and in the Student Code of Conduct at all times during the activity.

Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing inter-district competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. [See <http://www.uil.utexas.edu> for additional information.]

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 language other than English—may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to 10 absences not related to post-district competition, a maximum of 5 absences for post-district competition prior to state, and a maximum of 2 absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

Eligibility for Student Activities

Students are eligible to participate in student activities if they meet the Texas Education Agency (TEA) requirements and the University Interscholastic League (UIL) rules in the UIL Constitution and Contest Rules. All coaches and sponsors have access to these documents. Students are considered eligible to participate during the first six weeks of the school year provided they meet the standards as outlined in the TEA-UIL Side-by-Side document.

Loss of Eligibility/UIL

Students should note that loss of eligibility will occur at the end of the seventh calendar day following the end of the six-weeks grading period. Students lose the opportunity to participate in school activities if one or more of the following conditions exist:

A. Failing grade

A student will become ineligible if he or she receives a grade less than 70 in any class at the end of a six-weeks grading period.

B. Incomplete grade

A student with an incomplete grade is ineligible at the end of the seven (7) day grace period unless the incomplete grade is replaced with a passing grade prior to the end of the seven (7) day grace period.

C. ALC Assignment

Any student who is removed from his or her class and placed in an alternative education program must be prohibited from participating or attending school-sponsored or school-related activities under the Texas Education Code. The student will regain eligibility upon being released from ALC or DAEP.

The principal, assistant principal, or sponsor may declare a student ineligible at any time for improper attitude or for conduct unbecoming of a representative of Danbury schools.

Ineligible students shall not travel with the school organization to a contest, sit with students, or wear uniforms during a contest. Minimum penalty for permitting a student who is academically ineligible to participate in a contest is forfeiture of the contest.

Reinstatement of Eligibility

A student may regain eligibility seven calendar days after the three school-week evaluation period or the six-weeks grading period if the student is passing **all courses**. The student must have a minimum grade of 70 in **all classes** for work done since the previous grading period.

As a member of the student body of Danbury, you are qualified to take part in any student activity unless or until disqualified by:

1. The preceding regulations
2. The rule governing the activity itself
3. Ill health or excessive absences
4. Unsatisfactory student conduct report, as determined by the principal

The length of disqualification will be determined by the handbook regulations and approved rules.

Standards of Behavior

Sponsors of student clubs and performing groups such as the 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's standards of behavior.

[For further information, see policies at FM and FO. For student-organized, student-led groups, see **Meetings of Non-curriculum-Related Groups** on page 49.]

Offices and Elections

Certain clubs, organizations, and performing groups will hold elections for student officers. See individual clubs and organizations for details.

FEES

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.

- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- At the end of the school year or upon the student’s withdrawal from school, all fines, fees, and charges will be collected. The student’s records and report card may be held if the student fails to return or pay for textbooks. (TEC 31.104)

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.

FUND-RAISING

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least 30 days before the event.

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.

GRADE CLASSIFICATION

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

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

GRADING GUIDELINES

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the classroom teacher. These guidelines have been reviewed by each applicable curriculum department and have been approved by the campus principal. These guidelines establish the minimum number of assignments, projects, and examinations required for each grading period. In addition, these guidelines establish how the student’s mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages,

checklist of required skills, etc.). Grading guidelines also outline in what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade.

Grading System

The following grading system shall be used to indicate the student's academic progress behavior.

100 - 90 - **A** - Superior Work
89 - 80 - **B** - Above average work
79 - 75 - **C** - Average work
74 - 70 - **D** - Below average work
Below 70 - **F** - Failing

Conduct Grades

The following system shall be used to indicate the student's class

E = Excellent
S = Satisfactory
N = Needs Improvement
U = Unsatisfactory

Honor Roll

The honor roll will be determined at the end of each six-weeks grading period and by semester. The honor roll will be placed on the bulletin board and published in all local publications.

- **“A” Honor Roll** - Students earning an average of 90 or above in all subjects will be designated as achieving the “A” Honor Roll.
- **“A/B” Honor Roll** - Students earning a 90 or above in at least one subject along with an 80 or above in all other subjects will be designated as “A/B” Honor Roll.
- **“B” Honor Roll** - Students earning an average of 80 or above in all subjects will be designated as achieving the “B” Honor Roll.

Tutorials

Tutorials are available before and after school. Students and parents are encouraged to contact the classroom teacher to arrange a day and time for tutorials. Students who are deemed at-risk of failing the TAKS test will be assigned mandatory tutorials.

Six Weeks Average Grading Formula

Major Assessment = 50% (includes teacher tests, essays, projects*, and six weeks exams**) - Minimum of three (3) per six-week period

Daily Assessment = 50% (includes homework, quizzes, and daily teacher assignments) - Minimum of ten (10) per six-week period

*Project = The assignment of a project is the option of the classroom teacher. Students will be informed at the beginning of the appropriate six-weeks grading period if the teacher will require a project.

**Cumulative six weeks exams are optional, however EVERY grading period MUST have a minimum of 3 major assessments.

Semester Average

The average of the three six-week grades will count as 80% of the semester average. The semester exam will count as **20%** of the semester average.

Also see **Report Cards/Progress Reports and Conferences** on page 46 for additional information.

GRADUATION

Requirements for a Diploma

To receive a high school diploma from the district, a student must successfully:

- Complete the required number of credits;
- Complete any locally required courses in addition to the courses mandated by the state; and
- Pass a statewide exit-level exam.

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

Graduation Programs

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

DANBURY INDEPENDENT SCHOOL DISTRICT

2010-2011 RECOMMENDED GRADUATION PLAN

COURSES		NUMBER OF CREDITS
English:	English I	1
	English II	1
	English III	1
	English IV	1
Math:	Algebra I	1
	Algebra II	1
	Geometry	1
	Fourth state-approved math course	1
Science:	Biology	1
	Chemistry	1
	Physics	1
	IPC or another state-approved course	1
History:	World Geography	1
	World History	1
	U.S. History	1
	U.S. Government	.5
Economics		.5

Languages Other Than English (same language)	2
PE/Athletics/Marching Band/State-Approved Alternative	1
Health	.5
Fine Arts	1
Communication Applications or state-approved alternative	.5
Technology Applications	1
State-Approved Electives (local electives will not count towards this requirement)	4
TOTAL	26

DANBURY INDEPENDENT SCHOOL DISTRICT
2010-2011 DISTINGUISHED GRADUATION PLAN

COURSES	NUMBER OF CREDITS
English: English I	1
English II	1
English III	1
English IV	1
Math: Algebra I	1
Algebra II	1
Geometry	1
Fourth state-approved math course for which Alg. II	1
Science: Biology	1
Chemistry	1
Physics	1
Fourth year of a lab-based science course (not IPC)	1
History: World Geography	1
World History	1
U.S. History	1
U.S. Government	.5
Economics	.5
Languages Other Than English (same language)	3
PE/Athletics/Marching Band/State-Approved Alternative	1
Health	.5
Fine Arts	1
Communication Applications or state-approved alternative	.5
Technology Applications	1

State-Approved Electives (local electives will not count towards this requirement) 3

TOTAL 26

In addition to the above listed course requirements, four (4) additional measures must be achieved. These measures include a score of three (3) or above on Advanced Placement exam, PSAT score that qualified for recognition as a Commended Scholar, a grade of 3.0 (B) or higher on courses that count for college credit.

DANBURY INDEPENDENT SCHOOL DISTRICT

2010-2011 MINIMUM GRADUATION PLAN

COURSES	NUMBER OF CREDITS
English: English I	1
English II	1
English III	1
English IV	1
Math: Algebra I	1
Geometry	1
Math Models, Algebra II, or state-approved alternative	1
Science: Biology	1
IPC/Chemistry/Physics	1
History: World Geography or World History	1
U.S. History	1
U.S. Government	.5
Economics	.5
Academic Elective (World History, World Geography, or Science)	1
PE/Athletics/Marching Band/ State-Approved Alternative	1
Health	.5
Fine Arts	1
Communication Applications or state-approved alternative	.5
Technology Applications	1
State-Approved Electives (local electives will not count)	.5
TOTAL	22

Information regarding specific courses required or offered in each curriculum area, along with a description of advanced measures available to students in the Advanced/Distinguished

Achievement Program, will be distributed to students each spring in order to enroll in courses for the upcoming school year.

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

Certificates of Coursework Completion

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

Students with Disabilities

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

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

[See FMH (LEGAL).]

Please also be aware that if an ARD committee places a student with a disability on a modified curriculum in a subject area, the student will be automatically placed in the Minimum Program, in accordance with state rules.

Graduation Activities

Graduation activities will include:

- Baccalaureate
- Graduation practice
- Graduation

Graduation Commencement

The Commencement Ceremony is a privilege. Seniors who choose to participate in the graduation ceremony must sign a commitment letter along with his or her parent/guardian to assure that each participant will:

- Participate in the scheduled practice sessions.
- Abide by the graduation dress code.
- Work cooperatively with fellow students, sponsors, and administration

Graduation Rules

Participation in the graduation ceremonies is an extracurricular activity and a privilege. Students do not have a right to participate in the graduation ceremony. Students must meet the following criteria to participate in the graduation ceremonies:

- The student has earned the sufficient credits
- The student has passed the state mandated exit tests or is eligible for graduation on the basis of an ARD decision (for special education students)

- The student is in compliance with the student code of conduct and is in good standing with the requirements of the code
- The student has completed all financial commitments to the school
- The student is in compliance with the grooming code as well as any additional dress requirements established by the Principal for the graduation ceremony

Students are subject to removal from the graduation ceremony for inappropriate behavior before or during the ceremony. The student will be required to participate in a conference with the Principal to obtain the diploma as a consequence of inappropriate behavior.

Early Graduation

Students and parents interested in early graduation should complete a formal application. The procedures for filing are as follows:

1. A formal application will be filed with the high school Principal. The application must be signed by the student and parent/guardian and specifically point out reasons that early graduation is in the best interest of the student.
2. The Principal will review the request and make a recommendation to the Superintendent.
3. The Superintendent will review the recommendation and subsequently make a recommendation to the Board of Trustees.

Graduation Speakers

Graduating students will be given an opportunity to provide opening and closing remarks during the graduation ceremony. Only those students who are the highest two grade levels of the school, volunteer, are affiliated with the organization/class sponsoring the activity and are not in a disciplinary placement at the time of the speaking event will be eligible to give these remarks. Students eligible to give the opening and closing remarks will be notified by the principal and given an opportunity to volunteer. In the event there are more eligible students volunteering than there are speaking roles at the graduation ceremony, the names of all eligible students who volunteered will be randomly drawn. The student whose name is drawn first will give the opening remarks and the student whose name is drawn second will give the closing remarks. In addition to the opening and closing remarks, those students who volunteer, are affiliated with the organization/class sponsoring the activity and are not in a disciplinary placement at the time of the speaking event may also have speaking roles at the graduation ceremony.

[For student speakers at other school events, see **Student Speakers** on page 54.]

[See FNA (LOCAL).]

Graduation Expenses

Because students and parents will incur expenses in order to participate in the traditions of graduation—such as the purchase of invitations, senior ring, cap and gown, and senior picture—both student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year. [See **Student Fees** on page 29.]

State Scholarships and Grants

- Under the Texas Early High School Graduation Scholarship Program, students who complete the Recommended or Advanced/Distinguished Achievement Program may earn financial credits in varying amounts to apply toward college tuition. The amounts depend on the number of consecutive months in which the student completed graduation requirements and

the number of early college credits earned and may be used at public or private higher education institutions within the state. The counselor can provide additional information about meeting the program's eligibility requirements.

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

HARASSMENT

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 22.]

HEALTH-RELATED MATTERS

Health Services

DISD employs a school nurse on a full-time basis. The school nurse will be on call at all times in case of an emergency. A student wishing to see the school nurse shall first receive permission from his or her teacher. When immediate first aid is needed, the student should call for the nearest faculty member to get assistance. Parents should update all medical information and supply other information that could be required in the event of an emergency. A student should not leave the school grounds when he or she becomes ill without contacting the nurse.

Accidents

All accidents are to be reported to the Principal's office. Qualified school personnel may give first aid treatment. If medical treatment is necessary, an effort will be made to contact parent/guardian. In an emergency, students may be taken to a physician or hospital, at which time the family will pay for such expenses. In such cases, the student's family physician will be secured if possible. Students are requested to indicate their family physician on the enrollment and emergency contact cards.

Insurance

At the beginning of the school year, DISD will make available to students and parents a low-cost student accident insurance program. Premiums will be paid to and claims will be submitted through the administration office, but DISD shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury. Before participating in school-sponsored athletics, students and parents must have (1) purchased the student accident insurance, (2) show proof of insurance, or (3) sign a form rejecting the insurance offer and waiving any claim against DISD for any injury which may result.

Bacterial Meningitis

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

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

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

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

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

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

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

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

- How can bacterial meningitis be prevented?

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

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

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

You should seek prompt medical attention.

- Where can you get more information?

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

Physical Activity for Students in Elementary and Middle School

In accordance with policies at EHAB, EHAC, EHBG, [and FFA], the district will ensure that students in middle or junior high school will engage in [30 minutes of moderate or vigorous physical activity per day for at least four semesters OR at least 225 minutes of moderate or vigorous physical activity within each two-week period for at least four semesters].

For additional information on the district's requirements and programs regarding elementary, middle, and junior high school student physical activity requirements, please see the principal.

School Health Advisory Council (SHAC)

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

[See **Removing a Student from Human Sexuality Instruction** on page 5 for additional information.]

Other Health-Related Matters

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 Jimmy Thomas to obtain the results of his or her child's physical fitness assessment conducted during the school year.

Vending Machines

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

Tobacco Prohibited

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

Asbestos Management Plan

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the Director of Support Services or campus principal's office. If you have any questions, please contact 979-922-1226.

Pest Management Plan

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

HOMELESS STUDENTS

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Greg Anderson, at 979-922-1218.

HOMEWORK/LATE WORK

Late work is defined as any daily work not turned in on the assigned due date. Danbury High School will not allow late work to be turned in unless undue circumstances have occurred and the student has received the teacher's permission. Danbury Middle School will not accept any late work unless undue circumstances have occurred and the student has received the teacher's written permission.

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>.]

LAW ENFORCEMENT AGENCIES

Questioning of Students

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

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

Students Taken Into Custody

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

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- 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.

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

The library will be open from 7:45 a.m. until 3:45 p.m., Monday through Friday. Students may check out up to two books at one time for a period of two weeks. There is a \$0.05 per day fine for overdue books, excluding holidays and weekends. The maximum fine is one dollar (\$1.00). Once the fine has reached the maximum of one dollar, the book is declared lost and the student is required to pay for the book at the replacement cost. If the book is recovered, the money will be refunded to the student. Reference books may be checked out for overnight use only. These books must be returned by 8:00 a.m. the following day. Overdue notices and other library information will be announced to the students and posted in the library.

LOCKERS

Student lockers are made available to each student for storing his or her books, school materials and supplies. The lockers remain the property of DISD and are subject to inspection. Inappropriate photographs and pictures are not to be displayed. Students who have locker items in violation of district policy will be subject to disciplinary action and may lose the privilege of having a locker. To protect against loss of materials, students are encouraged to keep their lockers locked at all times. Students have the responsibility for the security of their own lockers.

MAKEUP WORK

Makeup Work Because of Absence

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

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

All students will be allowed to make up work missed during absences except those students involved in actions involving truancy. Days to complete make-up work will be equal to the number of days absent. It is the responsibility of the student to talk to the individual teacher(s) and get the assignments to be completed. It is the student's responsibility to do the work and turn it in to the teacher on time.

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

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

DAEP Makeup Work

A student removed to a disciplinary alternative education program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, a foundation curriculum course in which the student was enrolled at the time of removal. The district may provide the opportunity to complete the course through an alternative method, including a correspondence course, distance learning, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA (LEGAL).]

In-school Suspension (ISS) Makeup Work

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

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:

Medicine of any kind, prescribed or over the counter, MUST be brought to the nurse's office with a note from the parent/guardian at the beginning of the school day or prior to a school trip

- 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.

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 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.]

NONDISCRIMINATION STATEMENT

In its efforts to promote nondiscrimination, Danbury ISD does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education services, activities, and programs, including CTE programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Title II of the Americans with Disabilities Act of 1990 (ADA), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

Policy of Nondiscrimination

It shall be the policy of DISD to conduct all of its personnel management and all student programs without discrimination 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 the Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 on the Rehabilitation Act of 1973, as amended. Danbury Independent School District 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.

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of gender: Greg Anderson, Director of Curriculum, Panther Dr. Danbury, TX 77534 and 979-922-1218.
- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Greg Anderson, Director of Curriculum, Panther Dr. Danbury, TX 77534 and 979-922-1218.
- All other concerns regarding discrimination: See the superintendent, Eric Grimmett.

NONTRADITIONAL ACADEMIC PROGRAMS

[See **Requirements for a Diploma** on page 32.]

PHYSICAL EXAMINATIONS / HEALTH SCREENINGS

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. [See **Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags** on page 6.]

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

PRAYER

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

PROMOTION AND RETENTION

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher, the score received on any criterion-referenced or 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 grades 7-8, promotion from one grade level to the next, a student shall attain an overall average of 70 or above for the year in all courses taken. In addition, students shall attain an average of 70 or above in three of the four core academic areas: Language Arts, Mathematics, Social Studies and Science. Students in the 8th grade must also pass the TAKS Math and English sections of the test in order to be promoted to high school.

The parent/guardian of each student who has not successfully completed a subject or course for any semester shall be notified as soon as possible of any summer program available that may permit the student to successfully complete the failed subjects.

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 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 counsel 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.

Proper procedure for leaving and returning to campus is as follows:

1. Parents or legal guardians are requested to come by the attendance office **in person** to sign out a student
2. The student will indicate on the sign-out log sheet the time he or she intends to leave and his or her destination. Students who leave school facilities without signing out will be considered truant.
3. Upon his or her return to school, the student must go to the attendance office and enter the time returned on the student log.

Partial day absences are calculated as part of the 90% rule, and they do count against perfect attendance. In all cases, parents/guardians or others who wish to contact students or who enter school grounds must report to the assistant principal's office immediately. For protection of our students, approval by an administrator is required in regards to a telephone request for a student to leave the campus. Telephone requests should be used only in emergency situations.

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

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every 3 weeks.

At the end of the first three weeks of a grading period, parents will be given a written progress report if their child's performance [in any course OR in English language arts, mathematics, science, or social studies] is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. [See **Working Together** on page 3 for how to schedule a conference.]

Teachers follow grading guidelines that have been approved by the superintendent pursuant to the board-adopted policy and are designed to reflect each student's relative mastery of each assignment for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. [See policy EIA (LOCAL) and **Grading Guidelines** on page 30.]

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

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

Report cards and progress reports must be signed by the parent and returned to the school by the following Friday.

RETALIATION

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 23.]

RE-TESTING

Teachers may give re-test exams at their discretion. No re-testing of a semester exam is permitted without the permission of the principal. Any student caught cheating on a test will receive a zero and will be denied the opportunity to re-test.

SAFETY

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.

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.

SAT, ACT, and Other STANDARDIZED TESTS

THEA

Texas high school students planning to enroll in college courses that count for both high school and college credit under their school's dual credit or concurrent enrollment program are required to meet the program's eligibility requirements. These requirements may include passing the THEA Test. Consult with your high school academic advisor to determine whether you need to take the THEA Test as part of the requirements for entry into a dual credit or concurrent enrollment program.

ACT, PSAT, and SAT

Most colleges require an entrance examination, either the A.C.T. or the S.A.T. test. It is highly recommended that these tests be taken the second semester of the sophomore year or the first semester of the junior year. The scores of these examinations are necessary when applying to a college or when applying for scholarships. It is the student's responsibility to make arrangements to take the college entrance exams. The guidance counselor is available to assist the student with the registration process. The testing schedules will be posted on the bulletin boards.

TAKS TEST

The Texas Assessment of Knowledge and Skills (TAKS) testing program is given each year to students in grades 7, 8, 9, 10 and exit-level. Students not mastering exit-level tests will have opportunities to retake the test until such time as they exhibit mastery. All students must pass the Exit Level TAKS English-Language Arts, Math, Science, and Social Studies tests in order to participate in graduation ceremonies or receive a diploma from Danbury High School.

ASVAB

Armed Service Vocational Aptitude Battery is a battery of tests that provides students with information concerning career goals and plans. DHS eleventh grade students will take this test.

Advanced Placement Examinations

Students in all grades may use advanced placement examinations to advance one grade level or gain credit for a subject. Students shall be eligible to take an advanced placement test if they meet the following criteria:

1. Scores in the top 10% on previously administered standardized achievement, aptitude, or subject area tests
2. A teacher's recommendation and prior approval by the principal or superintendent

Students may not use advanced placement examinations to receive credit for courses in which they have excessive unexcused absences. Students or parents who have questions about advanced placement examinations may discuss them with the principal.

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.

- Cafeteria
- Individual teacher rooms for tutorials only

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

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

Conduct Before and After School

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

Use of Hallways During Class Time

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

Cafeteria Services

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

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

Library

The library will be open from 7:45 a.m. until 3:45 p.m., Monday through Friday. Students may check out up to two books at one time for a period of two weeks. There is a \$0.05 per day fine for overdue books, excluding holidays and weekends. The maximum fine is one dollar (\$1.00). Once the fine has reached the maximum of one dollar, the book is declared lost and the student is required to pay for the book at the replacement cost. If the book is recovered, the money will be refunded to the student. Reference books may be checked out for overnight use only. These books must be returned by 8:00 a.m. the following day. Overdue notices and other library information will be announced to the students and posted in the library.

Meetings of Non-curriculum-Related Groups

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

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

SEARCHES

Interrogations and 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.

Possession

Possession means actual care, custody, control, or management. A student shall be considered to be in possession of any substance or thing prohibited or regulated by the Student Code of Conduct, if the substance or thing is: (1) on the student's person or in the student's personal property, including but not limited to the student's clothing, purse, book bag, or briefcase; (2) in any private vehicle used by the student for transportation to or from school or school-related activities, including but not limited to, an automobile, truck, motorcycle, or bicycle; or (3) in any school property used by the student, including but not limited to, a locker or a desk.

Property Searches by Use of Dogs

The dog handler shall use non-aggressive dogs trained to alert to illicit substances. Visits to the school shall be unannounced. The dogs shall be used to sniff the air in vacant classrooms and other common areas and around student lockers and automobiles parked on school property. If the dog alerts to a particular locker, car, or an item in classrooms or other common areas, it may be searched. If the dog alerts to a car, the student shall be asked, if necessary, to unlock the car doors and trunk for an internal inspection. If the student refuses, the parent or guardian will be notified.

Notice

- School lockers/desks remain under the jurisdiction of DISD, even though possessed by the students, and are subject to a sniff search at any time. Students are responsible for any items found in their lockers.
- All cars parked in the school parking lots shall be subject to a sniff search at any time. Students are responsible for any items found in their cars.
- Classrooms and other common areas are subject to a sniff search at any time when students are not present.
- If any prohibited substances are found, the student may be subjected to appropriate disciplinary measures, including suspension and/or expulsion.

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.]

Drug-Testing

[For further information, see policy FNF (LOCAL). Also see **Steroids** on page 51.]

SPECIAL PROGRAMS

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

SERVICES FOR SPECIAL POPULATIONS

DISD offers a wide range of services to meet the needs of the special populations among our students.

Life Skills Class - This is a class or series of classes that physically challenged students are enrolled in to experience greater success in school and afterwards.

Vocational Adjustment Class (VAC) - This class focuses on teaching pre-employment skills and employment attitudes that will increase the probability of students actively and independently seeking and maintaining employment. This service also provides a vocational co-op program for selected students.

Gifted and Talented Program - This program offers gifted students the opportunity to interact in the class structure to meet their unique needs and provides challenging and interesting study individually or in groups of their peers.

English for Speakers of other Languages - This program is provided for Limited English Proficient (LEP) students whose first language is something other than English. Students are given instruction in English and reading skills that focus on teaching the necessary competencies to foster the development of their second language acquisition.

Section 504 Legislation - Section 504 legislation addresses non-special education disabilities. The most common ones currently recognized to date are dyslexia, attention deficit disorder, oppositional defiant disorder and drug abuse. Referrals for these services are made to campus counselor and/or Academic Dean who facilitate screening and assessments through assistance from classroom teachers. If eligible, modifications and selected instructional materials will be utilized to meet the specific needs. Additional data, including privately obtained evaluation/diagnosis, should be supplied to school personnel for consideration. Students possessing severe characteristics may be referred for special education if appropriate.

STEROIDS

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

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

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

More information on the UIL testing program may be found on the UIL Web site at

http://www.uil.utexas.edu/athletics/health/steroid_information.html.

STUDENT ACTIVITIES

National Honor Society

The Danbury Chapter of the National Honor Society recognizes outstanding sophomore, junior, and senior students at Danbury High School who have attended the school for the equivalent of one semester. Selection for membership is by faculty council and is based on four qualities:

Scholarship, Character, Leadership, and Service. Candidates must have a cumulative average of 90 percent. Candidates are initiated in a special induction ceremony. Once selected, members have the responsibility to continue to demonstrate those qualities that were used to determine membership. NHS members are involved in a least one service-project during the year.

National Junior Honor Society

The National Junior Honor Society is an organization of students dedicated to the promotion of high academic standards and good citizenship. Membership in the National Junior Honor Society is both an honor and a responsibility. No student has the right to belong to the NJHS - it is an honor bestowed by the faculty. Students selected for memberships are expected to continue to demonstrate the qualities of scholarship, service, leadership, and character.

Membership is granted to seventh and eighth grade students selected by the Faculty Council. To be considered for selection, the student must achieve a 90 percent cumulative average or higher the prior school year along with a 90 or better average the first four (4) six weeks of the current school year. The student must be in attendance at DISD at least one semester prior to the selection. The Faculty Council reviews each student on the basis of leadership, service, character, and citizenship using a point grading system to ensure equality in selection of members. Students who do not maintain the standards set by the NJHS will face possible dismissal from the organization. Students will be notified prior to probation and dismissal by the Principal or a designated appointee.

Cheerleading / Pep Squad

DISD maintains a varsity cheering squad, junior varsity cheering squad, mascot, and a 7th/8th grade pep squad. Students interested in auditioning should see the sponsor for a copy of the *Cheerleader/Pep Squad Constitution*.

Brazoria County Fair Queen Contestant

The Fair Queen contestant will be selected from the junior class, annually, in April. The class will select three (3) nominees and the student body (grades 8-11) will select the contestant by popular vote.

Student Council

In order that students may participate in the development of a well-rounded program of student activities, student council is elected by the students to cooperate with the faculty to improve the school. The student council at 7-12 seeks to develop a better understanding between the faculty and student body and to assist in worthwhile projects for the school. Representatives are chosen from each grade level in grades 7-12.

FFA

The FFA operates on local, state and national levels and its agricultural education program provides students with a well-rounded, practical approach to learning through classroom education. It focuses on agricultural topics, hands-on supervised career experience, as well as provides leadership opportunities, and challenges students' agricultural skills.

Fundraising

Student clubs or classes and/or parent groups occasionally may be permitted to conduct fundraising drives for approved school purposes. Permission to conduct the fundraising activity will need to be secured from the Principal and Superintendent.

STUDENT RECORDS

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

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

The Principal is 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 reviewed during regular school hours upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If circumstances prevent a parent of an eligible student from inspecting the records, DISD will either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records.

The parent/guardian of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. School officials with legitimate educational interest include any employees, agents, or Trustees of DISD, cooperatives of which DISD is a member; or facilities with which DISD contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

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

The parent's/guardian's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students after they are no longer students in DISD, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parent/guardian or student.

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

Students over 18, and parent/guardian of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If DISD refuses the request to amend the records, the requestor has the right to ask for a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parent/guardian and the student are not allowed to contest a student's grade in a course through this process parents/guardian or the student have the right to file a complaint with the U.S.

Department of Education if they believe DISD is not in compliance with the law regarding student records.

Copies of student records are available. Parents/guardian may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post secondary education; (3) if the parent/guardian fails to follow proper procedures and pay the copying charge; or (4) when DISD is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents/guardian are unable to view the records during regular school hours, upon written request of the parents/guardian, one copy of the record will be provided at no charge.

Certain information about DISD students is considered directory information and will be released to anyone who follows procedure for requesting it, unless the parent/guardian objects to the release of any or all directory information about the child. The opportunity to exercise such an objection is provided on the form signed by the parent/guardian to acknowledge receipt of this handbook. Should circumstances change, the parent can contact the Principal to indicate his or her desire to change the original request. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height as a member of an athletic team, dates of attendance, awards received in school, and most recent previous school attended.

Special Education Records

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

STUDENT SPEAKERS

The district provides students the opportunity to introduce the following school events: National Honor Society induction ceremony, pep rallies, class officer elections, and any other school event at which a student will be required to publicly speak. The forum shall be limited in the manner provided by this section on non graduation events. Students are eligible to introduce these events if they volunteer, are affiliated with the organization/class sponsoring the activity/event and are not in a disciplinary placement at the time of the speaking event.

A student who is eligible and wishes to introduce one of the school events listed above should submit his or her name to the campus principal during the first three weeks of instruction each semester.

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

[See FNA(LOCAL).]

SUMMER SCHOOL

Summer school is typically offered immediately following the school year and usually lasts until the end of June. Summer school services include 1) remediation for students who must pass a TAKS test to advance to the next grade level and 2) credit recovery opportunities for students who have failed a core subject area. Summer school space is limited, and the school district reserves the right to decide whether or not a student is eligible for attendance.

TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS)

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

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. College level textbooks are the responsibility of the student not the district. 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.

TRANSFERS

[See **School Safety Transfers**, on page 6, and **Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education**, on page 7, for other transfer options.]

TRANSPORTATION

School-Sponsored Trips

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

Buses and Other School Vehicles

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

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact 979-922-1226.

See the Student Code of Conduct for provisions regarding transportation to the DAEP.

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

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

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

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

Danbury High School Student Parking Procedures

1. All students parking on the campus of Danbury High School must have the required parking decal which can be obtained from the school secretary by presenting proof of insurance and a valid Texas Driver License. There is no charge for parking stickers.
2. **Affix parking stickers on the upper left hand corner of the front windshield, just below the shaded strip, by the end of the second week of school.**
3. The speed limit on school grounds is 10 m.p.h.
4. All cars parked on school district property or within the statutory boundaries designated as being under school control are subject to school policies and

regulations, which include the right to search for items prohibited by the school and/or anything that presents a clear and present danger to the safety and welfare of students and staff.

5. Any failure to park and/or drive properly, safely, and in compliance with DHS policies will result in disciplinary action and may result in the loss of your privilege to park on campus. ***Student parking is located in the back of the High School. This is the only designated student parking area.***
6. DISD AND DANBURY HIGH SCHOOL ASSUME NO RESPONSIBILITY FOR THE THEFT OR DAMAGE TO ANY VEHICLE OR IT'S CONTENTS AND ANY OTHER PERSONAL PROPERTY IN ANY OF THE PARKING LOT AREAS. Students are required to keep their doors locked and windows closed.
7. Fines for not having a decal or violations of the above procedures will be as follows:
 - **First offense:** Warning and parental contact
 - **Second offense:** NO parking on campus until a sticker is obtained
 - **Third offense:** Permanent loss of parking privileges
 - **Fourth:** DHS may issue a ticket for the violation.

If you have any questions about student parking, feel free to come by the Assistant Principal's office.

VANDALISM

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

VIDEO CAMERAS

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

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

VISITORS TO THE SCHOOL

Closed Campus Policy

When students arrive on campus, they are considered in attendance and must remain on campus for the duration of the school day unless they have checked out through the proper procedure.

Student Visitors

Students not enrolled in DISD are not permitted to visit the school or classrooms except in emergency or unique circumstances approved by the Principal.

Lunch Policies

DISD operates on a closed-campus rule. Simply stated, this means that **students are not allowed to leave the high school campus during lunch**. Failure to observe this rule will result in each act being treated as truancy.

- Ex-students, friends, significant others or students from other school will not be allowed on campus for lunch. Only those listed on the emergency contact form will be allowed to eat lunch with students.
- Parents, Grandparents or Guardians may leave lunch only for their student in administrative offices. Deliveries from businesses (Dominos, Pizza Hut, ZIZI's etc) will not be accepted. **Students are not allowed to bring food to the cafeteria to share with other students.**

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.

Visitors Participating in Special Programs for Students

On High School Career Day, the district invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

WITHDRAWING FROM SCHOOL

A student under 18 may be withdrawn from school only by a parent. The 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.

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.

Glossary

Accelerated instruction is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level and/or as a result of a student not meeting the passing standard on a state-mandated assessment. **ACT** refers to one of the two most frequently used college or university admissions exams: the American College Test. The test may be a requirement for admission to certain colleges or universities.

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

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

DAEP stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct.

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

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

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

LAT stands for linguistically accommodated testing, which is an assessment process for recent immigrant English language learners who are required to be assessed in certain grades and subjects under the NCLB Act.

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

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

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

SHAC stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to assist the district in ensuring that local community values and health issues are reflected in the district's health education instruction.

Section 504 is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined to be eligible for special education services under the

Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

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

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

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

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

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

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

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

TxVSN is the Texas Virtual School Network, which provides online courses for Texas students to supplement the instructional programs of public school districts. Courses are taught by qualified instructors, and courses are equivalent in rigor and scope to a course taught in a traditional classroom setting.

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