

DANBURY 7-12

STUDENT HANDBOOK



2009-2010

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: Continue Improvement of School Climate
- Goal 4: Improve Student Support Services

Danbury Vision 2009-2010

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.”

Introduction

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.

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.

Responsibilities of the School Community

Each member of the school community must fulfill certain responsibilities if a positive learning environment is to be achieved. A cooperative relationship among students, parents, and educators requires that:

Parents and/or Guardians:

- Ensure their child’s compliance with school attendance requirements and promptly report and explain absences and tardies to the school
- Ensure that their child is properly attired
- Communicate with the school regularly concerning their child’s conduct and progress
- Discuss report cards and work assignments with their child
- Bring to the attention of school authorities any problem or condition which affects their child
- Maintain up-to-date home, work, and emergency telephone numbers at school
- Cooperate with school administrators and teachers in their efforts to achieve and maintain a school system of quality
- Discuss with the counselor or principal any questions you may have about options and opportunities for your child
- Review the requirements of graduation programs with your child when they enter the 9th grade
- Serve on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction.

Students:

- Attend all classes daily and on time
- Be prepared for each class with appropriate materials and assignments
- Be properly attired
- Exhibit an attitude of respect towards individuals and property and conduct themselves in a responsible manner

- Refrain from making profane, insulting, threatening or inflammatory remarks, engaging in disruptive conduct, and cheating
- Obey all school rules
- Seek changes in school policies and regulations in an orderly and responsible manner through approved channels

School Personnel:

- Maintain an atmosphere conducive to good behavior
- Be in regular attendance and on time and be prepared to perform duties with appropriate working materials
- Exhibit an attitude of respect toward individuals and property and conduct themselves in a responsible manner
- Plan a flexible curriculum to meet the needs of all students
- Promote effective discipline based upon fair and impartial treatment of all students
- Encourage parents or guardians to maintain regular communication with the school and encourage parental participation in school affairs
- Develop a cooperative working relationship among staff and students
- Follow district and school policies and regulations

Parental Involvement:

Education succeeds best when there is a strong partnership and frequent communication between home and school. The school asks parents to

- Encourage their children to put a high priority on their education and to commit themselves to making the most of the educational opportunities the school provides
- Stay informed about school activities and issues
- Become a school volunteer. For further information, contact the office.
- Participate in campus parent organizations. The activities are varied, ranging from band, FFA, and athletic booster clubs to the campus committee responsible for formulating campus performance objectives that foster improved educational opportunities for all students. For further information, contact the school office.
- Monitor their child’s progress and contact teachers

Danbury I.S.D. Is in Compliance:

Open records

School districts maintain all records of students in all schools as prescribed in the Texas Open Records Law 6262-17A and the Federal Family Educational Rights and Privacy Act of 1974. Questions and grievances concerning the management of student records should be directed to the principal.

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.

This student handbook is not all-inclusive and is not to take the place of or serve as a complete guide to the DISD policies. District Board Policies are available for review in the school offices and on-line at www.danburyisd.org. The Danbury Independent School District and the Danbury Schools do not discriminate on the basis of race, color, national origin, sex, or handicap in its recruitment information and/or enrollment criteria, student handbook, catalogs, or other publications provided for students or employees. All vocational facilities are open to all students in DISD or the DISD service area and are not limited to students of one race, national origin, or sex. All students who feel that they have been subjected to gender discrimination may utilize the student complaint process. Sexual harassment is a form of sexual discrimination.

Child Abuse

State law governing child abuse shall be followed. Any teacher, administrator or employee of DISD is required to report any suspected child abuse or neglect. (FAMILY CODE 3401.08)

Principal's Authority

The principal shall be responsible for instructional leadership, under the supervision of the superintendent, for discipline and the planning, operation, supervision, and evaluation of the educational program of the membership area in which he or she is assigned (Texas Education Code No. 21.913). Therefore, the principal has the authority to modify any regulation in this handbook if such regulation conflicts with the above duties and/or responsibilities. He or she may change any regulations, with the approval of the superintendent, by announcing the change to the student body and posting any such change, or changes, on the official bulletin board. Such changes must not be retroactive, except in situations where a technical injustice to the student might be corrected.

Student/Parent Complaints

Usually, student or parent complaints or concerns can be addressed simply by a phone call or a conference with the teacher. For those complaints or concerns that cannot be handled in this manner, DISD has adopted a standard complaint policy. In general, a parent or student should first discuss the complaint with the campus principal. If unresolved, a written complaint and a request for a conference should be sent to the superintendent. If still unresolved, DISD provides information regarding specific processes for handling specific complaints. Additional information can also be found in the designated Board Policy available in the principal's and superintendent's offices and on-line at <http://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.

Academic Progress and Grading Policy

Report Cards

Report cards are issued at the end of each six-weeks grading period. Report cards should be signed and returned upon the teacher's request.

Progress Reports

Progress reports are notices used by the individual teacher to let parents know how their child is progressing in all classes by the third week of each six-week grading period. Progress reports will be sent home with the student at the end of the third week of each six-week grading period. It is the student's responsibility to take the progress report home and discuss this report with the parent.

Grading System

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

- 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 behavior.

- 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.

Spring Semester Exam Exemption Guidelines

All students are required to take 3rd period exams regardless of exemption status. If a student has an unexcused absence or if a student is placed in ALC during the spring semester, he or she will not be exempt from exams.

Students may be eligible to be exempt from semester exams if they meet the following criteria:

In TAKS subjects, students must pass the TAKS test for that area, keep their semester average above a 75%, and have fewer than five (5) absences in that class. Absences due to school activities will not be counted.

In non-TAKS subjects, student must meet one of the following two conditions in order to gain an exemption:

1. At least an 80% average each six weeks with no more than three (3) absences
2. At least a 75% average each six weeks with no more than two (2) absences

Students who have had truancy filed on them for failure to attend school will forfeit all exemption possibilities for the semester. Also, students who have been placed in ALC or DAEP will not qualify for any exemptions.

A “Parent Exemption Acknowledgement Form” will be given to all students. The acknowledgement form must be signed by parents and returned to school prior to semester exam week. Parents will acknowledge their child is exempt from exams with their signature. Additionally, the form will give parents the opportunity to refuse permission for their child to leave school during the periods they are exempt from testing.

Any student who does not return a signed parent acknowledgement form to the office prior to the beginning of semester exam week will not be allowed to leave campus during the school day – even if they are exempt from an exam. Only one student per vehicle may be allowed to leave campus unless the students are siblings. Parents/guardians may sign their child out through the attendance office, except for 3rd period.

All students who are exempt from exams during the school day will report to the cafeteria if they are not able to leave campus.

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 written 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.

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.

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

- Prior to enrolling in an AP course, the student must meet with the teacher of the course and with the academic dean or counselor.
- 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.

College Classes

Students wanting to enroll in a college class (Distance Learning at DHS, Brazosport College, or Alvin Community College) 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.

Student Eligibility

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 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.

Fines - Fees - Charges

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)

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

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.

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 and Physical Education, 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, 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.

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	

Grades 7 and 8 Promotion

To be promoted 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.

Grade Classification in Grades 9 - 12

Students are classified according to the number of credits earned toward graduation.

DHS Requirements

Freshman - Completion of 8th grade

Sophomore - 6 credits

Junior-12 credits

Senior -18 credits

Testing

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 3, 4, 5, 6, 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.

Credit by Examination with Prior Instruction:

A student who has received prior instruction in a course or subject may be permitted by DISD to earn credit by passing an examination on the essential knowledge and skills defined for the course or subject. To receive credit, a student must score at least 70 on the examination. The attendance review committee may also allow a student with excessive absences to receive credit for a course by passing an examination. A student may not use this examination to regain eligibility to participate in extracurricular activities.

Testing and registration dates for the 2009-2010 school year are listed below:

Testing Dates

December 16, 17, and 18, 2009
June 8, 9, 10, 2010

Registration Deadline

October 9, 2009
April 5, 2010

Credit by Examination Without Prior Instruction:

A student will be permitted to take an examination to advance to a higher grade level (at the elementary level) or to earn credit for an academic course (at the secondary level) for which the student has no prior instruction. To receive the credit, the student must receive a score of 90% or above on the tested material.

Testing and registration dates for the 2009-2010 school year are listed below:

Testing Dates

December 16, 17, and 18, 2009

June 8, 9, 10, 2010

Registration Deadline

October 9, 2009

April 5, 2010

Student Attendance Procedures

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 a class may result in serious disruption of a student’s mastery of the instructional materials; therefore, the student and the parent should make every effort to avoid unnecessary absences.

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.

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction (termed “accelerated instruction” by the state) assigned by a grade placement committee and basic skills for ninth graders; or from required tutorials will be considered in violation of 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 student. A complaint against the parent may be filed in court if the student:

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

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

Attendance for Credit:

To receive credit in a class, a student must attend at least 90% of the days the class is offered. A student who attends at least 75% but fewer than 90% 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% 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 or not there are extenuating circumstances for the absences and how the student can regain credit, if appropriate.

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

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and documented health-care appointments 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 their decision is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or 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 assistant 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.

Student's Return to School After an Absence

A student who has been absent is required to bring a statement from his or her parent/guardian within two school days of the absence, which should be written in ink and should include the following:

1. Current Date
2. Student's name
3. Date(s) of absence
4. Reason for absence
5. Parent/Guardian signature and phone number

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

Excused Absences

Excusable absences include reasons such as personal illness, family illness, funeral of a family member or close friend, accident, etc. School personnel will call daily to verify all absences.

Unexcused Absences

Students without a note will be unexcused until a note is presented to the school. If a note is not received within two days following the absence, the absence may be considered unexcused. Absences also are unexcused when the reason for absence is not acceptable. In the case of truancy, the student will not be given credit for work that was missed and grades will be affected accordingly. For reasons other than truancy, a student should be given an opportunity to make up work missed without being

penalized. **Both excused and unexcused absences count toward the 90% attendance rule.**

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.

Extracurricular Absences

A school district may not permit a student to participate in an extracurricular activity or a public performance that would require, permit, or allow the student to be absent from a class more than **ten times** during the school year. The athletic director will monitor and notify students regarding his or her status.

Absence by prior approval of campus administrator

Parents/guardians shall submit a request for absence by prior approval of the campus administrator in writing. The written request shall give the reason(s) for the absence. **Requests will not be considered during six-weeks tests/projects, semester examinations, and/or mandated testing periods.**

The requirements for approval are:

1. The student must be passing all courses. This would include both the current and previous six weeks.
2. Students are responsible for all work/assignments.

Make-up Work and Absences

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.

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.

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. Parents will be called to verify student release.

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, 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 may leave lunch only for their student in administrative offices. Deliveries from businesses (Dominos, Pizza Hut, etc) will not be accepted. **Students are not allowed to bring food to the cafeteria to share with other students.**

Visitors

DISD parents are always welcome and encouraged to visit their school. In order to make proper arrangements, please notify the counselor's office or the Principal's office prior to the visitation. All visitors must sign in at the high school office.

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.

Student Discipline

Students at Danbury Schools are expected to:

- Behave responsibly, demonstrating courtesy and respect for the rights of other students and District staff. Student cooperation and respect for the property of others, including District property, is essential to maintaining safety, order, and discipline
- Attend all classes regularly and on time; be prepared for each class and take appropriate materials and assignments to class
- Be well groomed and appropriately dressed each day

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

Personnel on Duty

There are staff members on duty each day. These staff members have the authority to discipline any pupil when the situation warrants.

Physical Restraints

Any district employee may, within the scope of the employee's duties, use and apply any physical restraint to a student that the employee reasonably believes is necessary in order to:

1. Protect a person, including the person using physical restraint from physical injury

2. Obtain possession of a weapon or other dangerous objects
3. Protect property from serious damage
4. Remove from a specific location a student refusing a lawful command of a school employee, including a classroom or other school property, in order to restore order or impose disciplinary measures

Types of Discipline

- Self-discipline is the best kind of discipline. Students should strive toward self-discipline by recognizing and using good discretion.
- Disciplinary policy will be administered in a fair, reasonable, consistent, and respectful manner with due regard for responsibility, rights, due process and best possible outcomes. Never will disciplinary policy be administered capriciously, maliciously, or unfairly.
- Detention hall is located in an assigned room. Students may be assigned detention hall for excessive tardies or other disciplinary problems. Misbehavior or tardies in detention hall will result in assignment to Saturday School or ALC.
- The Alternative Learning Center (ALC) is designed to serve all DISD students who would normally be suspended from school for disciplinary reasons. Instead of being sent home, a student is assigned to this special class. Prior to ALC assignment, the school administrator will notify the student's parent/guardian to that effect.

Disciplinary Actions may include:

- Counseling by teacher or administrative personnel
- Parent/guardian/student and school personnel conference
- Assignment of school duties (Community Service)
- Verbal correction
- Detention
- Withdrawal of privileges
- Alternative Learning Center (ALC)
- Saturday School
- Removal from school (suspension)
- Boot Camp
- Withdrawal (Expulsion)

The following specific punishments for violation of the Student Code of Conduct are proposed penalties as outlined and are only suggestions of the administration and Board of Trustees. DISD retains its discretion to impose any punishment it deems appropriate for student misconduct.

Specific Consequences for Violations of the Student Code of Conduct

Level I – Minor Infractions

Level II – Major Infractions

Level III – Criminal Misconduct

Level I Violations

1. Tardy to class
2. Classroom disruption
3. Dishonesty
4. Dress Code Violation*
5. Possession of prohibited item
6. Harassment of other students
7. Public display of affection

8. Horseplay
9. Food or drink outside of the cafeteria
10. Failure to bring required materials to class
11. Failure to follow classroom rules

Possible Consequences:

1. Verbal warning and correction
2. Change of seating
3. Student-Teacher conference
4. Parent – Teacher conference
5. Teacher assigned detention
6. Confiscation of prohibited items
7. Parent contact through either email or telephone
8. Discipline referral to principal's office

* Student will be sent to the principal's office to correct the dress code deficiency.

Level II Violations

- 1. Multiple Level I infractions**
2. Insubordination
3. Destruction of school or personal property
4. Hazing, bullying, extortion, coercion or blackmail
5. Disrespectful language or demeanor towards school employees
6. Profanity or obscene gestures
7. Truancy
8. Leaving the campus or the classroom without permission
9. Cheating or plagiarism
10. Throwing objects
11. Fighting
12. Scuffling
13. Possession or distribution of tobacco or alcohol products
14. Excessive physical horseplay
15. Use of racial, ethnic, or gender related slurs
16. Deliberate discharge of a fire extinguisher
17. Possession of a pocket knife or other object used as a weapon
18. Possession or discharge of fireworks
19. Possession or discharge of a look-alike weapon
20. Failure to attend or complete detention
21. Group demonstrations that disrupt the learning environment
22. Unsafe operation of a motor vehicle on school grounds
23. Threatening another student or staff member

Possible Consequences:

1. Morning detention (7:30 – 8:00 in the HS Library)
2. Saturday school
3. ALC
4. Out of school suspension
5. Citation by Danbury Police Department/filing of criminal charges
6. Assignment to DAEP
7. Assignment to JJAEP

Level III Violations –Danbury ISD will cooperate with authorities in any investigations of criminal misconduct.

Telephones, Electronic Devices, and Hats

Cell phones and other electronic devices may not be used on campus during school hours. Students may make necessary phone calls in one of the offices. **Students are not permitted to make calls from the telephones in classrooms.**

The following items may not be visible on campus during school hours (outdoor areas are considered part of the campus) without a signed note of permission from the principal: cell phones, electronic music players such as MP3 players, digital cameras, and any other electronic devices that could be stolen or cause a classroom disruption. Students may not wear hats indoors on campus at any time.

Students wearing hats or displaying cell phones or other forbidden electronic devices will be sent to the assistant principal's office with a referral.

Alternative Learning Center (ALC) Regulations

- Students assigned to ALC must adhere to the rules of the center.
- Students assigned to ALC will wear a collared shirt and pants with no holes each day they are assigned to ALC.
- Students assigned to ALC will remove all personal possessions (cell phones, IPODS, etc.) and place those items in a container that will be secured by the ALC teacher.
- Students are assigned work by teachers and are required to complete work before release to the regular classroom.
- If a student leaves ALC without permission, does not report to ALC on assigned days, or he or she fails to comply with ALC rules, the student will be required to make up the day and any days added.
- A student who does not comply with ALL of the rules of ALC may be removed from ALC and be recommended for removal (suspension and/or expulsion). Habitual misconduct may result in placement in the Brazoria County Juvenile Detention Center (Boot Camp).
- Students are not counted absent from school or class while attending ALC.
- Students will be given credit by the assigning teacher for work completed based upon the quality of that work.
- Breakfast and lunch will be provided to students at separate times.
- Students will not be allowed to leave ALC until 3:30 pm to go to a cooperative work program.

Extra-Curricular Student and Spectator Guidelines

Welcome to Danbury High School. We would like to thank each of you for taking an active role in the educational process of our student-athletes, a process that is enhanced through competition in extra-curricular activities. Outlined below are guidelines taken from the University Interscholastic League, that are designed to ensure that our student-athletes are provided with an environment that will allow them to reap the benefits that extra-curricular activities are designed to provide.

1. The host school is responsible for the behavior of their spectators. The school district can be, and will be, punished for actions of patrons in violation of the UIL standards and rules.
2. Remember that school athletics are a learning experience for student-athletes, and that mistakes are sometimes made. Praise student-athletes in their attempt to improve themselves as students, and as people, just as you would praise a student working in the classroom.

3. A ticket is a privilege to observe the contest, not a license to verbally assault others or be generally obnoxious. There is no such thing as a “right” to attend interscholastic athletics. Interscholastic athletics are considered a “privilege” and the spectator who avails himself of it is expected to conduct himself accordingly.
4. Remember that you are at the contest to support and yell for your team, and to enjoy the skill and competition, not to intimidate or ridicule the other team or its fans. Show respect for the opposing players, coaches, officials, spectators, and support groups.
5. Recognize and show appreciation for an outstanding play by either team. Use only cheers that support and uplift the teams involved.
6. Respect the integrity and judgment of game officials. Understand that they are doing their best to help promote the student-athlete, and admire their willingness to participate in full view of the public.
7. Be a positive role model at events through your own actions and by censuring those around you whose behavior is unbecoming. Keep in mind that you are a guest of the school.
8. Spectators are not to enter the field of play, or area of competition, at any time, before, during, and after the contest.
9. No food or drinks from outside vendors are allowed.

Thanks for your adherence to these guidelines, and your cooperation will ensure that our student-athletes, from both schools, will reap the benefits that can only come from participation in extra-curricular activities

Students’ Rights and Responsibilities: Interrogations and Searches

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 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.

Penalties

The parent/guardian shall be notified if prohibited substances are found in searches conducted under this policy. Students found to be in violation shall be subject to appropriate disciplinary measures as defined in this handbook and the Student Code of Conduct.

Personal Appearance Criteria (Dress Code)

Danbury ISD Dress Code

2009-2010

DRESS AND GROOMING

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: Walking shorts, dresses and skirts are appropriate provided they are not more than 6 inches above the knee. This shall be determined by having the student kneel and measuring from floor to garment. The distance cannot exceed 6 inches.

10. 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. (**Elementary School:** Words or pictures are not permitted on the back of shorts, pants or skirts.) Tights or leggings may be worn if covered by appropriate dress code clothing.
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.

Dress Code Violation

If a student does not observe the personal appearance criteria, the following procedure shall apply:

1. The student will be referred to an administrator.
2. The student will be given an explanation of the inappropriate dress or grooming and will be given the opportunity to correct the infraction. Opportunities could include:
 - Sending student home to correct the infraction (**The student's absence will be marked unexcused**)
 - Calling parents for necessary clothing
 - Using clothing at school to correct the infraction

Dress code violations may result in disciplinary actions such as detention or ALC.

School Facilities, Equipment, Resources, Services

Counseling Services

Guidance and counseling services are available to all students. Students seeking educational, vocational, or personal advice should contact the school counselor. In the event of a personal crisis, the school will contact your parents and possibly additional support services. Both students and parents are encouraged to arrange a conference with the counselor any time they feel the counselor could be of assistance to them. Appointments can be made by contacting the school.

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.

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.

Computer Resources

DISD has invested in computer technology to broaden instruction and to prepare students for the future. Use of these resources is restricted to students working under a teacher's supervision and for approved instructional purposes only. Students and parents/guardians will be required to sign an agreement regarding appropriate use of these resources; violations of this agreement will result in the termination of privileges and disciplinary action.

Library Services

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.

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.

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.

Use of School Facilities

The school Principal must approve any extracurricular use of school facilities. All after school hours activities will have three adult chaperones. Sponsors, when appropriate, will be responsible for the notification of law enforcement. The group sponsoring an activity will be responsible for cleaning up the facilities that were used.

Pest Control Information and Asbestos Management Plan

The District periodically applies pesticides inside the buildings. Information regarding the application of pesticides is available from the Director of Support Services. Also, the Danbury ISD Asbestos Management Plan is available for review from the Director of Support Services or the campus principal.

Textbooks

All textbooks carry a legible number for identification purposes. Teachers will maintain a record of all books that have been issued to students. All issued books should have the student name and date issued clearly marked. It is the student's responsibility to take care of issued textbooks. All textbooks must be covered to prevent damage. Lost or damaged textbooks must be paid for, as these books are state property. If a student misplaces a book, he or she is responsible for the replacement cost of that book.

Custodial Service

The custodial staff makes every effort to keep the buildings clean and in a state of repair. Students are expected to contribute to this service by respecting school property.

Lost and Found

A "Lost and Found" department is maintained in the main office areas of both campuses. If you find any article of value, it should be turned in so that the rightful owner may claim it. Your name or some other identification mark should be placed on all personal property. Periodically, unclaimed clothing is donated to charitable organizations.

If a student should not be immunized for medical reasons, the student or parent/guardian must present a certificate signed by a U.S. Licensed physician stating that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed annually unless the physician specifies a lifelong condition.

Medicine and Drugs

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. Medicines must be in the original container. Students are prohibited from dispensing any type of drug to another student. Use of any medicines, prescribed or over-the-counter substances, without nurse or administrator approval will result in serious disciplinary consequences.

Student Transportation

Buses or 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. Further information may be obtained by calling the Director of Transportation at (979) 922-8174.

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, including extracurricular activities, students are subject to behavioral standards established in this handbook and the Student Code of Conduct. Sponsors and coaches are responsible for the behavior management of the students on a school related trip. Students must:

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

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

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

Danbury 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.

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.

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

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

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days from 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 their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning difficulties for evaluation for special education is:

Contact Person: Greg Anderson – *Director of Curriculum/Instruction*
Phone Number: (979) 922-1218

Appendix A

DANBURY ISD

**CALENDAR FOR PROGRESS REPORTS & REPORT CARDS
2009-2010**

	<u>Progress Reports</u>	<u>Report Cards</u>
First 6 weeks	Wednesday, September 16, 2009	Wednesday, October 7, 2009
Second 6 weeks	Wednesday, October 28, 2009	Wednesday, November 18, 2009
Third 6 weeks	Wednesday, December 19, 2009	Wednesday, January 20, 2010
Fourth 6 weeks	Wednesday, February 10, 2010	Wednesday, March 3, 2010
Fifth 6 weeks	Wednesday, March 31, 2010	Wednesday, April 21, 2010
Sixth 6 weeks	Wednesday, May 12, 2010	Thursday, June 10, 2010**

**** Middle school and high school report cards will be mailed home at the end of the school year.**

INDEX

504 Legislation	25	Early Graduation	32	Possession (Defined)	20
Absences	12-15	Eligibility	8-9	Principal Authority	4
Excused	14	Loss of	8	Progress Reports	5
Excessive	13	Reinstatement of	8-9	Promotion (Grades 7/8)	10
Prior Approval	14	Emergency Procedures	26	Public Display of Affection	17
Unexcused	14	ESL	25	Report Cards	5
Accidents	26	Exam Exemptions	6	Responsibilities	
Alma Mater	1	Fair Queen Contest	29	Parents	2
Alt Learning Center	19	Fines/Fees	9	Students	2
AP Examinations	11	Fundraising	29	School Personnel	3
Appeals	4	Gifted and Talented	24	Re-Testing	7
Asbestos Mgmt. Plan	25	Grade Classification	10	Salutatorian	9
Assignment Requests	14	Grading	5	Schedule Changes	9
Buses	27	Grading System	5	School Closing	26
Cheerleading	29	Graduation	31-32	School Facilities (Use of)	23
Child Abuse	4	Health Services	24	Searches	20
Class Ranking	9	High Point Students	10	Semester Average	6
Closed Campus Policy	15	Honor Roll	5	Severe Weather	26
Commencement	31	Immunization	26	Six Weeks Average	5
Complaints	4	Insurance	24	Special Education Records	31
Computer Resources	24	Introduction	2	Special Education Options	32
Conduct Grades	5	Late Work	7	Special Populations	24
CMC	24	Library Services	24	Student Council	29
Counseling Services	23	Life Skills Class	24	Student Records	29-30
Course Load	9	Lockers	25	Student Transportation	27
Credit by Exam	11	Lost and Found	25	Tardies	14
Custodial Service	25	Lunch Policy	16	Telephone Use	19
Danbury Vision	1	Make-up work	15	Testing	11-12
Discipline	16-19	Medicines	27	ACT/PSAT/SAT	11
Expectations	16	Minimum Grade	6	ASVAB	11
Types	16-17	National Honor Society	28	Credit by Exam	11
Consequences	17-18	NJHS	28-29	TAKS	11
Mission Statement	1	Nondiscrimination	3	Texas Pledge	1
District Goals	1	Open Records Law	3	Textbooks	25
District Slogan	1	Parental Involvement	3	Tutorials	5
Dress Code	21-23	Parking Procedures	27-28	US Pledge of Allegiance	1
General	21	Pep Squad	29	Valedictorian	9
Hair	21	Perfect Attendance	14	Visitors	16
Clothing	21-23	Pest control	25	Vocational Adjustment	
Violation of	23	Physical Restraints	16	Class (VAC)	24