

Edcouch-Elsa Yellowjackets

2009 Varsity Football Schedule

<u>Date</u>	<u>Opponent</u>	<u>Site</u>	<u>Time</u>
Aug. 21	Gregory-Portland(Scrimmage)	Home	TBA
Aug. 28	Calallen	Away	7:30 P.M.
Sept. 4	Harlingen High	Home	7:30 P.M.
Sept. 11	Port Isabel (PN)	Away	7:30 P.M.
Sept. 18	OPEN		
Sept.25	*Weslaco East	Home	7:30 P.M.
Oct. 2	.*Valley View (HC)	Away	7:30 P.M.
Oct. 9	*Mercedes	Home - PN	7:30 P.M.
Oct. 17	*Mission	Away	7:30 P.M.
Oct. 23	*Mission Veterans	Home	7:30 P.M.
Oct. 30	*La Joya	Home - HC	7:30 P.M.
Nov.6	*Roma	Away	7:30 P.M.

*District Games

(PN) Parent's Night

(HC) Homecoming



LA MAQUINA



REQUIRED FORMS

Acknowledgment Form

My child and I have received a copy of the Edcouch-Elsa I.S.D. Secondary Schools Student Handbook and the *Student Code of Conduct* for 2009–2010. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the *Student Code of Conduct*.

Printed name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

Please sign and date this page, remove it from the handbook, and return it to the student's school.

Acknowledgment of Electronic Distribution of Student Handbook

My child and I have been offered the option to receive a paper copy or to electronically access at www.eeisd.org the Edcouch-Elsa I.S.D. Student Handbook and the *Student Code of Conduct* for 2009–2010.

I have chosen to:

- Receive a paper copy of the Student Handbook and the *Student Code of Conduct*.
- Accept responsibility for accessing the Student Handbook by visiting the Web address listed above.

I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the *Student Code of Conduct*. If I have any questions regarding this handbook or the Code, I should direct those questions to the principal at (956)-262-4731 or aaguilar@eeisd.org.

Printed name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information

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

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Edcouch-Elsa School District to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by September 4, 2009 or within ten school days of child's first day of instruction for this school year.

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

Edcouch-Elsa ISD has designated the following information as directory information:

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

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

Parent: Please circle one of the choices below:

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

Parent signature _____ Date _____

Edcouch-Elsa Independent School District
District Policy for Videotaping, Photographing, or Recording Students

Be advised that Section 26.009 (b) of the Texas Education Code permits school districts to make a videotape of photograph of a child or record or authorize the recording of a child's voice in most instances. The district can use those photographs, videotapes, and voice recordings in media coverage of the campus and extracurricular events, including distribution by broadcast or on Web Pages; for purposes of safety; including the maintenance of order and discipline, in common areas of the school or on school buses; for purposes related to a co-curricular or extracurricular activity; for a purpose related to regular classroom instruction. Parent permission is not required by law; however, if you have an objection to the videotaping, photographing, or recording of your child, or the use of those images as described above, please contact the campus principal.

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

Federal law requires that the district release to military recruiters and institutions of higher education, upon request, the name, address, and phone number of secondary school students enrolled in the district, unless the parent or eligible student directs the district not to release information to these types of requestors without prior written consent. [See **Release of Student Information to Military Recruiters and Institutions of Higher Education**]

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

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

Parent signature _____ Date _____

Consent/Opt-Out Form

Dear Parent:

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

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

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

Following are activities requiring parental notice and consent or opt-out for the 2009–2010 school year. Please note that this notice and authority to consent transfer from the parent to the student when the student reaches 18 or is an emancipated minor under state law.

SAMPLE TEXT BLOCK 1: Surveys concerning private information

Date: On or about ...

Grades: 9th – 12th

Activity: Survey

Summary: This is an anonymous survey that asks students questions ...

"A parent must sign and return this consent form no later than [date] if you would permit your child to participate in this survey."

Parent's signature

"Contact Mr. Alfredo Aguilar at (956)262-4731 no later than [date] if you do not want your child to participate in this activity."

If you wish to review any survey instrument or instructional material used in connection with any protected information survey, please submit a request to Mr. Alfredo Aguilar at P.O. Box 127 Edcouch, TX 78538. Mr. De Leon will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

SAMPLE TEXT BLOCK 2: Marketing activities

Date: 2009–2010 School Year

Grades: 9th – 12th

Activity: Student-Based Commercial Services

Summary: Edcouch-Elsa High School collects, or allows businesses to collect, use, and disclose personal information on students, including

_____. These businesses provide student-based products and services _____.

To consent: A parent must sign and return the consent form no later than [date] if you would permit your child to participate in this activity.

Parent's signature

If you wish to review any survey instrument or instructional material used in connection with any marketing survey, please submit a request to Mr. Alfredo Aguilar at P.O. Box 127 Edcouch, Texas 78538. Mr. Aguilar will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

SAMPLE BLOCK TEXT 3: Opt-out for nonemergency physical exam or screening

Date:

Grades: 9th – 12th

Activity: Physical Exam or Screening

Summary:

To opt out: Contact Mr. Alfredo Aguilar at (956)262-4731, aaguilar@eeisd.org, P.O. Box 127 Edcouch, Texas 78538 no later than [date] if you do not want your child to participate in this activity.

NOTICES TO PARENTS

Statement of Nondiscrimination

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

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of gender: Dr. Noe Moraida, III (956) 262-6000
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Dr. Noe Moraida, III (956) 262-6000
- All other concerns regarding discrimination: See the interim-superintendent: Frank Perez (956) 262-6000 [See FB(LOCAL) and FFH(LOCAL)]

Asbestos Management Plan

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations addressing asbestos, is available in the principal's office. If you have any questions, please contact Belinda Castillo (956) 262-6000.

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 District Maintenance Director at (956) 262-6008.

Additional Notices

Other important notices in the Student Handbook cover the following topics:

- Student participation in a survey, analysis, or evaluation;
- Opting out of surveys and data collection activities;
- Requesting the professional qualifications of teachers and staff;
- Requesting a transfer of your child to a safe public school;
- Assistance to students who have learning difficulties;
- Student records;
- Bacterial meningitis;
- Career and technology programs;
- Homeless students; and
- School lunch programs.

Please take some time to review these notices and other important information contained in the Student Handbook.

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PREFACE

To Students and Parents:

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

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

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

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

Both students and parents should become familiar with the Edcouch-Elsa I.S.D. *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 an attachment to this handbook or as a separate document sent home to parents and posted on the school’s web site or is available in the principal’s office.

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

In case of conflict between board policy or the *Student Code of Conduct* and any provisions of the Student Handbook, the current provisions of board policy or 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 the principal.

Also, please complete and return to your child’s campus the following required forms included in this handbook.

1. Parental Acknowledgment Form;
2. Student Directory Information Form;
3. Release of Information to Military Recruiters and Institutions of Higher Learning Form; and
4. Consent/Opt-Out Form.

See [**Obtaining Information and Protecting Student Rights and Directory 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.eeisd.org.

GENERAL DISTRICT AND CAMPUS INFORMATION

District Mission Statement

The mission of Edcouch-Elsa Independent School District is to produce responsible graduates who can compete confidently in a dynamic global society by providing an individualized, nurturing educational foundation that draws strength from our community's spiritual roots and rich cultural heritage as we face the challenge of the new millennium.

School Information

School: Edcouch-Elsa High School
Address: P.O. Box 127
Edcouch, Texas 78538
School Colors: Old Gold and Black
School Mascot: Yellow Jackets
Alma Mater: Edcouch-Elsa, we are faithful
We are loyal, too
Alma mater, we all love you
We will fight for you.
Keep your colors ever flowing
Give all credit due.
We all love the Yellow Jackets,
They are brave and true.

Board of Trustees

President: Felix Garza
Vice President: Tony Barco
Secretary: Florestela Rodriguez
Trustees: Juan Jose Ybarra Jr.
Mingo Rodriguez
Fernando Torres
Richard Ozuna

Interim Superintendent: Frances Rocha

Campus Administrators and Counselors

Edcouch-Elsa High School

Principal :	Alfredo Aguilar	262-4731, ext. 2003
Assistant Principal:	Albert Ramos	262-4731, ext. 2020
Assistant Principal:	Sylvia Herrera	262-4731, ext. 2005
Assistant Principal:	Hector Montalvo	262-4731, ext. 2032
Facilitator:	Debbie Thomas	262-4731, ext. 2009
AEP/Adult Ed. Director:		262-3758
CATE Director:		262-7100
Counselor:	Cyndi Briseno	262-4731, ext. 252
Counselor:	Elvira Perez	262-4731, ext. 228
Counselor:	Ofelia Gonzalez	262-4731, ext. 224
Counselor:	Susie Leal	262-4731, ext. 238
Gear-Up Counselor:	Lupita Tijerina	262-4731, ext. 229
School Nurse:		262-4731, ext. 230

Carlos F. Truan Jr. High School

Principal:	Rene Ramos	262-5820, ext. 117
Assistant Principal:	Jose Luis De Leon	262-5820, ext. 115
Strategist:		262-5820, ext. 116
Counselor:	Florinda Elizondo	262-5820, ext. 112

SECTION I: REQUIRED NOTICES AND INFORMATION FOR PARENTS

This section of the Edcouch Elsa Secondary Schools Student Handbook includes several notices that the district is required to provide to you, as well as other information on topics of particular interest to you as a parent.

STATEMENT OF NONDISCRIMINATION

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

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of gender: Dr. Noe Moraida (956) 262-6000.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Mrs. Sandy Garza Ochoa (956) 262-6000.
- All other concerns regarding discrimination: See the interim-superintendent: Frances Rocha (956) 262-6000.

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** and **Academic Programs**]
- 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 262-4731 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**]

- Becoming a school volunteer. [For further information, see policies at GKG and contact Juanita Borrego at (956) 262-6021].
- Participating in campus parent organizations. Parent organizations include: Campus Parent/Teacher 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 Frances Rocha at (956) 262-6000.
- 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**]
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

PARENTAL RIGHTS

Obtaining Information and Protecting Student Rights

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

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

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

“Opting Out” of Surveys and Activities

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

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.
- Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect

the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. [See policies EF and FFAA.]

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.

Displaying a Student's Artwork and Projects

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

Accessing Student Records

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**]

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.

Removing a Student Temporarily from the Classroom

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

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

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

Excusing a 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*.]

Requesting Transfers for Your Child

As a parent, you have a right:

- To request the transfer of your child to another classroom or campus if your child has been determined by the board or its designee to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the superintendent or designee for information. [See policy FDB.]

[See **Bullying** on page 15 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 FDD(LOCAL).]

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

Requesting Classroom Assignment for Multiple Birth Siblings

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

OTHER IMPORTANT INFORMATION FOR PARENTS

Parents of Students with Disabilities

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, see **Special Programs** and contact Virginio Gonzalez at (956) 262-6015.

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 Hector Montalvo at (956) 262-4731.

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).]

Services for Title I Participants

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Juanita Borrego and may be contacted at (956) 262-5820.

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 post-secondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.

- District school officials who have what federal law refers to as a "legitimate educational interest" in a student's records. School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support staff; a person or company with whom the district has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. "Legitimate educational interest" in a student's records includes working with the student; considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official's professional responsibility; or investigating or evaluating programs.
- Various governmental agencies.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she 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 920 Santa Rosa Avenue, Edcouch, Texas 78538 or (956) 262-6000.

The address of the principal's office is:

Edcouch-Elsa High School

¼ Mile North Yellow Jacket Drive and Hwy. 107, Elsa, Texas 78543, or call (956) 262-4731.

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**, and **Student or Parent Complaints and Concerns** for an overview of the process.]

The district's policy regarding student records found at FL(LEGAL) and (LOCAL) is available from the principal's or superintendent's office or on the district's Web site at www.eeisd.org.

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

Please note:

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

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

Directory Information

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

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

Directory Information for School-Sponsored Purposes

The district often needs to use student information for the following school-sponsored purposes: student name, address, telephone listing, electronic mail address, photograph, and date and place of birth, as well as 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.

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. 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.

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/>.

SECTION II: INFORMATION FOR STUDENTS AND PARENTS

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is conveniently organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact Mr. Alfredo Aguilar at (956) 262-4731.

ABSENCES/ATTENDANCE

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's

mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws—one dealing with compulsory attendance, the other with attendance for course credit—are of special interest to students and parents. They are discussed below.

Compulsory Attendance

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

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

Students enrolled in pre-kindergarten or kindergarten are required to attend school.

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

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

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

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

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

Attendance for Credit

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

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

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

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

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

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

Parent's Note After an Absence

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

Doctor's Note After an Absence for Illness

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

Driver License Attendance Verification

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

ACADEMIC PROGRAMS

The school counselor provides students and parents information regarding academic programs to prepare for higher education and career choices. [For more information, see policies at EIF and **Academic Counseling**]

AWARDS AND HONORS

Honor Roll

The A and A/B honor rolls are listings of students who have maintained either an all “A” grade average or an all A and B grade average. The honor roll is compiled at the end of each SIX week grade reporting period and is provided to local news papers for publication.

Academic Awards

All yearly scholastic awards will be based on a comparison between student performance in the first two six weeks of a semester course or on the first five six week periods of a two semester course. The counselor is responsible for collecting this information and preparing student awards which will be given to students during an awards assembly. Awards will be given for best performance in each course as well as for athletic and extracurricular participation. Awards will also be given for top academic honors including the “top-ten”.

National Honor Society

The National Honor Society is a national organization which recognizes high school students who exhibit the following criteria: excel academically 90 or higher average. Students in grades 10, 11, and 12 who have a 90 or better average may apply for this honor during the Spring term. Student applications are reviewed by the National Honor Society committee in late April. Applicants who are selected by the committee are invited to attend the National Honor Society Initiation banquet in May.

BULLYING

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

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

CAREER AND TECHNOLOGY PROGRAMS

The district offers career and technology programs in Business, Industrial Arts, and Agricultural Science, Family Consumer Science, Law Enforcement, Nursing Education, Cosmetology, and Drafting. These courses are open to all students. However, some of the advanced courses require some prerequisite courses.

Edcouch-Elsa I.S.D. will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

Career Pathways

The EEISD Career Pathways Initiative is designed to provide each EEISD student with a focus throughout his/her educational career. At the elementary level, career exploration is the name of the game. Simply defined, that implies that elementary students will be exposed to great variety

of career professionals in and away from their job sites. There after, in the middle school, career investigation takes place through field trips, guest lectures, career day activities, research papers, debates, class projects in math, language arts, science and social studies, career interest surveys, and profiles. With this Career Pathways Plan, all students with their parents and counselors, develop a four-year graduation plan with a specific career focus as they move into high school. Thus, core subject area and elective courses will be selected on the basis of the individual's chosen focus. Within each student's chosen pathway there will remain the option to further major in specific areas through the Tech-Prep Program offerings at each campus. As students progress through their high school careers, it is expected that a career focus or interest may change altogether and/or be modified significantly. When that occurs, changes are made to the degree plan and again signed off by parents and students. Thus, the impact is not to lock students into a particular path, but rather, to help them begin to plan and think of their future in terms of their present and make real connections between the world of school and the world of work. The Career Pathways Plan is aligned with the EEHS Graduation Plan. Each student will, in conjunction with his or her parent/legal guardian and counselor, develop a four-year graduation plan. Plans are available at the campus counseling center.

CLASS RANK/TOP PERCENT/HIGHEST RANKING STUDENT

Student Entering Ninth Grade In School Year 1999-2000 and thereafter:

The following provisions shall apply to students entering ninth grade in school year 1999 and thereafter. The District shall calculate a student's class rank using only credits earned in the following content areas as defined by the Texas essential knowledge and skills (TEKS):

- English
- Mathematics
- Science
- Social Studies
- Foreign Language

Grades earned in correspondence courses, distance learning courses, credit by examination with prior instruction, and examinations for acceleration shall not count toward determination of class rank.

Grades for high school courses taken at a junior high or middle school campus shall not count toward class rank; however, grades earned by eighth grade students in high school courses taken at the high school campus shall count toward class rank.

Courses taken at the college or university campus for college credit only shall not count toward class rank.

Grade point averages shall be computed at the end of the sophomore and junior years and up to the end of the 5th six weeks grading period for students in traditional scheduling. Numerical grades, including failing grades, shall be used in grade point average (GPA) and class rank.

Transfer Students

The following shall apply to grades earned by transfer students prior to enrollment in the District.

- 1.) When the transfer student's transcript contains a grade conversion table, the District shall use the printed scale. Fractions of one-half or more shall be rounded to the next whole number.
- 2.) On transcripts with no conversion table, the District shall convert the letter grades to numerical grades as follows:

A+	=	100	C+	=	79
A	=	96	C	=	76
A-	=	90	C-	=	75
B+	=	89	D+	=	74
B	=	86	D	=	72
B-	=	80	D-	=	70
F	=	69			
- 3.) Nontraditional grades such as pass/fail or credit/no credit shall not be considered in computing class rank.
- 4.) Failing marks shall be included in figuring grade point average.
- 5.) Numerical grades shall be honored at face value.
- 6.) Letter grades earned from colleges or universities shall be converted to a number grade using the conversion table above.

The district shall use a weighted grade point average for class rank purposes only; a student's actual grade earned shall be recorded on the academic achievement record. The weighted GPA is designed to reward students who enroll in and complete more rigorous courses.

Numeric Grade Reporting

GRADE	G/T - AP	PRE-AP	REGULAR
100	8.5	7.5	6.5
99	8.4	7.4	6.4
98	8.3	7.3	6.3
97	8.2	7.2	6.2
96	8.1	7.1	6.1
95	8.0	7.0	6.0
94	7.9	6.9	5.9
93	7.8	6.8	5.8
92	7.7	6.7	5.7
91	7.6	6.6	5.6

90	7.5	6.5	5.5
89	7.4	6.4	5.4
88	7.3	6.3	5.3
87	7.2	6.2	5.2
86	7.1	6.1	5.1
85	7.0	6.0	5.0
84	6.9	5.9	4.9
83	6.8	5.8	4.8
82	6.7	5.7	4.7
81	6.6	5.6	4.6
80	6.5	5.5	4.5
79	6.4	5.4	4.4
78	6.3	5.3	4.3
77	6.2	5.2	4.2
76	6.1	5.1	4.1
75	6.0	5.0	4.0
74	5.9	4.9	3.9
73	5.8	4.8	3.8
72	5.7	4.7	3.7
71	5.6	4.6	3.6
70	5.5	4.5	3.5

Points

Eng. 1301/1302 AP/STC*	3
Govt AP/STC	3
Economics STC	2
Speech STC	2
Span 1311	2
Alg II/College Alg. 1414*	2
Pre Cal 2412	2
Calculus AB/2413	3
Physics 2425	2
US Hist PAP/1301/1302*	2

*The highest set of grades will be calculated, whether Dual Enrollment or AP/PAP

**FINAL second semester average will not include STC/Dual Enrollment grades

For purposes of class rank, courses taken in a high school summer school program for high school credit shall be designated regular or standard. Grade point averages shall be calculated to at least three decimal places.

For G/T and AP, three points shall be added; for Pre-AP, two points shall be added. No points shall be added to the GPA calculation for regular course grades. This calculated average shall be posted on the student's permanent record as the GPA.

Distinguished Graduates

The valedictorian, salutatorian, and the top ten of the senior class shall be determined by averaging high school grades earned through the fall semester of the senior year, plus grades earned through the end of the fifth six week period. Averages will be calculated using the semester grades only.

Based on rank in class, those identified as the “Top Ten” of the senior class, will be recognized at the commencement ceremony.

The “Top Ten Percent” of the senior class may also be recognized during commencement exercises as one of the following:

Top two percent —Summa Cum Laude

Next three percent —Magna Cum Laude

Next five percent —Cum Laude

Valedictorian/Salutatorian

Requirements for valedictorian and salutatorian shall be as follows:

- 1.) The student must be enrolled in the District high school for at least four terms, not including summer school.
- 2.) The student must have been enrolled in at least two courses which count towards class rank each term.
- 3.) The student must have completed all the Advanced Measures required under the Distinguished Achievement Program

Option for Certain Courses

Students who complete calculus, physics, or English V shall have the option to choose whether the numerical grade earned will be used in calculation of the GPA for class rank purposes, at the appropriate time, students enrolled in these courses shall notify their counselor about their choice.

Additional Information for the Top Ten Percent of the Graduating Class

For two years following their graduation, District graduates who ranked in the top ten percent of their graduating class are eligible for admission into four-year public universities and colleges in Texas. Students and parents should contact the counselor for more information about how to apply and the deadline for application. [for further information, see policies at EIC.]

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.

Students and parents should contact the counselors for further information about the application process and deadlines.[For further information, see policies at EIC.]

CLASS SCHEDULES

Seniors and Full Schedule Requirement

All students are required to take a “full” schedule of 8 classes. The only exceptions to this rule will be students who can show proof of college enrollment or a letter on letterhead from the employer.

Students will be given their class schedule during registration. Schedule changes will only be permitted during the first week of each semester. Thereafter, counselors will direct all requests for schedule changes to the principal for approval. Changes from one teacher to another for the same class will not be allowed unless otherwise permitted by the principal.

Modified Block Schedule

This year the high school will be on a modified block schedule. Students will be assigned eight classes. Announcements will be between 8:30 AM and 8:40 AM. Lunch periods have been assigned during 4th and 5th period. Your lunch period will be determined by where your 4th or 5th period class is located.

E-E HIGH SCHOOL 2009-2010 BELL SCHEDULE						
A	B	TIME	MIN.	WEDNESDAY	TIME	MIN.
1		8:30 - 9:30 A.M.	60	1	8:30 - 9:25 A.M.	55
3	2	9:35 - 11:05 A.M.	90	ADVOCACY	9:25 - 9:50 A.M.	25
5	4	11:10 - 1:20 P.M.	130	2 / 3	9:55 - 11:25 A.M.	90
5A	4A	11:10 - 11:30 A.M.	20	4 / 5	11:30 - 1:35 A.M.	125
		11:30 - 12:00 P.M.	30 LUNCH	4A / 5A	11:30 - 11:50 P.M.	20
		12:05 - 1:20 P.M.	75		11:50 - 12:20 P.M.	30 LUNCH
5B	4B	11:10 - 12:10 P.M.	60		12:25 - 1:35 P.M.	70
		12:10 - 12:40 P.M.	30 LUNCH	4B / 5B	11:30 - 12:30 P.M.	60
		12:45 - 1:20 P.M.	35		12:30 - 1:00 P.M.	30 LUNCH
5C	4C	11:10 - 12:50 P.M.	100		1:05 - 1:35 P.M.	30
		12:50 - 1:20 P.M.	30 LUNCH	4C / 5C	11:30 - 1:05 P.M.	95
7	6	1:25 - 2:55 P.M.	90		1:05 - 1:35 P.M.	30 LUNCH
8		3:00 - 3:45 P.M.	45	6 / 7	1:40 - 3:10 P.M.	90
				8	3:15 - 4:00 P.M.	45

COLLEGE CREDIT COURSES

In addition to the programs offered by the district, Students in grades 9–12 may earn college credit from the following:

STC

COMPLAINTS AND CONCERNS

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

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 using district computers is 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.

Corporal Punishment

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

Disruptions

As identified by law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.

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

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, 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.

A student who uses a telecommunications device during the school day shall have the device confiscated. The parent may pick up the confiscated telecommunications device from the 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 principal. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

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

Social Events

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

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

CONTAGIOUS DISEASES / CONDITIONS

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

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

CORRESPONDENCE COURSES

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

[For further information, see policies at EEJC.]

COUNSELING

Academic Counseling

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures. Each spring, students in grades 6 through 11 will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and vocational opportunities.

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

Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should fill out a counseling form available at the counselor's office or from their classroom teachers.

Psychological Exams, Tests, or Treatment

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

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

CREDIT BY EXAM—If a Student Has Taken the Course

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

excessive absences, home schooling, correspondence courses, or independent study supervised by a teacher.

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

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

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

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

CREDIT BY EXAM—If a Student Has Not Taken the Course

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

Dates Scheduled:

Testing Dates:

October 10, 2009

November 14, 2009

March 6, 2010

May 15, 2010

Registration Deadline:

September 11, 2009

October 16, 2009

February 5, 2010

April 16, 2010

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

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

Exams will be offered for the following courses: [For more information, see EEJB.]

Accounting A, B	Health Education	World History A, B
Individual Family Life	World Geography A, B	Algebra I A, B
Algebra I (4 sem.)	Algebra II A, B	Geometry A,B
Geometry A, B	Analytic Geometry A, B	Math of Money A, B
Trigonometry	US Government	US History A, B
Economics	Biology I A, B	Physical Science
Business Law	Spanish I A, B	Spanish II A, B
Elementary Analysis	French I A, B	French II A, B
English I A, B	English II A, B	English III A, B
English IV A, B	German 1A, 1B, 2A, 2B	

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 at www.eeisd.org.

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 districts officials to whom to make a report.

Investigation of Report

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

DISTANCE LEARNING

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

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

The school newspaper and the yearbook are available to students.

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

[See **Directory Information for School-Sponsored Purposes**]

Non-school Materials...from students

Students must obtain prior approval from the principal before posting, circulating, or distributing written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any 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 the hallway bulletin board located west of the office as the location for approved non-school 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 non-school material without prior approval will be subject to disciplinary action in accordance with the *Student Code of Conduct*. Materials displayed without the principal's approval will be removed.

Non-school Materials...from others

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

DRESS AND GROOMING

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

Students should dress in a manner that is suitable to an appropriate educational environment. All clothing must be neat and clean. The student must be fully and appropriately dressed in a way that is not distracting to the educational process.

The following are not allowed:

- A. halters, tube tops, low cut blouses, bareback blouses and midriffs that expose the abdomen; shoulder straps or tank tops; short skirts or dresses including slits (dresses must extend no more than 3 inches from the knee cap); short shorts (walking shorts will be allowed but must be hemmed and must be at knee length, capri pants must be at calf length);
- B. tapered shirttails must be tucked in at all times. Shirts that extend past the crotch area must also be tucked in. Oversized shirts and “Sag” and/or “Bag” shirts are not allowed. (Shirts must be kept buttoned at all times.
- C. pants that do not fit across the hip and cannot be pulled up to the waist are not to be worn in school. Jeans or slacks that are “Sag” and/or “Bag” will not be allowed to be worn at school or any school function. The jeans and slacks must be properly sized and fitted in the waist and crotch area (the width of the leg bottom must be no larger than ten inches). No flip flop thong sandals or beach sandals will be allowed; only ankle strap sandals will be allowed.
- D. fishnet and sheer shirts without undercover, muscle shirts or undershirts;
- E. hats, caps, hair nets or bandanas;
- F. a beard, goatee, sideburns that extend the bottom of the ear, or unshaven chin hair;
- G. jams or warm-ups (wind suits as a matching set are allowed and appropriate undergarment must be worn);
- H. hair not trimmed or sculptured around the face and ears or that extends below the top of a dress shirt collar; unconventional hairstyles, outlandish colored hair or make-up; tattoos; and pony tails on boys; hairstyles depicting horns or spiked hair, or partially shaved hair (mohawk)...(After 1st written warning, if student has not trimmed hair, school officials have the authority to refer student to cosmetology department to receive appropriate haircut.)
- I. any clothing or jewelry that identifies a gang; is vulgar, obscene, or offensive; promotes alcohol or drugs; proclaims a religious sect; publicizes rock groups in a distasteful way; or urges violence; oversized clothing;
- J. pants must be worn on the waist;
- K. studs, earrings, covered earrings on males; jewelry on eyebrows, nose, tongue, and/or any other facial area
- L. torn or tattered clothing; tears must be permanently patched;
- M. body piercing, magnetic jewelry or excessive jewelry;
- N. wallet chains or any form of loose chain; excessively long belts;
- O. steel toe on boots or shoes;
- P. males with make-up, nail polish, or long fingernails; females with black lipstick or black fingernail polish;
- Q. full-length overcoats;

- R. sunglasses
- S. laser pointers;
- T. undercover undershirts;
- U. translucent clothing (sheer);

The entire staff will enforce the dress code. Students in violation will be sent to the principal or assistant principal. The student will go to in-school suspension for the remainder of the day or until the problem is corrected. Repeated offenses may result in further serious disciplinary action (EE ISD reserves the right to exclude any items of clothing or jewelry deemed distracting to the educational process).

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

The superintendent's designee/principal/assistant principal has the authority to make a ruling on any controversial dress code issue in question.

The following objects are also not allowed on campus: head phones with radios, pagers, CD players, tape recorders, camcorders, DVD players, cameras, or electronic devices or games. Students are allowed to have cell phones, however, displaying, turning on, or using a cellular telephone during the school day is not permitted (from the time they step onto the campus until the time the bell rings at the end of the day). **These items, as well as any other confiscated items, such as, caps, hats, beanies, any head gear, sunglasses, stud or earrings will be confiscated and parents will be notified to pick up the items. There will be a \$15.00 recovery fee on all electrical devices and any other confiscated items mentioned above.**

Please Note: Any electronic devices (including but not limited to...cell phones, ipods, mp3 players, camcorders, cameras, games, etc....) during state assessments is strictly prohibited. Possessing any electronic device in the testing environment will cause for the confiscation of such device, invalidation of student's state scores, and disciplinary action shall be taken in accordance with the Student Code of Conduct.

For safety reasons, all students will be required to use clear or mesh backpacks.

DAEP Dress Code

All assigned students (Secondary/Elementary) to the DAEP shall have 3 school days to comply with the mandatory dress code. For the time being, the SAIL center shall provide the student with the appropriate shirt. If the student fails to attend school due to not having the appropriate attire, truancy charges shall be pursued. Students must comply with the dress code to and from school (bus transportation, etc.). Purses/make-up kits will not be allowed in the classrooms.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

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.

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

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

Please note: Sponsors of student clubs and performing groups such as the band, choir, 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 Noncurriculum-Related Groups**]

Offices and Elections

At the end of the school year (April) class officers are nominated and elected by students in their respective class. At the time elections are held, each nominee must be in good standing before being placed on the ballot. For a student to qualify as a class officer he/she, at the time of the elections, must:

- 1.) be passing every course;
- 2.) have no more than 6 absences during the first semester; and
- 3.) be in good standing with respect to discipline.

The principal will make the final determination for student qualifications.

Election Commission

The Election Commission is composed of 2 student members, a Student Council sponsor, and the principal. The chairman, who is elected by members of the Student Council, must be an elected Student Council officer and a senior. The second member of the commission is nominated “at large” by members of the Student Council. The student must receive unanimous vote. The principal, will, at all times, hold veto power to protect school regulations or policy. The Student Council sponsor, with the help of the other members, is responsible for holding elections.

Popularity Contests

A popularity contest held in conjunction with the annual is conducted by the Election Commission. Students are nominated by their respective classes during the lunch periods. The following rules govern candidates:

- 1.) All candidates must be passing all subjects taken based on grades earned during the preceding semester and current grades at the time of nominations.
- 2.) Candidates must have attended this school system during the preceding semester.
- 3.) The election will be held during the first two weeks of the second semester.
- 4.) Two boys and two girls will be elected from each class (9-12) as class favorites.
- 5.) Popularity contests will select one boy and one girl from the Senior class for the following: Best Personality; Best School Spirit; Jolliest; Quietest; Mr. & Miss E-E; Most Attractive; Most Likely to Succeed; etc.
- 6.) No student may be elected to more than one of the named positions, including class favorites.
- 7.) The names of all candidates will be submitted to the faculty committee for review of good citizenship before they are placed on the ballot. Ineligible students will be notified prior to the election.
- 8.) Fifth-year high school students are not eligible to be elected in any popularity contests.
- 9.) A student who violates or is found guilty of any serious offense will be automatically disqualified.

The Homecoming Court

Each year one male is selected as homecoming king and a female for homecoming queen. Four male and four female candidates from the Senior class will be nominated by their fellow senior classmates during a meeting held after school no later than two weeks before homecoming night. The king and queen will be selected by the entire student body during elections held each lunch period. One week prior to Homecoming, the names of the top four candidates for King and Queen, along with the names of the ninth through eleventh grade class Dukes and Duchesses will be announced. Identification of the King and Queen will be secret until coronation. The second and third runner ups will be senior duchesses. The first runner up will be the Prince and Princess. The candidates with the most votes will be King and Queen respectively. The nominees for the homecoming court will be reviewed by the election commission sponsor and selected faculty

committee. Nominees for the homecoming court must: be passing all subjects taken based on grades earned during the preceding semester and current grades at the time of nomination; have no more than 6 absences during the first semester; have good citizenship; and be in good standing with respect to discipline. Students enrolled at the DAEP campus and fifth-year high school students are not eligible for nomination to the homecoming court. The election will be conducted according to the Election Commission rules and guidelines and will be held under the direction of the Student Council.

Clubs and Organizations

Students are encouraged to make their high school life richer by joining and participating in one of the many clubs and organizations here at Edcouch-Elsa High School. Acceptance into any program requires payment of dues, fees, and fund raisers. The following is a list of these organizations:

Annual Staff	Master Minds	BPA
Upward Bound	Men & Women's Athletics	Band
E-E on Stage (drama)	Science Club	FCCLA
Drill Team	Future Farmers of America	Mother/Daughter Program
National Honor Society	U. I.L. Academic team	JROTC
Educational Talent Search	La Estudiantina	
Student Council	Cheerleaders	

Edcouch-Elsa High School is a member of the University of Texas Interscholastic League, and all its academic and sports activities are governed by it's Constitution and contest rules. The following are UIL sponsored activities at our school and any student wishing to participate may speak to the principal. Don't be afraid to ask!

- computer science	- science	- accounting	- one-act play
- debate	- current issues	- ready writing	- math
- spelling	- informative speak	- persuasive speaking	- music
- prose interpretation	- literary criticism	- poetry interpretation	- calculator
- social studies	- number sense	- news writing	- golf
- tennis	- basketball	- football	- ROTC
- soccer	- softball	- volleyball	- mariachi

Student Council

The purpose of the student council is to promote the general welfare of the school through responsible participation of all members of the student body through their elected representatives. Members will carry through with the following duties:

- Make reasonable student assessments to finance the operation and maintenance of the council's work.
- Call special elections to fill vacancies of offices sponsored by the organization.

- Encourage and stimulate the growth of desirable school spirit, cooperative school participation, and happiness.
- Present the views of the student body to the school administration.
- Supervise distribution of funds raised by council activities.
- Grant and revoke charters of school groups such as classes, clubs, and service organizations.

Membership is open to all students. During their term in the council the scholastic standing of a member must be passing in four academic subjects with an average of 80 or over for the preceding semester. Students may not hold more than one major office in student council and class office.

STUDENT FEES

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See **Buses and Other School Vehicles**]
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.

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

FUND-RAISING

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least 30 days before the event. [For further information, see policies at FJ and GE.]

GRADE CLASSIFICATION

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

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

GRADING GUIDELINES

In grades 6–12, achievement is reported to parents through progress reports, and six week report cards. (See **Report Cards, Progress Reports, and Conferences**)

Credit Averaging

In accordance with EEISD policy, students who fail one semester of a two semester course may still be eligible to earn full credit. An average of 70 or greater for the two semesters qualifies for full credit (i.e. a 60 the first semester and an 80 the second semester would average to a 70 and result in full credit.

Grading System

The following will be used to convert number grades into letter grades when necessary. This does not apply to courses taken at the university level (see Class Standings).

A= 90-100 B= 80-89 C= 74-79 D= 70-73 F= below 70

Six Weeks Grades

Grades for each reporting period shall be determined by a combination of daily grades, major exams, and/or projects. A minimum of 10 grades is required per six week grading period. The six weeks grade averages will be calculated using the following weighting procedure:

- Daily work comprised of homework, class assignments, homework, labs, and quizzes (as designated by the teacher or department) will be 50% of the grade.
- Major exams and projects will comprise 25% of the grade.
- The six weeks exam will comprise the remaining 25% of the grade.
- The semester exam will comprise 25% of the final semester grade. (i.e. 1st six weeks grade (25%) + 2nd six weeks grade (25%) + 3rd six weeks (25%) + semester exam (25%) will be averaged to determine the semester grade.)

Students shall not be penalized for unsatisfactory conduct. Such matters are to be addressed administratively. Student grades will be based solely on mastery of the TEKS.

Plagiarism or cheating will be graded as an automatic 0.

Late work/make-up work

Major Exams and projects:

Late work will be docked a maximum of 11 points for the first class day late and 10 points each additional day. All work more than 3 school calendar days late will become a 0.

All other assignments:

The students shall have 3 calendar days to make up work. Ten points will be deducted for each day the assignment is late. After the 4th day, the highest grade a student can make will be no higher than a 60 on the assignment. The student will be given a “Make-up work/Parent Contact Log” which will need to be returned with the given assignment signed by the parent.

Retesting

Any student wanting an individual retest must either attend tutoring or complete review assignments designated by teacher before the student is allowed to retest. If tutoring is not available in the subject needing a retest, then the student must make arrangements with the teacher to complete review assignments before or after school; not during class time.

Retest must be taken within 5 school calendar days of the original testing date.

Migrant students enrolled at least fifteen school days on any designated grading period are eligible for a grade. Migrant students must be given extra time to complete any assignments missed due to late enrollment in school. They are to be given the amount of time missed from the semester (i.e., if they enrolled three weeks into the semester, they must be given three weeks to make up the work).

Physical Education Uniforms and Evaluation

All students enrolled in physical education classes are required to wear P.E. shorts, shirts, and tennis shoes. Grade averages for P.E. will be calculated using daily grades, written tests, and performance evaluations. A daily grade of twenty points is given to each student: 5 points for dressing-out and 15 points for participation.

GRADUATION

Requirements for a Diploma

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

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

Graduation Programs

The district offers the graduation programs listed below. All students entering grade 9 are required to enroll in the Recommended High School Program or Advanced/Distinguished Achievement Program. Permission to enroll in the Minimum Graduation Program will be granted only if an agreement is reached among the student, the student’s parent or person standing in parental relation, and the counselor or appropriate administrator. [See policy EIF(LEGAL).]

Students who entered the ninth grade during the 2005-2006 school year must meet the following credit requirements for graduation:

- Minimum Program 22 credits
- Recommended Program 24 credits
- Advanced/Distinguished Achievement Program 24 credits

Students who entered the ninth grade during the 2006–2007 school year must meet the following credit requirements for graduation:

- Minimum Program 22 credits
- Recommended Program 24 credits
- Advanced/Distinguished Achievement Program 24 credits

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

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

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

Achievement test scores, TAKS test scores, and teacher recommendations are used to recommend a plan for each student. This plan provides the necessary requirements for most colleges, however, it is important to investigate the admission requirements for a student’s individual college choice. Following is a list of the required credits for each of the graduation

programs offered at Edcouch-Elsa High School. Questions regarding which program to follow or which courses to take, should be discussed with your counselor.

Certificates of Coursework Completion

A certificate of coursework completion will be issued to a senior student who successfully completes state and local credit requirements for graduation but fails to perform satisfactorily on the exit-level tests.

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 individualized education program (IEP).

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

Graduating Senior Requirements

Violation of school policy or exhibition of misbehavior during graduation ceremonies will result in non-transfer of graduation records. Students who violate policy or misbehave will be required to make all future requests for graduation records in person. The following rules should be followed by all graduating seniors:

- All debts to clubs, classes, library, office, or other authorized persons should be paid in full by 4:00 PM on Monday, May 31, 2010.
- All school rules should be adhered to.
- The minimum graduation credits, as stated in the handbook, must be met before a student may participate in the graduation ceremonies.
- Graduation credits must be met by 4:00 PM on Monday, May 31, 2010, in order for the student's name to appear on the graduation program. However, even though a student's name does not appear in the program they may participate in the graduation ceremony if they complete their graduation requirements before the last day of school.
- Students who complete all graduation requirements except for the required exit-level assessment instruments will be issued a certificate of completion. The academic achievement record will include a notation of the date such a certificate was issued to the student.
- Misbehavior during commencement exercises will not be tolerated and will result in the voluntary non-transfer of records.
- Students must be present during all commencement exercise rehearsals. Students who are not present during commencement exercise rehearsals will be placed at the end of the line.

Requirements for a Diploma:

A student must successfully complete the required number of credits and pass a statewide exit-level exam to participate in graduation exercise.

Certificates of Coursework Completion:

Will be issued to a senior who successfully completes state and local credit requirements for graduation but fails to perform satisfactorily on the exit-level tests.

Graduation Senior Requirements: “Walk”

Students who complete all graduation requirements except for the required exit-level assessment instruments will not participate in graduation exercise.

TEA Code and FERPA prohibits districts and campuses to use the results of student performance on state assessments in such a way as to disclose the identities of particular students or to identify which students met the passing standard on the state assessments and which did not

OPTION

Students who complete all graduation requirements except for the required exit-level assessment instrument to participate in graduation exercise only if:

- A) Have a record of good conduct throughout High School enrollment
- B) Have a clean record of attendance without Truancy
- C) Attempts every opportunity to perform satisfactorily on the exit-level tests
- D) Parents are given notice at the beginning of their senior year.

Early Graduation

The administration reserves the right to use its' discretion in allowing students to take higher level courses in earlier grades. Although early graduation sounds good, there are several issues students need to be aware of. Early graduation may impact your success in receiving a scholarship and may actually redirect your interest away from entering a college or university.

Students planning to graduate early must notify the counselor and the principal of desire to graduate upon enrollment of the third year.

Graduation Speakers

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

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

In addition to the opening and closing remarks, the student organization officers designated by the principal may also have speaking roles at the graduation ceremony.

[For student speakers at other school events, see STUDENT SPEAKERS]

[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**]

State Scholarships and Grants

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

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

HARASSMENT

See **Dating Violence, Discrimination, Harassment, and Retaliation** on pages 20-21.

HEALTH-RELATED MATTERS

Physical Activity for Students in Elementary and Middle School

In accordance with policies at EHAB, EHAC, and FFA, the district will ensure that students in kindergarten through grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week.

Students in middle or junior high school shall 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 a 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

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

Physical Fitness Assessment

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

Vending Machines

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

Other Health-Related Matters

Tobacco Prohibited

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

Asbestos Management Plan

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the District At Risk Manager's office. If you have any questions, please contact Ms. Belinda Castillo at (956) 262-6000.

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 Ms. Belinda Castillo at (956) 262-6000.

HOMELESS STUDENTS

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Mrs. Juanita Borrego, at (956) 262-6021.

HOMEWORK

Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by

arranging a quiet, comfortable place for students to work and by seeing that assignments are completed.

Cornell Notes

In order to better prepare our students for post secondary education we will be requiring all the students to utilize the Cornell Note taking system. Students will be taught the system by their teachers. They will check the students progress throughout the year. All the teachers will implement and reinforce the note taking system in their classes. All incoming freshmen will learn how to take notes using this system in their required Study Skills course.

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (DSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at <https://webds.dshs.state.tx.us/immco/affidavit.shtm>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

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

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

LAW ENFORCEMENT AGENCIES

Questioning of Students

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

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

- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

Students Taken Into Custody

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

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

MAKEUP WORK

Routine and In-depth Makeup Work Assignments

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

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

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

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

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 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:

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

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

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

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

Psychotropic Drugs

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

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

NONTRADITIONAL ACADEMIC PROGRAMS

[See **Requirements for a Diploma**]

PHYSICAL EXAMINATIONS / HEALTH SCREENINGS

All freshmen and juniors participating in band, or any athletic activity must receive a physical from a certified physician. Health screenings will be conducted on all students on a yearly basis by the school nurse.

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**]

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. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

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

- In order to be promoted to grade 4, students must perform satisfactorily on the reading section of the grade 3 assessment in English or Spanish.
- In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessment in English or Spanish.
- 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 grade 3, 5, or 8 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. Such students will have two additional opportunities to take the test. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policies at EIE.]

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

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

REGISTRATION REQUIREMENTS

Students will not be allowed to register for classes without the required information.

A parent/guardian **MUST** accompany any student that is 17 years old or younger.

Please bring the following documents with you to registration:

ALL STUDENTS

- A recent utility bill (within 60 days)
- showing proof of physical residency within EEISD school district.

STUDENTS 17 YEARS OR YOUNGER

- Parent/guardian's driver's license

STUDENTS NEW TO CAMPUS OR THE DISTRICT

- Copy of child's social security card
- Copy of child's birth certificate
- Notarized guardianship letter if student not living with parents

PARKING PERMITS

If your child will be driving to school, the following information is needed:

- Child's driver's license
- Proof of liability insurance – will be copied and monitored throughout the year for expiration dates

For further information, contact Mr. Alfredo Aguilar, Principal at 956-262-4731.

RELEASE OF STUDENTS FROM SCHOOL

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

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

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

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 six weeks.



At the end of the first three weeks of a grading period or during the fourth week of a nine-week 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** for how to schedule a conference.]

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

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

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

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

RETALIATION

[See **Dating Violence, Discrimination, Harassment, and Retaliation**]

SAFETY

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

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

Accident Insurance

EEISD does not provide insurance for all students! Soon after school opens, parents will have the opportunity to purchase low-cost accident insurance that would help with medical expenses, in the event of injury to their child. Parents will be responsible for sending the premium along with the student accident form to the insurance provider.

Except for the purchase of insurance against bodily injury sustained by students while training for or engaging in interscholastic athletic competition or while engaging in school-sponsored activities on a

school campus, the District, under state law, cannot pay for medical expenses associated with a student's injury.

Drills: Fire, Tornado, and Other Emergencies

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

Fire Drill Bells

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

Tornado Drill Bells

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

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school would need to have written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

Emergency School-Closing Information

The Superintendent may find it necessary to close school at some point during the school year due to inclement weather. Should weather conditions be such that parents suspect that school might be closed, they should listen to local radio and television stations for official announcements by the District.

SAT, ACT, AND OTHER STANDARDIZED TESTS

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

Other Standardized Testing: College Requirements

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the counselor early during their junior year to determine the appropriate exam to take; these exams are usually taken at the end of the

junior year. (Prior to enrollment in a Texas public college or university, most students must take a standardized test, such as the Texas Higher Education Assessment [THEA]).

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

1. A good night's sleep;
2. A good breakfast; and
3. Dressing for the weather or for the temperature inside the testing center.

THEA Test Requirements

Students entering any college or university in the state of Texas must have taken the THEA Test before enrolling. More importantly, a student must first have passed the TMS Test before being allowed to take the THEA. The THEA test will be given by EEHS during school the school year and testing dates will be announced. Students must sign-up for the test and pay the \$29 fee with a check or money order to Ms. Susie Leal, the counselor. Go by the counseling center for more information or call NES at 1-800-523-7238.

Course Prerequisites

The academic program at Edcouch-Elsa High School has been developed with the understanding that certain courses require a prerequisite before students are allowed to enroll. Following are a list of courses in the order they should be taken:

- English I; II; III; IV; V (Eng. IV and V may be taken simultaneously)
- ESOL I; ESOL II, English III, English IV
- World Geography; World History; U.S. History; Government/Economics
- Algebra I; Algebra II; Geometry; Pre-Calculus; Calculus

[Students at Edcouch-Elsa High School must take three years of math at the high school level (Algebra I, Algebra II, and Geometry). Students who took Algebra I at the junior high school will be still be required to take three years of math at the high school level (Algebra II, Geometry, Precalculus).]

- Integrated Physics and Chemistry, Biology, Chemistry, Physics. Biology AP; Chemistry AP;
- Spanish I; II; III; IV; V
- Keyboarding; Bus. Info. Systems I, Bus. Info. Systems II; Business Computer Programming/Computer Applications
- Office Admin. and Bus. Systems require one semester of Keyboarding

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 the beginning of school/instruction:

- High school cafeteria – open at 7:00 A.M.
- High school library – open at 8:00 A.M.
- Carlos Truan gymnasium – open at 7:00 A.M.

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

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

Conduct Before and After School

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

Use of Hallways During Class Time

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

Cafeteria Services

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

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

Library

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

- Monday to Friday 8:00 A.M. to 5:00 P.M.

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

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

Students' Desks and Lockers

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

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

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

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

Vehicles on Campus

Parking a vehicle on campus is a privilege. 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. Anything found in the vehicle will be considered in possession of the student. Parking of any vehicle on this campus is done at the risk of the owner. EEISD is not responsible for any theft or damage resulting from vandalism of a vehicle. 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. Any theft or vandalism of a vehicle should be reported to the local police department and your insurance carrier. See also the Student Code of Conduct.

The parking areas by the band hall, gym, area on the south side of the school, and the parking areas on the north side of the campus marked with an "F" are reserved for faculty parking. Students are to use the student parking lot located directly to the north of the campus. Students will be assigned a parking space and must display a parking permit. These may be obtained from the principal's designee. The parking permit fee is \$1.00. Students must have a driver's license or driving permit and must have proof of vehicle insurance in order to be issued a parking permit.

The policies regarding vehicles on campus are:

- Students will park in their assigned parking space only.
- Students will immediately park their vehicles and may not be in, on, or around them anytime during the school day.
- The speed limit on campus is 10 miles per hour.
- Reckless driving will not be tolerated and will be cause for removal of the parking privilege.

- A vehicle which is in violation of parking policies will be issued a warning sticker. On the third warning the vehicle will be towed away at the owner's expense.
- Students who must bring different vehicles to campus need to obtain a temporary parking permit from our security department.
- Students are subject to traffic citations through the Edcouch-Elsa ISD Police Department for any violations.
- Loitering, reckless conduct with a motor vehicle during, before, or after school will not be permitted. Student code of conduct will be enforced, a citation from the EEISD Police Department will be issued and the parking permit will be revoked.

Students who abuse the privilege of parking on campus by either parking in the wrong areas, driving recklessly, or using their vehicles while breaking school rules will lose this privilege. Vehicles in violation of campus policy may be towed away, detained, and drivers may be subject to disciplinary action. Citations may be given by the campus peace officer(s) and fines assessed according to state law.

[See also the *Student Code of Conduct*.]

Trained Dogs

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

Metal Detectors

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

Drug-Testing

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

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 campus principal at (956) 262-4731.

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 SPEAKERS

The district provides students the opportunity to introduce school events. Students are eligible to introduce school events if they approved by the principal.

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

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

SUMMER SCHOOL

Students who failed a course during the school year may attend summer school. Summer school will only be offered for remediation purposes. Only students who were enrolled at Edcouch-Elsa High School during the 2009-2010 school year will be allowed to participate in the summer school program.

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).]

TARDINESS

A student who is tardy to class by more than 15 minutes will be assigned to detention hall. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the *Student Code of Conduct*.

TEXTBOOKS

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

TRANSFERS

[See **Requesting Transfers for Your Child**, and **Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education** 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

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

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact Administration Office at (956) 262-6000.

See the *Student Code of Conduct* for provisions regarding transportation to the disciplinary alternative education program (DAEP).

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

- Follow the driver's directions at all times.
- Enter and leave the bus or van in an orderly manner at the designated stop.
- 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.

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

VANDALISM

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

VIDEO CAMERAS

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

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

VISITORS TO THE SCHOOL

General Visitors

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

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

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

Visitors Participating in Special Programs for Students

On High School Career Day, Edcouch-Elsa High School, 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.

On the student’s last day, the withdrawal form must be presented to each teacher for current grade averages and book clearance; to the librarian to ensure a clear library record; to the clinic for health records; to the counselor for the last report card and course clearance; and finally, to

the principal. A copy of the withdrawal form will be given to the student, and a copy will be placed in the student's permanent record.

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

GLOSSARY

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

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

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*. Students in the DAEP will be separated from students not assigned to the program. The DAEP will focus instruction on English language arts, mathematics, science, history, and self-discipline, and provide for students' educational and behavior needs, as well as supervision and counseling.

FERPA refers to the federal Family Educational Rights and Privacy Act that grants specific privacy protections to student records. The law contains certain exceptions, such as 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 districtwide tests, etc.

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

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

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

Section 504 is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined 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; 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, and states whether self-defense is a consideration in suspension, DAEP placement, or expulsion. The *Student Code of Conduct* also addresses notice to the parent regarding a student's violation of one of its provisions.

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

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

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

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

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

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

APPENDIX I:
Use of Student Work in District Publications

Occasionally, the Edcouch-Elsa I.S.D. Secondary Schools wishes to display or publish student artwork or special projects on the district's Web site and in district publications. The district agrees to only use these student projects in this manner.

Parent: Please circle one of the choices below:

I, parent of _____ (student's name), **(do give) (do not give)** the district permission to use my child's artwork or special project on the district's Web site and in district publications.

Parent signature: _____

Date: _____



**CARLOS F. TRUAN
JUNIOR HIGH SCHOOL
BELL SCHEDULE
2009 – 2010**

8:15 – 8:30 a.m.	Breakfast & Announcements		
8:30 – 9:20 a.m.	1st Period	7-1 Planning	Science Department
9:25 – 10:15 a.m.	2nd Period	7-3 Planning	Social Studies Department
10:20 – 11:10 a.m.	3rd Period	8-3 Planning	English Department
11:15 – 12:05 p.m.	4th Period	7th Gr. Lunch	11:50 -12:05 Homeroom
12:10 – 1:00 p.m.	5th Period	8th Gr. Lunch	12:45 -1:00 Homeroom
1:05 - 1:55 p.m.	6th Period	8-1 Planning	Reading Department
2:00 – 2:50 p.m.	7th Period	7-2 Planning	Math Department
2:55 – 3:45 p.m.	8th Period	8-2 Planning	

Planning Periods: **Mondays, Tuesdays, & Fridays**

Department Meetings: **Wednesdays & Thursdays**

Tutoring (TAKS): **Tuesdays & Wednesdays**

District Parental Involvement Policy

Parental involvement is the participation of parents in every facet of the education and development of children from birth to adulthood, recognizing that parents are the primary influence in their children's lives. Federal programs including Title I recognize that parent involvement takes many forms, including parents' shared responsibilities in decisions about their children's education, health and well-being, as well as parents' participation in organizations that reflect the community's collaborative aspirations for all children.

Mission Statement

The mission of Edcouch-Elsa I.S.D. is to enable all students to become intellectually competent to be responsible citizens, successful home members, and productive learners and workers who can compete confidently in a dynamic global society by providing an individualized, nurturing educational foundation that draws strength from our community's spiritual roots and rich cultural heritage.

State Board of Education Goals For Parental Involvement

- Goal 1 Improve Parental Involvement
- Goal 2 Increase communication between teachers and parents
- Goal 3 Provide programs that strengthens parenting skills and helps parents to provide educational assistance to their children

District Goal

The goal of the Edcouch-Elsa Independent School District is to ensure the educational success of all students by having high expectations, a commitment to excellence and a comprehensive parental involvement program, confirming the belief that parental involvement increases student achievement and self-esteem and that the difference between a good school and a great school is the involvement of its parents.

- I. It is the policy of the Edcouch-Elsa Independent School District to involve parents in the joint development of the District Parental Involvement policy by:
 - A. Holding an annual parent meeting in which all parents are informed of the school's participation in the Title I program, the requirements and their right to be involved.

- B. Making it possible for all parents to be involved by holding meetings that accommodate working parents as well as those parents whose dominant language is not English.
 - C. Involving parents in the decision making process
 - D. Providing training sessions for parents
 - E. Involving parents in the reviewing and revising of the districts' parental involvement policy
 - F. Having a Parental Advisory Council
 - G. Ensuring that all parents understand policies, rules, parent compacts, notices etc. by having them printed in both English and Spanish as well as conducting meetings in the language the parents can understand.
 - H. Providing the parents information regarding the "No Child Left Behind Act"
- II. A meeting will be called to select, elect, appoint, or ask for volunteers to serve on the district level committee.
- A. Every effort will be made to insure that all special populations are represented (at risk, special education, bilingual, English as a second language, gifted and talented, title 1 regular, title 1 migrant) members shall be selected, elected, or appointed.
 - B. Administrators, teachers, staff and business community members can serve on the committee.
- III. Coordination and integration of parental involvement strategies with the Hidalgo County Head Start, Even Start and the Texas Migrant Council will be ongoing.
- IV. The expectations of parental involvement are.
- A. Increased student achievement due to school-parent-student compacts
 - B. Increased student achievement due to parent training
 - C. Increased parental input due to the Parent Advisory Committee
 - D. Increased awareness of school policies and activities due to monthly parent campus meetings and the annual meeting for Title I parents
 - E. Increased school to home communications due to teacher training

Evaluation

There will be an annual evaluation of the content and effectiveness of the Title I Parental involvement program, and parents will be asked for their input. The evaluation will include an assessment of how much parental involvement is increasing and what barriers to parental participation still need to be overcome. The school district will revise its Parental Involvement policy on the basis of this annual review.

Edcouch-Elsa High School
Parent Involvement Policy

The faculty, parents, staff and community members of the Edcouch-Elsa High School shall develop and agree upon a written policy for parental involvement during the development and review of the campus improvement plan.

1. The Parental Involvement Policy will be distributed during the first six weeks of the school year.
2. It will be the responsibility of school staff to establish a two way communication process with parents and families regarding their children's academic progress. This should include, but not be limited to: progress reports, report cards, telephone calls, notes, newsletters, etc.
3. The school will make every effort to communicate with parents in a language that is understandable. Communication with parents may include, but not be limited to homework, telephone calls, electronic mail, newsletters, meeting, etc.
4. The Edcouch-Elsa High School will hold an annual meeting during the first six weeks to discuss the Title 1 programs.
5. Meetings will be held on the 3rd Thursday of the month. District parent meetings will held throughout the year and will serve as the campus meeting on the month that they are held.
6. Provide information to parents so that they may fully understand such topics as the states academic content standards and state and local academic assessments.
7. Parents will be given the opportunity to provide input and make recommendations regarding the Campus Improvement Plan, the Title 1 programs, and the Parent Involvement Policy through the Parent Advisory Council.
8. A meeting will be held to select, elect, appoint, or ask for volunteers to serve on the campus Parental Advisory Council.
9. During the first six weeks of school parents will be provided information regarding the schools curriculum, performance data and their child's individual assessments. Parents will receive responses to their suggestions at the next parent meeting.
10. In order to meet the changing need of our school, the Parent Involvement Policy Plan will be reviewed/ updated during the annual Campus Improvement Plan revision process.

TITLE I
PARENT-SCHOOL COMPACT

PURPOSE: To communicate a common understanding of home and school responsibilities to assure that every child attains high standards and a quality education.

Parent's Responsibility:

1. I will support my children by ensuring that they attend school daily and arrive at school on time.
2. I will create a quiet workplace for my children to complete homework assignments and give my child assistance when needed.
3. I will monitor the quality and the amount of TV viewing my student engages in at home.
4. I will encourage my students to participate in extracurricular activities to promote his/her social, emotional and physical development.
5. I will support functions that take place outside the school setting and in the community.
6. I will seek information regarding my student's progress conferencing with teachers, principals, and other school district personnel.
7. I will help children establish a routine for school days, for instance, prepare backpack/books/homework the night before and place these items in a designated spot.
8. I will attend district parent conferences and visit my student's classrooms to discuss and participate in their education.
9. I will expect my children to conduct themselves in a manner that is appropriate to their age level and will discipline my child in a nurturing, supportive environment.
10. I will participate in groups/club so that I may assert my power to contribute to the decision making process within the Edcouch–Elsa Independent School District.
11. I will be responsible to teacher requests and will discuss any concerns regarding my student in a responsible manner.
12. I will communicate the importance of education by setting high expectations for students, teachers and principals.
13. I will model the belief that learning takes place at school and at home, and that learning is a life-long process.
14. I will communicate positive information regarding teachers, principals, and other campus personnel when discussing school with my children.

SCHOOL'S RESPONSIBILITY

1. The Principal will solicit parent and community input (through meetings, interviews, questionnaires, surveys, etc.) regarding the education of the children it serves.
2. The school will offer flexible scheduling of parent meeting, training sessions, assemblies, and school functions to maximize parent participation.
3. The school will communicate with parents in clear, comprehensible language that will promote open communication between the home and school.
4. The school will provide translation of written notifications and interpreters at parent conferences, parent meetings, and training sessions.
5. Administrators and teachers will respect student's time. Homework assignments will be an extension of what is learned in the classroom and not merely "busy work" or untaught concepts that may cause parents and children undue stress at home.
6. Schools will establish procedures and calendars for communicating with parents.
7. Parents will be notified of school events in a timely, efficient manner.
8. Teachers will communicate individual student accomplishments and student concerns to parents.
9. Training sessions/workshops on diverse topics and issues will be offered to parents and community members.
10. The school building will be used to foster the growth and advancement of the community by offering its usage for parent training workshops, after the regular school day.
11. Schools will convey instructional thrusts and initiatives to parents at school-wide meetings and parent conferences.
12. Administrators and teachers will communicate the grade level and individual expectations on district and state mandated tests.
13. Curriculum and instructional strategies that are implemented by teachers on this campus will be:
 - research based
 - integrated across and within content areas
 - aimed at addressing individual student needs
 - aimed at addressing individual student learning styles
 - challenging to students at various instructional levels
 - culturally diverse
 - based on Essential Elements and National Standards
 - measurable
 - designed to promote the development of the whole child (oral language, reading, written communication, and thinking skills)
14. Instruction will focus on the development of social skills (citizenship, communicating with peers and adults, working cooperatively, and life skills).

Title I Parent-School Compact
2008-2009 School Year

Name of Student: _____ ID#: _____

Grade: _____

Dear Parent:

The parental Involvement Component of Title I Program at Edcouch-Elsa I.S.D. recognizes the important role that parents play in their children's success. It is our goal to engage schools and parents as full time partners in the education of young people in a meaningful and productive way. This year we will be implementing a Parent-School Compact so that each participant's role is clearly defined. The mutual responsibilities of parents and schools are to support students in attaining high standards.

Please take advantage of the opportunity to review the Parent-School Compact information and other enclosed items. Your willingness to participate in this compact will determine the growth of your child's educational experience. Your signature, along with your child's signature and date are required on this form. Please return this form to your child's teacher. Your campus principal will fully discuss the compact with you during one of the monthly parental meetings. We want to work with you in supporting your child's educational growth and success.

Sincerely,

Edcouch-Elsa Secondary School Principals

Parent's Signature

Student's Signature

Date

Edcouch-Elsa Independent School District
Acceptable Computer and Internet Use Policy

1. Mission

Our belief that “All Children can learn and together we can make it happen” is the underlying philosophy at Edcouch-Elsa ISD. This commitment is further strengthened as we bring the world into our schools via the Internet, which will provide a wealth of easily accessible information to our schools. Our mission, therefore, is to prepare our children for future challenges in an information-rich global society by appropriately using technology to collaborate and exchange information.

2. Privilege

The use of the Internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege. The Edcouch-Elsa Independent School District may determine appropriate use and may deny, evoke, suspend, or close user access at any time based upon its determination of inappropriate use by the user.

3. Acceptable Use

The policy, which follows, is for acceptable use of technology, computers, and networks, including the Internet. It shall apply to Edcouch-Elsa’s administrators, faculty, staff, and students.

- A. Computers and networks shall be used only for instructional or administrative purposes.
- B. Users shall not use a computer to illegally copy or install software, nor use it for any unlawful purpose.
- C. Users shall not intentionally damage any systems, damage information belonging to others, misuse system resources, or allow others to misuse system resources.
- D. Users shall not deliberately use the computer or video systems to annoy or harass others with language, images, or threats. Users shall not deliberately access or create any obscene, non-educational, or objectionable information, language, or images.
- E. User shall not take home technology equipment or programs without permission from the supervisor or technology coordinator.
- F. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer’s memory, file system, or software. Such is called a bug, virus, or similar name.
- G. Users shall not let another person use their name, logon, password, or files for any reason (except for authorized staff member).

- H. Users shall not use or try to discover another user's password.
- I. Users shall not erase, rename, modify, or make unusable anyone else's computer files, programs, or disks.

4. Network Etiquette and Privacy

The user is expected to abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:

- A. Be Polite. Never send or encourage others to send abusive messages.
- B. Use Appropriate Language. Remember that you are a representative of our school and district on a non-private system. You may be alone with your computer, but what ever you input into the computer can be viewed globally! Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- C. Privacy. Do not reveal your home address or personal phone number or the addresses and phone numbers of others.
- D. Electronic Mail. Electronic mail (e-mail) is not guaranteed to be private. Messages related to or in support of illegal activities must be reported to the authorities.
- E. Disruptions. Do not use the network in any way that would disrupt use of the network by others.
- F. Other Considerations.
 - Be brief.
 - Fewer people will bother to read a long message.
 - Minimize spelling errors and make sure your message is easy to understand and read.
 - Use accurate and descriptive titles for you articles.
 - Tell people what it is bout before they read it
 - Get the most appropriate audience for your message, not the widest.
 - Remember that if you post to multiple groups, specify all groups in a single message.
 - Cite references for any facts you present.
 - Forgive the spelling and grammatical errors of others.
 - Remember that all network users are human beings.
 - Do not "attack" correspondents; persuade them with facts.
 - Post only to groups you know.

Consequences of Violation

Violation of polices and procedures of Edcouch-Elsa ISD concerning use of video, computers, and networks will result in the following disciplinary actions:

- Level 1: Student loses computer privileges/Internet access until a parent conference takes place. Further loss of privilege and length of time that the loss of privilege will be in effect will be determined by the administration.
- Level 2: Pattern of abuse or flagrant violations: Any student who after having received a Level 1 warning continues to engage in serious persistent misbehavior by violating the school's previously communicated written standards of conduct may be recommended for detention, suspension, and parent notification.
- Level 3: Expellable offense: A student could be expelled from school if he or she engages in conduct on the Network or Internet that contains the elements of the offense of criminal mischief, as defined by State and Federal Law. Expulsion may be considered in flagrant violations that blatantly corrupt the educational values of technology or the Internet, or instances when students have used the Internet to violate the law or to compromise another computer or any type of network.

Please fill out and sign the Student Code of Conduct Agreement and the Internet Use Contract Form is to be returned to your child's second period teacher.

Internet Use Contract

Parent or Guardian

(NOTE: Students must have the signature of a parent or guardian who has read this contract being allowed access to the Internet on school premises).

As the parent or guardian of this student I have read this contract and understand that it is for educational purposes. I understand that it is impossible for the Edcouch-Elsa Independent School District to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the network. I also agree to report any misuse of the information system to the school district LAN/ system administrator. Misuse can come in any form, but can be viewed as any information sent or received that indicate or suggest unethical, illegal solicitation, racism, sexism, inappropriate language, and other issues described above.

I accept full responsibility for supervision is and when my son's/daughter's use is not in a setting. I hereby give my permission for my son/daughter to use the Internet and certify the information provided below is correct.

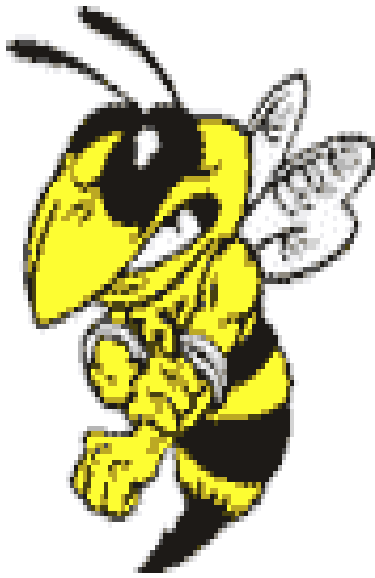
STUDENT NAME: _____ ID Number _____

Parent or Guardian Name: _____

Parent or Guardian Signature: _____

Date: _____

**DARE TO BE
DRUG FREE!**



**DON'T
DO DRUGS!**