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2009-2010

Salado High School

Student Handbook

PLEDGE OF ALLEGIANCE

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

THE SALADO SCHOOL SONG

Red and white forever
Firm together stand
Comrades true and faithful
Steadily we'll face the world to victory
And through the years to follow,
We'll pledge our loyalty
For red and white with all our might
We'll fight for victory!
Go red go white
Go eagles fight fight fight!
Go white go red
Go eagles knock them dead!

SCHOOL COLORS Red and White

MASCOT Eagle

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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 Salado 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 Salado ISD *Student Code of Conduct*, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found as a separate document sent home to parents and posted on-line at www.saladoisd.org or 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 or provided in the forms packet accompanying this handbook:

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

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.saladoisd.org

SECTION I: REQUIRED NOTICES AND INFORMATION FOR PARENTS

This section of the Salado 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, Salado does not discriminate on the basis of race, religion, color, national origin, gender, 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: Billy Wiggins, Superintendent, 601 N Main
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Harry Miller, Jr. High Principal, 620 Thomas Arnold Rd.
- All other concerns regarding discrimination: See the Superintendent

PARENTAL INVOLVEMENT

Working Together

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child, if your child is entering ninth grade.
- Monitoring your child's academic progress and contacting teachers as needed. [See **Academic Counseling** on page 21 and **Academic Programs** on page 16.]
- 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 947-5429 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page 34.]
- Becoming a school volunteer. [For further information, see policies at GKG and contact Julie Bergstrom.
- Participating in campus parent organizations.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact Kay Matthews, Principal
- Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction. [See policies at BDF, EHAA, FFA]
- 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.]

Limiting the Display of a Student's Artwork and Projects

As a parent, if you do not want your child's artwork, special projects, photographs, and the like to be displayed on the district's Web site, in printed material, by video, or by any other method of mass communication, you must notify the principal in writing.

Requesting Professional Qualifications of Teachers and Staff

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

Reviewing Instructional Materials

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

Inspecting Surveys

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

Accessing Student Records

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

- Attendance records
- Test scores
- Grades
- Disciplinary records
- Counseling records
- Psychological records
- Applications for admission
- Health and immunization information
- Other medical records

- Teacher and counselor evaluations
- Reports of behavioral patterns
- State assessment instruments that have been administered to your child

[See **Student Records** on page 11.]

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** on page 33 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 campus principal to be 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 16, 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 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** on page 38 and contact Julie Bergstrom at 947-6900 ext. 1003.

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

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

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days 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 Julie Bergstrom at 254-947-1700

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 Irene Chambers and may be contacted at 254-947-5429.

Student Records

Both federal and state law safeguards 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 superintendent is the custodian of all records for students who have withdrawn or graduated.

Records may be inspected by a parent or eligible student during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The address of the superintendent's office is 601 N Main St., Salado, TX 76571.

The address(es) of the principals' offices are: 1880 Williams Rd., Salado, TX 76571

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the principal. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNG(LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading policy. [See FINALITY OF GRADES at FNG(LEGAL), **Report Cards/Progress Reports and Conferences** on page 34, and **Student or Parent Complaints and Concerns** on page 19 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.saladoisd.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, the parent or an eligible student may prevent release of a student's directory information. 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 OR included in the forms packet.]

Directory Information for School-Sponsored Purposes

The district often needs to use student information for the following school-sponsored purposes: refer to policy.

For these specific school-sponsored purposes, the district would like to use your child's information: refer to FL(LOCAL). This information will not be used for other purposes without the consent of the parent or eligible student, except as described above at Directory Information.

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

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.

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 district's policy regarding student records is available from the superintendent's office.

The parent's or eligible student's right of access to and copies of student records do not extend to all records. Materials that are not considered educational records—such as teachers' 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.

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. Viruses, parasites, fungi, and bacteria can cause it. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

- What are the symptoms?

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

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

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

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where 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 the campus principal.

ARRIVAL AT SCHOOL

Students should not arrive at school before 7:30 AM. Supervision will start at that time. The first bell rings at 7:45 AM to go to class.

ATTENDANCES AND ABSENCES

Parents **MUST** call the school by 9:00 AM to report the absence of their child on the day of the absence.

Parents may also e-mail the information to: tturnbo@saladoisd.org the day of the absence.

Students who are absent part of a day due to medical appointments, such as doctor, dentist or orthodontist, and bring a written notice from the doctor etc., will not be considered absent for the missed class time. This is only applicable when the student attends part of the class day.

Admit slips will not be accepted after one week of the appointment date!!

Admit slips should include the following:

- Full legal name of the student
- Date of absence
- Reason for the absence
- Parent or guardian signature
- A doctor's excuse can replace the above.

If a student returns to school without a written statement, he/she will be given an unexcused absence. Phone calls **DO NOT** take the place of the written excuse. On the following day of an absence, he/she is expected to bring the required documentation from the parent or doctor.

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. If a student 18 or older has more than five unexcused absences in a semester, however, the district may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing.

Students enrolled in prekindergarten 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 the plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate. [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.

Absence from a Mid-Term or Final Exam will result in a ZERO.

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).] Students that are absent part of a day due to medical appointments and bring a written notice with the date and time will NOT be considered absent for the missed class time. This is only applicable when the student is absent part of the day. Class time is important. Please make every attempt not to schedule doctor's appointments for the same class time. Extenuating circumstances will need to be viewed by the attendance committee.

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 principal's office.

Enrollment Procedures

Parents who have established residency in the Salado School District may enroll their children in Salado Schools by providing the following items of documentation:

1. A complete immunization record
2. A copy of the student's birth certificate
3. Transfer information from previous school

4. Social security card
5. Valid Drivers License
6. Valid Lease Agreement and Utility Bill

A temporary ten-day enrollment may be granted without these records. Any student wishing to transfer must submit an application to the superintendent's 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 **Academic Counseling** on page 21 of this handbook and policies at EIF.]

AWARDS AND HONORS

Valedictorian and Salutatorian:

- The honor of Valedictorian shall be given to the senior student earning the highest numerical ranking average. The honor of Salutatorian shall be given to the student with the second highest numerical ranking average.
- Only those students who successfully complete the recommended or distinguished curriculum program will be eligible for top honors of Valedictorian and Salutatorian.
- A student must have been continuously enrolled in Salado ISD for two semesters immediately prior to graduation.
- To qualify to give the Valedictorian or Salutatorian speech at commencement, a student shall not have engaged in any serious misconduct violation of the Student Code of Conduct, including removal to an AEP, a 3-day suspension, or expulsion during his or her last two regular semesters at Salado High School.
- In case of a tie in grades, the Valedictorian shall be named according to the following criteria:
 - Computing the weighted GPA to four decimal places.
 - If the tie remains, the student with the most Pre-AP and AP courses taken at SHS shall be considered the Valedictorian.

Should a tie still remain, Co-Valedictorians shall be declared and no Salutatorian shall be recognized. Should a tie develop for Salutatorian, all those tying shall be recognized.

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

SHS offers career and technology programs in Agricultural Science, Technology, and FCCLA to prepare for higher education and career choices.

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

CHILD SEXUAL ABUSE

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

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

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

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

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

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

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

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

http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml

http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml

Reports may be made to:

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

CLASS RANK / TOP TEN PERCENT

- Class rank for senior students shall be calculated by averaging semester grades earned in grades 9-12 and any high school course taken prior to 9th grade for which a student has earned state graduation credit.
- All courses taken, including failing grades and repeated courses, will be included in the ranking average with the following exceptions: physical education, athletics, U.I.L. and local credit courses. In addition, correspondence credit, credit by exam (with or without prior instruction), summer school courses (except those taken for dual credit), credit for T.E.A and credit awarded in a non-accredited instructional setting will not be included. This includes all classes for which a pass/fail grade was recorded.
- Students that fail an advanced or honors class for two six weeks reporting periods will be changed to a non-advanced or honor course.
- Students that request an advanced or honor course must have passed the TAKS test.
- A Weighted Grading System is used to determine class rank of students. All courses except those included classes named below and those weighted classes below will count 100%. Grades for the following will be weighted 110% of the grade on the transcript unless the grade in the course is below 70.

All AP, Honors and Pre-AP Courses
Spanish 3 & 4

Dual Credit Courses
Bio-Technology/Advanced Animal Science

Class ranking shall be determined by accumulated grade points divided by the number of semesters for which the grades were given.

- Grades transferred from other schools will be awarded ranking points in accordance with comparable courses offered at Salado High School.
- Students transferring into the District shall receive the numeric grade that was earned at another school. Letter grades shall be converted as follows:
A = 95 B = 85 C = 76 D = 72 F = 60
- Final class ranking will be determined at the end of the fifth six weeks of the senior year. This rank will be recorded in the appropriate section of the AAR and will specifically state where each student ranks in the class.
- Residency requirement of two continuous semesters does not apply to top ten percent in ranking.

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

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

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

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

[For further information, see policies at EIC.]

CLASS LOAD

All students in grades nine and ten at Salado High School will enroll for the maximum number of classes offered which will be eight class periods. Students in grade eleven must enroll for a minimum of seven classes. Seniors must enroll in classes earning a minimum of six credits unless approved by the administration. Students must enroll in a minimum of five classes at Salado High School if taking dual credit classes at college or if enrolled in the Work Program.

CLASS SCHEDULES

The first bell will ring at 7:45 a.m. for the students to enter the hall. The second bell rings at 7:50 a.m. marking the beginning of first period. School will be dismissed at 3:35 p.m.

Period 1:	7:50 - 8:40 a.m.
Period 2:	8:45 – 9:35 a.m.
Period 3:	9:40 – 10:30 a.m.
Period 4:	10:35 – 11:25 a.m.
Period 5 B:	11:30 – 12:20 p.m.
Period 5 A:	12:00 – 12:50 p.m.
Period 6:	12:55 – 1:45 p.m.
Period 7:	1:50 – 2:40 p.m.
Period 8:	2:45 – 3:35 p.m.

All students are urged to leave the campus by 3:45 PM. unless other arrangements are made for athletic activities or UIL classes, tutorials or teacher conferences. Students are asked to leave the building and grounds at dismissal time so as not to disturb students and teachers doing extra work.

All students must be out of the building by 4:00 PM unless directly supervised by school officials.

CLASS SCHEDULE CHANGES

All changes in classroom schedules must be made within 10 days after the school year begins (September 4, 2009). The penalty for dropping a class after the first six weeks will result in a Drop "F" and a grade of 59 will be reported. The WF will be reported on the student's transcript. There will be NO penalty if a student wishes to change from an Advanced Placement class to a regular class. (Example: changing from AP English to regular English). Schedule changes after 10 days are strongly discouraged. All schedule changes must be approved by the administration and be requested in written form. Final decision of schedule changes rests with the principal.

COLLEGE CREDIT COURSES

ADVANCED CLASSES and DUAL CREDIT CLASSES

Advanced placement and dual credit courses are available for students that wish to enroll in advanced courses. Students enrolled in advanced placement courses have the opportunity to earn credit or advanced standing at most of the nation's colleges and universities. Students get a head start on college-level work and develop study habits necessary for tackling rigorous course work. If a student fails an advanced placement course for more than one six weeks, they will be moved to a regular course if available.

The mission of Salado ISD is to provide educational opportunities for all students. Dual credit provides students with an opportunity to complete high school credits at high school while earning credit at the same time. It can be beneficial in several ways for Salado students. The following guidelines are established for dual credit courses:

- Senior and juniors accepted by the college may attend classes for dual credit.
- Students must meet admission requirements of the college and receive permission from the principal, assistant principal or counselor.
- Salado ISD will reimburse students \$50 per semester (3 or 4 hours) to the student under the condition that the student pass and receive credit for the class. Withdrawal, failure to attend, or a grade of "F" will cause the student to forfeit the reimbursement.
- Students will pay \$25 toward every AP exam with Salado ISD paying the difference.
- Students will pay all enrollment costs including entrance exams, if required.
- Students will not be reimbursed for summer classes taken at college.

- Classes available for dual credit and comparable college course descriptions will be in accordance with the Texas Essential Knowledge and Skills and college course description. This description is available through the principal or counselor's office. Students may be awarded a full credit for semester classes at college if the class lines up with the TEKS.
- Students must enroll in classes equal to or at least five credit units at the Salado campus.
- All classes will be weighted (110%) for class rank only. Transcripts will show numerical grades for college letter grades. (A=95;B=85;C=78;D=73; and F=59) Numeric grades supersedes letter grade when available.
- Students enrolled in Dual Credit courses that earn a "D" will not be allowed to enroll the following semester. A "D" will be noted on the transcript to indicated off-campus.

COLLEGE DAYS

Students may attend college days, but must adhere to the following guidelines:

- Juniors and Seniors only
- Maximum of two per year for seniors and one for juniors
- All college days must be prior to May 1 without administration approval
- Students must be passing all subjects
- Students must be in attendance 90%
- College day permission forms are available from Mrs. Jackson. This form must be signed by the teachers and returned to the office ONE WEEK prior to taking a college day.
- Students must bring an Official College Day Form signed from a college official (guidance counselor, registrar, Office of Admissions, Departmental Head, Financial Aid Advisor) and return it to Mrs. Turnbo's office. Failure to submit form will result in an absence for that day.
- Local colleges count ½ day. A student may attend two separate local colleges that would count for ONE full day. Local colleges are UMHB, TC, CTC, and Southwestern in Georgetown.

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.saladoisd.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 are not private and will be monitored by district staff. [For additional information, see policies at CQ]

COMMUNICATIONS

Connect-Ed is a new computer software program that allows each campus the opportunity to send verbal and e-mail messages to the phones of our parents. Messages can be sent to primary phones only with general information and to all phone numbers provided to the school with emergency information. It is imperative to keep your phone numbers current and correct. Please contact the school should there be any changes in your phone numbers during the school year. We ask that you listen to all messages sent. Messages are usually sent in the evening between 7:00 and 8:00 PM.

Grade-Speed is another program available to our parents. This program is on the network and allows parents to access their child's grades at any time of the school year. There is mandatory training provided during the year and an agreement contract that must be signed by each parent. This tool can be very helpful in monitoring grades to check if work is being done and if students are studying for tests.

Lesson Plans On-Line is also available to all parents. By logging in to www.saladoisd.org and going to the Salado High School tab, parents can see what their child's assignments are for each day of the week. These are entered each Friday for the upcoming week. We encourage parents to check this site each Monday to assist your child.

CONDUCT

Applicability of School Rules

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

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

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 district vehicles.

Skateboards, Roller blades, Skates, Bicycles

Students are encouraged to ride bikes to school. Bikes are not allowed on walkways or the track. Violations will result in loss of privilege.

Skateboards, roller blades (in-line skates) and roller skates may not be brought onto the school campus at any time. Any such items as listed above will be confiscated and secured. Return time will depend on seriousness and/or number of infractions. This time may extend to the end of the school year.

Plagiarism & Cheating

Cheating consist of using someone else's work without putting forth the proper effort to attain that knowledge. Plagiarism consists of using another person's original ideas or writing as one's own without giving credit to the true author. Plagiarism will be considered cheating and the student shall be subject to disciplinary action.

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 during the school day is strictly prohibited.

The following guidelines will be implemented to ensure the safety of our students while at the same time avoiding classroom disruptions:

First offense: Parent may pick up the device at the end of the school day.

Second offense: Parent may pick up the device after 1 calendar week(7 days) along with a \$15.00 fee

Third offense: Parent may pick up the device after 2 calendar weeks(14 days) along with a \$15.00 fee.

Further disciplinary action will be taken passed the 3 offense.

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.

Inappropriate Use of Technology

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

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.

All Prom events must be held in Bell County for the purpose of jurisdiction with our Bell County Law Enforcement. Freshman students will not be allowed to participate in Prom events.

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.

A maximum of 2 credits may be earned through correspondence courses.

[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 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 Coordinator of Student Services/Counselor, Juli Bergstrom, is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should contact her office to set a time.

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 state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports requires a psychological examination, test, or treatment. [For more information, refer to FFE(LEGAL) and FFG(EXHIBIT).]

CREDIT BY EXAM – If a Student HAS Taken the Course

A student who has received prior instruction in a course or subject – but did not receive credit for it- may, in circumstances determined by the teacher and counselor or principal, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for the course or subject. To receive credit, a student must score at least 70 on the exam. In other instances, the District administration will determine whether any opportunity for credit by exam will be offered.

The attendance review committee may offer a student with excessive absences an opportunity to receive credit for a course by passing an exam. A student may not use this exam, however, to retain eligibility to participate in extracurricular activities. [For further information, see the counselor and policy 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 no prior instruction. Please contact Julie Bergstrom to set up the requested course, date and time of exam. **Exams will be offered in October and June ONLY. Exams MUST be purchased through the University of Texas or Texas Tech.**

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 honor a request by a parent to administer a test on a date other than the published dates. If the district agrees to administer a test other than the one chosen by the district, the parent must purchase a test from a university approved by the State Board of Education. [For further information, see EEJB(LOCAL).]

DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION

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

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

Dating Violence

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

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

Discrimination

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

Harassment

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

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Sexual Harassment

Sexual harassment of a student by an employee, volunteer, or another student is prohibited.

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

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

Retaliation

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

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

Reporting Procedures

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, counselor, principal, or other district employee. The report may be made by the student's parent. See policy FFH(LOCAL) for the appropriate 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** on page 22.]

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** on page 12.]

Non-school Materials...from students

Students must obtain prior approval from the campus 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 non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made in two school days.

The principal has designated the billboard by the elevator 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 policies at 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 superintendent for prior review. The superintendent will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies at DGBA, FNG, or GF.]

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD(LOCAL) or a non-curriculum-related student group meeting held in accordance with FNAB(LOCAL).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.
- All 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, prevents disruption, and minimizes safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following.

- 1) Dress or grooming will not disrupt, interfere with, attract attention to oneself, disturb or distract from instruction and/or school activities.
- 2) Beards, mustaches and other facial hair are not permitted. Boys should shave facial hair as often as the situation dictates. Sideburns will not be allowed below the ear lobe.
- 3) Students' hair shall be clean, neat and well groomed. Extreme hair colors (purple, pink, blue, etc.) and sculptured or spiked hair are not acceptable. Hair should not cover the face, and bangs must not exceed the eye brows. Boy's hair must be cut above the eye brows, off the collar (collared shirt or T-shirt) and bottom of the earlobe. Boys with curly hair should be no more than 2" in length. 4) See-through, low-cut and excessively tight fitting garments are not acceptable.
- 5) All shirts, blouses and dresses MUST have a **three inch sleeve. Sleeves may not be rolled.** Shirt tails longer than fingertips must be tucked in pants.
- 6) Clothing, backpacks or accessories with inappropriate decorations, graffiti or advertisements are not acceptable. No item worn should call attention to alcohol, tobacco, drugs, cults or other offensive themes. Double meaning messages are not permitted.
- 7) The midriff (stomach) or parts of undergarments must not be exposed when the student goes through the normal activities of a school day such as bending, stretching or reaching. Girls' blouses or shirts should be long enough to be tucked in at the waist or extend at least 3" below the waistband. Torso area must not be exposed at ANY time.
- 8) Clothing intended to be worn as sleepwear is inappropriate. Pajama-type clothing is not permitted. This is to include during exams!!!!
- 9) Shorts' length must not be less than two inches above the knee. Biker, athletic, basketball or wind shorts are not allowed as outer garments. Button or zipper fasteners are required. Elastic or draw-string waist bands, cut-offs, or holes are not permitted. Skin may not show through pants. Permanent patches are acceptable. Taping of any garment WILL NOT be allowed. "Leggings" and/or taping under garment will not be allowed to meet dress code. NO "Sweats."
- 10) Appropriate footwear is to be worn. Cleated shoes are not allowed in the building. Street shoes should not be worn on the gym floor. No house shoes will be permitted.
- 11) Hats, caps, head or sweatbands are not to be visible in any school building (including the cafeteria) during school hours. This is to include ANY complete head covering. Confiscated caps will be returned for a \$1.00 fee that will be deposited in the student activity fund.
- 12) Earrings or other ear adornments may not be worn if they are distracting. Piercing ornaments may only be worn on the ear. Tongue rings, nose rings, earplugs, or dental ornaments, spiked accessories, studded collars or wristbands are not allowed. Any chain with links larger than standard jewelry is not permitted. No "Gauges or Grills."
- 13) Only prescription glasses are to be worn in the building. Contacts must be of a natural eye color.
- 14) Skirt length must be no more than 2 inches above the kneecap in front or back. Slits may not be any higher than fingertips when arms are held naturally at one's side.
- 15) All pants must be worn at the waistline or hip. Pants should FIT the waist area and should not be over-sized or sagged. Pants not covering undergarments will be deemed sagging. For safety purposes, administrators may search pants with extra large legs or oversized pockets.
- 16) Tattoos may NOT be visible. Students are allowed to wear temporary tattoos sold by the school for school spirit.
- 17) Excessive make-up is not permitted. Boys are not allowed to wear makeup or nail polish.
- 18) Any apparel which is inappropriate for school or a school-related activity such as: tightness of shirts, midriff exposed, inappropriate items which calls attention to alcohol, drugs or inappropriate symbols (such as skulls, guns or references to drugs, etc.), will not be allowed. It is at the discretion of the administration to ask students to change or be assigned to In-School Suspension. Violation of the dress code policy can result in ISS or suspension for the remainder of the day.
- 19) Dress code violations MAY NOT be covered with coats, jackets, or sweaters.

The principal, in connection with the sponsor, coach or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in UIL activities. If a conflict arises, the principal or assistant principal has sole authority of judgmental decisions.

Dress Code Violations will result in the following:

First offense – Level 1 Disciplinary Notice

Second offense – Level 2 Disciplinary Notice

Dress code violations that cannot be corrected will result in immediate ISS. Student will be assigned alternative educational placement passed five days of placement in ISS if the violation of dress code has not been corrected.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

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

State law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing inter-district competition, govern eligibility for participation in many of these activities. The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than an advanced placement or international baccalaureate course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or a foreign language—may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to 10 absences not related to post-district competition, a maximum of 5 absences for post-district competition prior to state, and a maximum of 2 absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.
- A student may not participate while suspended off-campus or placed in an Alternative Educational Program.
- A student must meet attendance guidelines of 90% to participate in UIL activities.
- Assignments missed during the time away from class are due on the day the student returns including tests. It is the sole responsibility of the students to request assignments and schedule make-up tests.
- A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.

A student who is absent from school for any reason will not be allowed to participate in school related activities on that day or evening unless they receive prior approval from the campus administration.

Athletics - One of the main concerns of the school is the safety of the contest participants. Before practice begins, the student is required to have on file in the school a medical certificate and a permit from his/her parents or guardian granting permission to play in any athletic contest. Athletic activities for this year will include cross-country, football, basketball, track, golf and volleyball.

Art- Art Club is composed of students who wish to further extend and develop techniques in a variety of areas: painting, drawing, printmaking, fibers, ceramics, sculpture, and many more. They also study principles of design, a variety of media, art appreciation and critique. Students compete in various art exhibits.

Band - The principle objective of the band program in Salado is to further the appreciation of good music; to develop cooperation, teamwork, and coordination; to promote individual responsibility; and to instill pride in accomplishments through participation in marching band.

Business Professional of America –BPA members are a national co-curricular career and technical organization for high school and college students preparing for careers in business and information technology. The mission of BPA is to contribute to the preparation of a world-class workforce through the advancement of leadership, academic, citizenship, and technological skills.

Cheerleaders - Membership to the cheerleading squad is determined by tryouts in the spring for seventh and eighth graders. All details pertaining to this group are outlined in their rules and regulations. The purpose of this organization is to promote school spirit and cooperation and to support teams at all times. The group gives the students the opportunity to develop leadership and responsibility and, at the same time, share fun in the participation of their many duties.

Family, Career, & Community Leaders of America (FCCLA) – FCCLA is one of the largest vocational student organizations in the United States. FCCLA encourages personal growth and leadership development in teens through home economics education. Any student, through the twelfth grade, who is taking or has taken a course in family and consumer sciences, can become a member of FCCLA.

FFA - The Future Farmers of America Chapter is composed of students regularly involved in agricultural activities. The objective of the club is to develop leadership and to strengthen the confidence of students in themselves and their work. FFA encourages team play and good sportsmanship. It also provides recreational activities for its members and carries out undertakings for the betterment of agriculture in the community.

Spanish Club- The primary vision of Spanish Club is to provide a setting in which individuals may gain an understanding and a respect of the culture of the Hispanic world. By engaging in cultural activities, individuals may take the knowledge of the theory behind the Spanish language and may use this to engage in oral practice of the language through discussion with their peers. Spanish Club is meant to be an additional supplement to the classroom for individuals who have a true passion for the Spanish Language.

Student Council –The Student Council is a member of the National and Texas Association of Student Councils. The purpose of the Student Council is:

1. To represent the student body in discussions and recommendations on matters of general concern.
2. To assist the administration in attaining the highest possible scholastic standing.
3. To establish a harmonious and united relationship between faculty and students.
4. To engage in activities and projects for the betterment of the school and scholastics.
5. To promote student leadership and responsibility

University Interscholastic League Activities - These activities as set forth in the "Constitution and Rules of the University Interscholastic League" are encouraged. The academic events include modern oratory, oral reading, science, ready writing, spelling, number sense, calculator applications, mathematics, maps, charts and graphs, and dictionary skills and music memory. All students are encouraged to participate in the Interscholastic League events. The rules set forth will be strictly enforced during the year.

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.]

FEES

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when the District provides uniforms.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fee of \$5.00
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that requires use of facilities not available on District premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a District-provided request form.

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

Transcripts and report cards will not be issued until all fees have been paid in full.

FUND-RAISING

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the superintendent's office at least 30 days before the event.

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

GANG-FREE ZONES

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

GRADE CLASSIFICATION

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

<u>Credits Earned</u>	<u>Classification</u>
6	Grade 10 (Sophomore)
12	Grade 11 (Junior)
18	Grade 12 (Senior)

Semester grades for each course shall be promptly recorded on each student's Academic Achievement Record. A copy of a student's transcript will be furnished to authorized entities only.

GRADING GUIDELINES

In grades 9-12, achievement is reported to parents through individual teachers. Teachers will send home individual reporting policies and procedures.

Grades for all courses will be determined by:

- 1) A minimum of 10 grades per grading period with two grades consisting of tests.
- 2) Any average below 50 will be recorded on the report card as a 50. No grade over 100 will be given for a six weeks grade or semester grade.
- 3) Semester exam grades will count $\frac{1}{4}$ of the semester grade.

GRADUATION

Requirements for a Diploma

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

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

Graduation Programs

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

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

Number of Credits

Recommended High School Program	26 credits
Distinguished Achievement Program	26 credits

GRADUATION REQUIREMENTS

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 grade 11 exit-level test, required for students in grade 11, covers English language arts, mathematics, science, and social studies and requires knowledge of Algebra 1, Geometry, Biology, Integrated Chemistry and Physics, English III, and early American and United States History. A student who does not pass the exit-level assessment will have additional opportunities to take the test.

Graduation Requirements for grade 12:

Credit Units – CU

Recommended

English 1,2,3,4 (4CU)

Math included:

Algebra 1 & 2

Geometry (3CU)

Science (3CU)

Social Studies (3.5 CU)

US History, US Govt,

W.History & W. Geog.

Economics (.5CU)

Second Language (2CU)

Speech (.5 CU)

1.5 CU with .5 in

Fundamentals of Personal Fitness

Tech. Applications (1CU)

BCIS 1 or 2 or Comp. Science

Electives (3.5CU)

Fine Arts (1CU)

Distinguished

English 1,2,3,4 (4CU)

Math included:

Algebra 1&2

Geometry (3CU)

Science (3CU)

Social Studies (3.5 CU)

US History, US Govt,

W. History & W. Geog.

Economics (.5CU)

Second Language (3CU)

Speech (.5 CU)

(1.5 CU) with .5 in

Fundamentals of Personal Fitness

Tech. Appl. (1CU)

BCIS 1 or 2 or Computer Science

Electives 2.5 (CU)

Fine Arts (1CU)

4 Advanced Measures

Graduation Requirements for grades 9,10, and 11:

Recommended

English Language Arts

Math

Science

Social Studies

Physical Education

Language other than English

Health

Technology Applications

Fine Arts

Speech

Additional Components

Distinguished

English Language Arts

Math

Science

Social Studies

Physical Education

Language other than English

Health

Technology Applications

Fine Arts

Speech

Additional Components

4.0

4.0

4.0

4.0

1.5

2.0

0.5

1.0

1.0

0.5

3.5

4.0

4.0

4.0

4.0

1.5

3.0

0.5

1.0

1.0

0.5

2.5

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.

However he/she will not be allowed to participate in graduation ceremonies if the student fails to perform satisfactorily on the exit-level tests that are required by the state of Texas. The only exception would be foreign exchange students that have completed graduation requirements from their home school.

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).]

Graduation Activities

Baccalaureate: Sunday, May 16th, 2010 at 7:00 p.m.

Graduation: Thursday, May 20th, 2010 at 7:00 p.m.

Graduation Expenses

Because students and parents will incur expenses in order to participate in the traditions of graduation, such as the purchase of invitations, senior ring, cap and gown, and senior picture, both student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year. [See Student Fees on page 33.]

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(LLEGAL).]

Graduating Early:

- A student's class rank shall be determined within the graduation class of the school year in which the student completes all requirements for a diploma, regardless of the number of years the student is enrolled in high school. For ranking purposes, a school year begins on the first day of school and ends on the last day of summer school.
- To be eligible to graduate early, a student shall complete all course work and exit-level testing required of the ninth grade class in which he/she begins high school.
- A student who graduates in 36 months or less may be eligible for the Early High School Graduation Scholarship offered by the State of Texas; however, in order to qualify for this scholarship, a signed permission form from the parent must be on file at Salado High School.
- Early graduates shall be eligible for honors positions; however, a student who meets the requirements of the Early High School Graduation Scholarship Program under Education Code 56.203 at the end of the summer school shall not be numerically ranked within a graduating class, but shall be ranked by percentile only.
- A student who completes the high school graduation requirements in a time frame other than four years shall be ranked in the class with which he/she actually graduates.
- Students are eligible to participate in the next regularly scheduled commencement exercise following the completion of all graduation requirements.

Any student wishing to graduate early, must have a signed form on file by the tenth day of his/her last year in school to participate in senior activities.

Graduating with Honors:

- To be recognized as an Honor Graduate, students must earn a ranking average of 90% or higher during the high school program, excluding the last six weeks of the senior year. In addition, students must complete the Recommended or Distinguished Achievement Program.
- Students shall be enrolled in at least one honors level class during each of their last two years in high school.
- Students will not be considered Honor Graduates if sent to DAEP during the course of his/her senior year.

HARASSMENT

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

HEALTH-RELATED MATTERS

Accidents and Illnesses at School

All accidents to students on the school grounds or in the school building shall be reported immediately to the principal. If treatment for illness or injury requires other than minor first aid attention, a parent or guardian will be contacted immediately. If parents or their designated alternate cannot be reached, the student will be taken to the physician on the Emergency Procedure Card signed by the parent. Students who are ill will need to come to the school office or nurse. Either the school nurse or secretary will call the parent. **Students are NOT allowed to call a parent without checking with the office or nurse first.** No student will be taken home unless permission has been obtained from a parent or guardian.

School Health Advisory Council

During the preceding school year, the district's School Health Advisory Council held multiple meetings. Additional information regarding the district's School Health Advisory Council is available from the school nurse. [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 coaching staff or PE teachers 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 superintendent. [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 central office. If you have any questions, please contact the superintendent.

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 Tommy Barkley.

HOMELESS STUDENTS

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Kay Matthews at 947-5429.

HOMEWORK

In most cases students have the same number of days that they were absent to complete or make-up homework. Work, including tests, due on the first day absent, will be due on the first return day. All work missed due to UIL events (athletics, academics or agricultural) or personal trips will be due on the day the student returns to school. **Students are solely responsible to contact teachers** for assignments and times to make up work that is missed.

IMMUNIZATION

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

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

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or 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 has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.

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

LOST AND FOUND ITEMS

Articles found on campus are to be turned in to the school office and any inquiries about lost articles should be made in the office. Also, students are urged to check the LOST & FOUND frequently, if they have lost articles. At the end of the semester, unclaimed items will be disposed of through local charity agencies.

MAKE UP WORK AND LATE WORK

In most cases students will have the same number of days that they were absent to complete makeup work. Work, including tests, due on the day absent will be due on the return day, if the student was present when assigned. **Work missed during UIL events (athletic, academic or agricultural) or personal trips will be due on the day *AFTER* the student returns to school.** The teacher may assign the student make-up work for any class missed 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 make-up work in a satisfactory manner and within the time specified by the teacher. [See policy EIAB] 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.**

Late work should never receive full credit. Late work is not makeup work. Each teacher may have individual late work policies regarding the penalty and/or acceptance of late work. Students and parents are responsible to know and abide by these policies to prevent the student from being penalized. Teachers will notify parents of individual late work policies.

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).]

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

MEDICINE AT SCHOOL

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

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

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

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

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

Psychotropic Drugs

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

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

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

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

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

PRAYER

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

PROMOTION AND RETENTION

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. 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, students at certain grade levels will be required to pass the Texas Assessment of Knowledge and Skills (TAKS) as a further requirement for promotion:

In order to be promoted to grade 9, students enrolled in grade 8 in school year 2009–2010 must perform satisfactorily on the Mathematics and Reading sections of the grade 8 assessment test in English.

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 test 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 identify the student's educational goals and include consideration of the parent's educational expectations for the student. [For additional information, see the counselor or principal and policy EIF.] 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.

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 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.

Leaving School Campus

Salado High School is a closed campus. Students may not leave campus for any reason during the school day when scheduled in a class, unless it is a class related activity. **SENIORS ARE NOT ALLOWED TO LEAVE SCHOOL CAMPUS DURING LUNCH.** Students violating this policy will result in In-School Suspension.

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 6 weeks.

At the end of the first three weeks of a grading period, students will be given a written progress report if their performance in any course is **below 75**. If the student receives a grade lower than 70 in any class or subject during a grading period, **the parent will be mailed the report** and may be requested to schedule a conference with the teacher of that class or subject. [See **Working Together** on page 8 for how to schedule a conference.]

Teachers follow grading guidelines approved by the principal that have been 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 the 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]

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.

Students that fail any class will have a report card mailed home.

RETALIATION

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

SAFETY

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

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

Accident Insurance

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

Drills: Fire, Tornado, and Other Emergencies

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

Fire Drill Bells

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

Tornado Drill Bells

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

Tornado Drill Alert

Verbal Announce on Intercom	move quietly but quickly to the designated location
Verbal Announcement	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

Parents and children should listen to the news media for bulletins from the superintendent concerning the opening and closing of schools due to severe weather. The closing of school because of inclement weather will be announced over KCEN Ch. 6, KWTX Ch. 10, KXXV Ch. 25, WACO - FM (100), KCKR-FM (95.7), KWTX-FM (97.5), KBRQ-FM (102.5), KWTX-AM (1460), KRZI-AM (1580), KEYR-FM (92.9), and KBCT-FM (94.5)

Information will also be on the Salado web site at www.saladoisd.org. Please do not call school personnel at home.

In the event school is dismissed during the day, parents may pick students up at the school office, if they so desire. Students may not be taken from a school campus at any time without notifying the school office and signing the appropriate forms.

Knives

Students found having a knife will be subject to disciplinary action according to the Student Code of Conduct and District policy. Students in possession of knives that are under the legal limit MUST only be in view IF under the supervision of a teacher. Any situation that may arise where a pocketknife or such becomes a weapon, the student will subject to disciplinary action according to the Student Code of Conduct.

SAT, ACT, AND OTHER STANDARDIZED TESTS

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

SCHOOL FACILITIES

Use By Students Before and After School

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

- Foyer
- Cafeteria

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

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

Conduct Before and After School

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

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 Office Personnel to apply.

A lunch and breakfast program is maintained in all district schools on self-supporting, non-profit basis as a service to those students who desire to take advantage of it. Prices are subject to change but typically do not change during the school year. Each school will provide parents and students with information on current prices. Meals may be purchased on a daily, weekly or monthly basis. Breakfast will be served beginning at 7:35 AM

Charged lunches must be paid at the end of five days before additional charges can be made. Students with excessive charges will not be served a hot meal. Application for the free or reduced lunch program must be made on a year-to-year basis. Information and forms are available upon registration or from the school office. This information is confidential.

Child obesity is at an all time high within Texas, adversely affecting the health of our children. The Texas Department of Agriculture has initiated a new statewide nutrition policy that will be effective August 1, 2004. Middle School policies will be as follows:

There can be NO Food with Minimal Nutritional Value (FMNV)- sodas, water ices, chewing gum, and certain candies or Trans Fats where hydrogen is added to vegetable oil to turn it into solid saturated fat such as margarine, crackers, candies, cookies, snack food, and fried foods- until the end of the last lunch period (12:30pm). There can be NO competitive foods during meal times (7:30-7:50am and 11:27am-12:30pm). Competitive foods are food and beverage items that are sold or made available to compete with the National School Lunch Program (NSLP). This means that parents, teachers or administrators can bring in no food items to the children during meal times. Parents may still send in food for their child as long as it is ONLY for their child. Fries may only be served three times per week and only 3 ozs. per serving. Students may only purchase one serving at a time.

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.] Therefore, delivery of food to students other than your own, violates this policy.

Food and Drinks in the Building

No food or open drinks are allowed in the gym, hallways, classrooms, etc. Food and drink are limited to the commons area and established areas outside the building. Food and drink within classrooms are only permitted during specified times with prior approval of the principal for each occurrence. Students that violate this policy may be subject to disciplinary action.

Library

The school media center supplements classroom activity and is an integral part of the curriculum. The media center offers enrichment for students and resource materials for the faculty. References, periodicals, CD-ROM resources, microfiche, vertical file articles, and fiction and nonfiction books are available.

Students are held responsible for all resources checked out to them. If computer records indicate that a student has checked out a media center resource, he/she is responsible for that resource. Fines for overdue resources accrue at \$.10 per day per item at the intermediate school. The fine for lost or damaged resources is the replacement cost of the resource. Each student is notified, in writing, of overdue resources, lost resources, damages, and/or fines. Any student who has an overdue and/or lost resource prior to the end of the six weeks will not be issued a report card at the end of the six weeks. A receipt will be given to the student upon payment of fines. If a lost resource is found at a later date, the student will receive a full refund.

Students who have checked out periodicals for in center use who do not return those periodicals will be fined replacement cost as specified by the publisher. Salado High School media center will be open daily from 7:30 a.m. - 4:00 p.m.

Lockers

Each student may be assigned a locker for extracurricular classes. Lockers are intended for storage related materials and not considered to be a high security vault; therefore, valuable personal items such as cameras, jewelry, etc. should NOT be placed in your locker or brought to school. No open food or drink containers are to be placed in lockers. The school accepts NO liability for items stolen from lockers. Lockers are the property of the school and will be subject to searches without notification.

No tape or stickers will be allowed on the outside of the lockers. Tape and other decorations may be placed on the INSIDE only.

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

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

Driving a motor vehicle to school is a privilege, not a right. Students who drive to school are to abide by all regulations of the state and school.

- Students with a valid driver's license and proof of insurance may be allowed to drive a motor vehicle to school.
- Students will be assigned a parking place and MUST park in the designated location!! Students that do not follow this policy will be subject to disciplinary action.
- Students will be issued a parking permit. This permit should be placed on the right lower corner of the front windshield (passenger side).

There is a \$5.00 fee for the parking permit.

- When arriving in the morning, students are to park in designated locations, remove all necessary items, lock the vehicle and arrive to the building. Students will not be allowed to loiter in the parking lot before or during school. This is to include **DURING LUNCH**. If a student must return to his/her vehicle during the day, they must obtain permission from the office. Volunteers, teachers, campus administrators, and the Bell County Deputy Officers will patrol the parking lots.
- Anyone in violation of motor vehicle laws and parking regulations will be subject to disciplinary action and/or forfeiture of driving privileges.

Drivers parked illegally (in a faculty spot, fire lane, handicap location, visitor space, or on the grass area) may have their vehicle towed at the owner's expense.

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. Trained dogs may also conduct searches of classrooms, common areas, or student belongings when students are not present. School officials may search an item in a classroom, a locker, or a vehicle to which a trained dog alerts.

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 Juli Bergstrom, Counselor.

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

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

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the District must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The District must complete the evaluation and the report within 60 calendar days 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 Julie Bergstrom, Coordinator of Student Services/Counselor, at 254-947-1700 Ext. 2003.

Gifted and Talented

The provisions of our gifted programs are based upon the beliefs:

1. That education in a democratic society values individual differences
2. That gifted students need and deserve educational experiences beyond that offered through regular grade level curriculums
3. That gifted students should have opportunities to interact with their intellectual peers
4. That it is the schools' responsibility to identify the gifted population and to provide services to develop their gifts.

Teachers, parents or administrators may refer a student. The screening committee will review data which includes the test of cognitive skills, Parent scale, teacher recommendation, grades, and an approved achievement test programs will be provided at all campuses.

STAFF SCHEDULES

Teachers will be at school from 7:30AM - 4:00PM. Teachers have a conference period between the hours of 7:50AM and 3:35PM for preparation, grading and communicating with parents. Please honor their time before and after school hours by contacting them at school not at their homes. Support staff has varying hours based on assigned morning duty and/or arrival time.

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.

TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS)

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

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

[See policy EKB(LEGAL).]

TARDINESS

Tardiness: Students that are tardy to the first class of the day must report to the office for a tardy slip. Teachers will not send students to the office for tardiness after the first class. Students with habitual tardiness will be subject to disciplinary action.

- *Students are granted one warning per six weeks.*
- *Every tardy thereafter will result in an assigned detention per six weeks.*

TELEPHONES

Telephones in the school offices are for school use only. Students may use the telephones in the office for urgent calls ONLY. A student may not leave class to use the telephone unless they request permission from the teacher or are called to the office.

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, a student will be provided textbooks for use at school during the school day. Covers are provided free of charge by the district.

TRANSFERS

Salado schools currently accept transfer students from other districts under various requirements. Contact the administrative office for complete guidelines. Other students living outside of the Salado School District may attend Salado schools under the following criteria: students that move from the district may finish the per year, school district employees' dependents, and students who had legally transferred into the district under previous guidelines.

[See **Requesting Transfers for Your Child**, on page 10, and **Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education**, on page 11, 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. Further information may be obtained by calling Tommy Barkley at 947-5023.

See the Student Code of Conduct for provisions regarding transportation to the disciplinary Alternative Education Program.

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

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

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

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

Mandatory Action Taken for Destructive Acts:

First Infraction – 5 Day Bus Suspension

Second Infraction – 15 Day Bus Suspension

Third Infraction – Bus Suspension for Remaining School Year

Mandatory Action Taken for Non-Destructive Acts:

First Infraction – Driver Conference with Parent

Second Infraction – Transportation Director Calls Parent

Third Infraction – 1 Day Bus Suspension

Fourth Infraction – 4 Day Bus Suspension

Fifth Infraction – 5 Day Bus Suspension

Sixth Infraction – 10 Day Bus Suspension

Buses on Field Trips

During the course of the school year, many students will board buses for school-sponsored trips. A school employee must be on each bus. Students may be released to their parents upon prior request in writing or confirmed in person. Students will not be released to other students. Students released to other adults must have a written note signed by the student's parent to present to the sponsor. School trips will be arranged through the school office. Students will be required to have on file a signed permission slip from their parent(s) before they will be allowed to make any trip. Sponsors will send information regarding each trip to the parent(s) by way of their child.

Parent volunteers and adult sponsors may ride the bus to events, if there is room available. Students receiving multiple discipline referrals or SOCS may not be permitted to attend school-sponsored activities such as field trips or extracurricular events.

TUTORIALS

Tutorials are provided to give additional direct instruction and other assistance for students who are experiencing difficulty succeeding in the regular class. Or for any student that needs help. Any student may attend the tutorial session, but the program is targeted at students scoring below 70 or in danger of scoring below 70 in a course or subject. Salado High School students are encouraged to attend tutorials. Student may be required to attend tutorials, if assigned.

VANDALISM

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

VIDEO CAMERAS

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

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

VISITORS TO THE SCHOOL

General Visitors

Parents and 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.

Salado High School students may not have visitors at lunch without prior approval through the principal.

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 Career Day the campus 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.

