

## **WELCOME TO BURTON I.S.D.**

Grades PK-12

The policies and procedures contained in this handbook are designed to help the school run smoothly so you will have a successful year in Burton I.S.D. This information has been carefully prepared to help all students adjust to our school, and become an integral part of it.

Your teachers are eager to help you prepare for a successful adult life, so study hard. Along with your studies, get involved in co/extra curricular activities. The activities are designed to help you enjoy school life. Remember that your success is directly related to your efforts.

The Student Handbook is designed to be in harmony with Board policy and the Student Code of Conduct adopted by the Board. Please be aware this document is updated annually, while policy adoptions and revision is an ongoing process. Changes in policy that affect student handbook provisions will be communicated by newsletters and other communications to students and parents. These changes will generally supersede the provisions found in this handbook and made obsolete by newly adopted policy.

In case of conflict between a Board policy or the Student Code of Conduct and provisions of student handbooks, provisions of policy or the Student Code of Conduct most recently adopted by the Board shall prevail.

Become familiar with all of your child's school activities and with the academic programs, including special programs offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignments, or early graduation, and the options available to the child. Monitor the child's academic progress and contact teachers as needed.

Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at (979) 289-3830 for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.

Lastly, no handbook can cover all situations. In cases where the handbook does not cover a particular situation, decisions of the administration will prevail.

**James Palmer**  
**Superintendent**

**Karen Steenken**  
**H.S. Principal**

**Cheryl DaBera**  
**Elementary Principal**

## **PURPOSE OF RULES AND REGULATIONS**

Rules and regulations are necessary for the smooth operation of any institution. It is the policy of our school to have as few regulations as possible. Most rules are not made until it seems advisable for the good of the pupils themselves. The good citizen with a sincere desire to cooperate in all matters for the best interest of the school, will be seldom aware of the existence of such rules, because of his/her high standards will not conflict with them. The students of BURTON I.S.D. consistently observe most of the regulations listed here, but they are in written form so that all students may be well informed. It also provides parents and other interested persons information regarding how our school is organized and operated.

**BURTON INDEPENDENT SCHOOL DISTRICT**

**BOARD OF TRUSTEES**

President ---- Sam Gibson  
Vice-President ---- Dave Dealy  
Secretary ---- Terri Smith  
Member ---- Demetrius Covin, Sr.  
Member ---- Roy Schmidt  
Member ---- Marcus Broesche  
Member ---- Karen Tappe

School Board regular meetings are held on the third Monday of each month, times are subject to change.  
Notices and agendas are posted on the doors to the Administration offices.

**ADMINISTRATION**

Superintendent ---- James Palmer  
High School Principal ---- Karen Steenken  
Elementary School Principal ---- Cheryl DaBera  
Counselor ---- Melinda Fuchs

B.I.S.D. Phone Numbers  
Central Office (979) 289-3131  
Fax Number  
(979) 289-3076  
High School (979) 289-3830  
Fax Number  
(979) 289-4609  
Elementary (979) 289-2175  
Fax Number  
(979) 289-0170

## **Burton I.S.D. 2009-2010 Calendar Board Adopted February 16, 2009**

August 17, 18, 19, 20 -- Staff Development days  
August 21 – Teacher/Staff Preparation day  
August 24 -- First day of school/ First Six Weeks begins/First semester begins

September 7 – Student Labor Day Holiday/Staff development comp day 1  
September 16 – Student Washington County Fair Holiday/Staff development comp day 2

October 2 – First Six Weeks ends (28 days)  
October 5 – Second Six Weeks begins  
October 12 – Early Release for Parent Conferences

November 13 – Second Six Weeks ends (30 days)  
November 16 – Third Six Weeks begins  
November 25 – Early Release  
November 26 -27 –Staff/Student Thanksgiving Holidays

December 17-18 Final Exams/Early Release Third Six Weeks ends (23 days)/First semester ends (81 days)  
December 21 thru January 1 – Staff/Student Christmas and New Years Holidays

January 4 – Teacher/staff prep day  
January 5 – First day second semester/Begin Fourth Six Weeks  
January 18 – Staff development comp day 3/Student MLK Holiday  
January 25- February 5 test window – Writing Grades 4 & 7, Reading Grade 9, ELA Grades 10 & Exit

February 12 – Fourth Six Weeks ends (28 days)  
February 15 – Fifth Six Weeks begins

March 1-5 – TAKS testing  
March 15 through March 19 – Spring Break Staff/Student Holiday

April 2 – Good Friday Staff/Student Holiday/(weather makeup day one)  
April 6 – Grade 5 TAKS math  
April 9 – Fifth Six Weeks ends (34 days)  
April 12 -- Sixth Six Weeks begins/Grade 5 TAKS Math  
April 16 – Staff/Student Cotton Gin Festival Holiday (weather makeup day two)  
April 26 – 30 – TAKS testing

May 18 – Grade 5 TAKS math retest  
May 27 -28 – Sixth Six Weeks ends (34 days)/Second semester ends (96 days)/ Early Release/Last day of School/Final Exams /Graduation Day  
May 29 -- Staff Workday

## PARENTAL INVOLVEMENT

### Working Together

Both experience and research tell us that a child's education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. 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. Ensure that your child completes all homework assignments and special projects. Be sure your child comes to school each day prepared, rested, and ready to learn.
- Becoming a school volunteer. [For further information, see policy GKG and contact High School (979) 289-3830, Elementary (979) 289-2175.]
- Participating in campus parent organizations. Parent organizations include: Elementary PTO and Burton High School Booster Club.
- Burton Elementary is a Title I campus and has a Parent Involvement Policy that is evaluated and updated annually. Parents may obtain a copy upon request.
- Offering to serve as a parent representative on the District-level or campus-level planning committees assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact Superintendent (979) 289-3131, High School (979) 289-3830, or Elementary (979) 289-2175.
- Offering to serve on the School Health Advisory Council, assisting the District in ensuring local community values are reflected in health education instruction. [See policies BDF and EHAA.]
- Attending Board meetings to learn more about District operations. [See policies BE and BED for more information.]

### 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.]

### “Opting Out” of Surveys and Activities

As a parent, you also have a right to receive notice and opt your child out of participating in:

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information collected from your child for the purpose of marketing or selling that information.
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings,

or any physical exam or screening permitted or required under state law. [See policies EF and FFAA.]

**As a parent, you also have a right:**

- To request information regarding the professional qualifications of your child’s teachers, including whether the 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.
- 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.
- To inspect a survey created by a third party before the survey is administered or distributed to your child.
- To review your child’s student records when needed. These records include:
  - Attendance records,
  - Test scores,
  - Grades,
  - Disciplinary records,
  - Counseling records,
  - Psychological records,
  - Applications for admission,
  - Health and immunization information,
  - Other medical records,
  - Teacher and counselor evaluations,
  - Reports of behavioral patterns, and
  - State assessment instruments that have been administered to your child.

[See **Student Records** on page 43.]

- To grant or deny any written request from the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape 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.
- To 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.
- To 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 moment of silence or silent activity that follows.

- To 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]
- To request in writing, if you are a noncustodial parent, that you be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. See policies FL(LEGAL) and (LOCAL), FO(LEGAL) and the Student Code of Conduct.

### ACADEMIC INFORMATION

#### Grading Requirements

The following is the grading system used by Burton Schools. Numerical grades will be given in all subjects in grades 1 through 12.

**A 90 -100                      B 80 – 89                      C 70 – 79                      F 69 and below**

The grading system used to determine a student’s six weeks average will be as follows for grades 1 through 12:

- A minimum of 12 grades per six weeks in core subject areas (Math, Language Arts, Reading, Science, Social Studies, Fine Arts)
- Teachers must document that all TEKS have been taught (lesson plans), keep records on TEKS mastery or non-mastery for each student (benchmark assessments), and provide remediation for failing students (reteach and reassess) in order to obtain mastery.
- Students will be assessed periodically (at least once per six weeks) for progress monitoring of TEKS performance (Benchmark Assessments)
- Students in grades 1-11 will be assessed at least twice annually on TEKS/TAKS objectives utilizing a major assessment instrument (e.g. TAKS/SDAA release Test, TPRI, Standardized Achievement Test, Locally Developed TEKS/TAKS Assessment, etc.) for the purpose of data disaggregation and to delineate specific and individualized student instructional needs. These assessments will not be used as recorded grades.

#### Elementary Grading Requirements

Pre-Kindergarten and Kindergarten students will be graded academically on an S, N, and U basis.

S = Satisfactory              N = Needs Improvement              U = Unsatisfactory

#### Campus Grading Policies and Procedures: Grade 1-6

1. Missing assignments for weekly updates will be left blank until the assignment is graded.
2. Assignments not turned in by the required due date (barring excused student absence) will be penalized at the rate of 10 points per day for up to 5 school days (weekends and holidays not inclusive in 5 day count). If an assignment is not received from the student (students responsibility) after 5 school days, the student will be assigned an in-school detention time (not to exceed 50 minutes per day) in order to complete any missing assignments. Late penalties still apply.
3. Any assignment missing after 5 days and a detention (make-up) session(s) will be entered as a 0.
4. Chronic missing assignments will be dealt with through the following discipline procedures:
  - The classroom teacher may assign lunch detention (s), loss of recess, loss of privileges/treats as deemed appropriate.
  - The classroom teacher will document missing assignments and send to the campus administrator: documentation of efforts for communication with the student and his/her parent (s); and documentation of opportunities provided to assist the student to complete assignments.

- The campus administrator may then assign ISS and/or other punishments as deemed appropriate.
5. Other stipulations for make-up work will be adhered to according to the Student Handbook ( pgs. 17, 18).

Grades 7-12

- The following is the overall percentage of each six weeks and the semester exams.
- |                             |                           |                           |                                  |
|-----------------------------|---------------------------|---------------------------|----------------------------------|
| <b>1<sup>st</sup> – 2/7</b> | <b>2<sup>nd</sup> 2/7</b> | <b>3<sup>rd</sup> 2/7</b> | <b>Exam 1/7=Semester Average</b> |
| <b>4<sup>th</sup>- 2/7</b>  | <b>5<sup>th</sup> 2/7</b> | <b>6<sup>th</sup> 2/7</b> | <b>Exam 1/7=Semester Average</b> |
- Credit for a two-semester course will be granted provided the two semesters average 70 or above. Students violating the mandatory attendance rule in a course will not receive credit in that course unless the time missed has been addressed. The attendance committee (composed of 2 teachers, the counselor, and the principal) will conference with the student and determine the student’s make-up schedule.
  - Missing or incomplete assignments will result in the student being placed in ZAP (Zeros Are Not Permitted) in order for the student to complete his/her assignments. **3 ZAPS WILL RESULT IN ISS.**

**Students with Disabilities**

Upon the recommendation of the Admission, Review and Dismissal Committee, a student with disabilities may be permitted to graduate under the provisions of his or her individualized education program (IEP).

**PSAT/NMSQT**

The Preliminary Scholastic Aptitude Test is a three-hour test administered in October of each year. The purposes of the test is to provide preparation for students to take the Scholastic Aptitude Test (SAT) and to determine National Merit Scholarship Awards. Juniors preparing to attend college should seriously consider taking the test. The counselor administers this tests at the high school, and there is a nominal fee for these tests.

**College-Entrance Tests**

Most colleges require at least one college-entrance test. The SAT (Scholastic Aptitude Test) attempts to measure verbal and math reasoning ability. Students interested in taking a test should see the counselor about specific dates, times and places available. The ACT (No Writing) consists of four multiple-choice tests: English, Mathematics, Reading, and Science. The ACT Plus Writing includes the four multiple-choice tests and a Writing Test.

**College Visit**

Juniors and Seniors may be excused by the administration two student days to visit college campuses and to take the THEA exam required to enter college. These days will count as an excused absence. Any student requesting a day for college must request the form from the counselor no less than 24 hours in advance of the day to be used. The student is responsible for having their teachers initial the form and for obtaining any work that will be missed. Senior college days should be used by the end of the fifth six weeks.

The student must bring verification from the college and turn it in to the office the next day. The following people must sign the form before the student may take a College Day: (1) student, (2) parent or guardian, (3) teachers, (4) principal and (5) counselor. The principal or counselor may deny the use of a college day for the following reasons:

1. Turning in the form less than 24 hours in advance
2. No parent signature
3. No teacher initials
4. Too many days use

**Dual Credit:**

- May be taken only during the junior and senior years.
- Only those courses that have been articulated for dual credit with the higher educational institution prior to enrollment.
- Only three hour courses will be weighted for class ranking purposes.
- Dual credit courses may be taken outside the school day only with the principal or his designee **and** the superintendent's approval in writing, prior to enrollment.
- Dual credit courses may be taken during the summer only with the principal or his designee **and** the superintendent's approval in writing prior to enrollment.
- Student must maintain a "B" average in all high school courses and maintain 70 average in dual credit courses.

**Correspondence Courses**

Burton I.S.D. permits high school students to take correspondence courses (course by mail) for credit. Students that are Juniors or Seniors may earn up to two credits toward high school graduation by these means. Credit shall be granted only under the following conditions:

The institution offering the course is the University of Texas at Austin, Texas Tech University or other public institution of higher education approved by the commissioner of education.  
 The correspondence course includes the state-required TEKS for such a course.  
 Prior to enrollment students shall make written request to the principal to enroll in a course.  
 The principal approves the request.

**Texas Assessment of Knowledge and Skills (TAKS)**

Students at certain grade levels will take state assessment tests in the following subjects, as well as routine testing and other measures of achievement:

- 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

All third graders must pass reading portion of TAKS to be promoted. All fifth and eighth graders must pass the reading and math portion of the TAKS in order to be promoted. Students in 11<sup>th</sup> grade must pass the Exit level TAKS in order to graduate from high school.

**Program Choice**

Students entering high school in the fall of 2006 or later are required to take the Recommended or Distinguished high school program offered in public high school, unless the student, their parents or other person standing in parental relation to the student and the counselor or appropriate administrator opt to allow them to participate in the state's Minimum Plan. To opt out the parent will be required to conference with the school counselor and sign a waiver request. **(Policy EIF)**

To graduate under the minimum high school program, students must:

- be at least 16 years of age;
- have completed 2 credits required for graduation in each subject of the foundation curriculum; or

- have failed to be promoted to the 10th grade one or more times as determined by the school district.

Students already in the minimum high school program do not have to meet these requirements to enter the program, but has the choice of opting back into the recommended high school program.

**Program Choice for Students Entering High School beginning with School Year 2007-2008**

**Minimum High School Program**

All students shall complete a minimum of 24 (twenty-four) units of credit to receive a high school diploma. (See exhibit D)

**Recommended High School Program**

A student who wishes to complete the Recommended High School Program and have the accomplishment recognized on the academic achievement record (transcript) must complete 3 ½ additional components for a total of 26 (twenty-six) credits. (See exhibit E ) They may not be remedial classes. For more information, please consult with the school counselor.

**Distinguished High School Program**

A student who wishes to complete the Distinguished High School Program and have the accomplishment recognized on the academic achievement record (transcript) must complete a total of 24 (twenty-four) credits one of which should be Spanish III. (See exhibit F)  
Must also complete advance measures, see counselor for details. They may not be remedial classes. For more information, please consult with the school counselor.

**Program Choice for Students Entering High School beginning with School Year 2004-2005**

**Minimum High School Program**

All students shall complete a minimum of 24(twenty-four) units of credit to receive a high school diploma. (Exhibit A).

**Recommended High School Program**

A student who wishes to complete the Recommended High School Program and have the accomplishment recognized on their academic achievement record(transcript) must complete a total of 26 (twenty-six) credits. They may not be remedial classes. For more information please consult with the school counselor. (Exhibit B).

**Distinguished High School Program**

A student who wishes to complete the Distinguished High School Program and have the accomplishment recognized on the academic achievement record (transcript) must complete a total of 24 (twenty-four) credits one of which should be Spanish III. (See exhibit C)  
Must also complete advance measures, see counselor for details. They may not be remedial classes. For more information, please consult with the school counselor.

**Early Graduation**

Early High School Graduation Scholarship Program Requirements

- Must graduate with the recommended or distinguished achievement
  - Only US citizens and others authorized lawfully to live in the US are eligible
  - Must graduate from a Public high school in Texas
  - Must meet selective service registration requirement
  - Must attend majority of high school time in a public high school in Texas
- Scholarship Amounts

- If graduates in less than or 36 months receives \$2,000 for tuition and fees
- If graduates in less than or 41 months receives \$500 for tuition and fess
- If graduates in less than or 45 or 46 months receives \$0
- \$1000 bonus for college credits in graduates less than or 36 months with 15 hours, less than or 41 months with 30 hours, or less than or 46 months with 30 hours.

See high school counselor, for more details.



Name \_\_\_\_\_ ID# \_\_\_\_\_ Parent Signature \_\_\_\_\_

**EXHIBIT B RECOMMENDED HIGH SCHOOL PROGRAM 24 CREDITS Freshmen 2004**

- *4 credits of English*

\_\_\_\_\_/\_\_\_\_\_  
Adv. English I      Adv. English II      Adv. English III      Adv. English IV

- *3 credits of Mathematics must consist of the following:*

\_\_\_\_\_/\_\_\_\_\_  
Algebra I      Geometry      Algebra II

- *3 credits of Science (one must be Biology I) from the following:*

\_\_\_\_\_/\_\_\_\_\_  
Int. Phy. & Chem      Biology      Chemistry      Physics

- *3 1/2 credits of Social Studies and 1/2 credit Economics:*

\_\_\_\_\_/\_\_\_\_\_  
World Geography      World History      U.S. History      Government/Economics

- *2 credits of a Foreign Language*

\_\_\_\_\_/\_\_\_\_\_  
Spanish I      Spanish II

- *1 credit of Physical Education (no more than 2 1/2 for grad.)*

\_\_\_\_\_/\_\_\_\_\_  
PE IA      PE IB      PE IIA      PE IIB

- *1/2 credit*

\_\_\_\_\_  
Communication Applications

- *1 credit*

*1 credit*

\_\_\_\_\_/\_\_\_\_\_  
Fine Art      Technology Applications

- *4 1/2 Credits of Additional Components:*

\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_



**EXHIBIT D      MINIMUM HIGH SCHOOL PROGRAM      24 CREDITS Freshmen 2007**

- *4 credits of English Language Arts (or SBOE approved substitute for English IV)*

\_\_\_\_\_ / \_\_\_\_\_    \_\_\_\_\_ / \_\_\_\_\_    \_\_\_\_\_ / \_\_\_\_\_    \_\_\_\_\_ / \_\_\_\_\_  
 English I                      English II                      English III                      English IV or SBOE options

- *3 credits of Mathematics (must include Algebra I and Geometry)*

\_\_\_\_\_ / \_\_\_\_\_    \_\_\_\_\_ / \_\_\_\_\_    \_\_\_\_\_ / \_\_\_\_\_    \_\_\_\_\_ / \_\_\_\_\_  
 Algebra I                      Geometry                      Algebra II                      Math w/Models

- *2 credits of Science (must include IPC and Biology)*

\_\_\_\_\_ / \_\_\_\_\_    \_\_\_\_\_ / \_\_\_\_\_    \_\_\_\_\_ / \_\_\_\_\_  
 Int. Phy. & Chem                      Biology                      Env. Systems (optional)

- *3 1/2 credits of Social Studies and 1/2 credit Economics*

\_\_\_\_\_ / \_\_\_\_\_    \_\_\_\_\_ / \_\_\_\_\_    \_\_\_\_\_ / \_\_\_\_\_    \_\_\_\_\_ / \_\_\_\_\_  
 World Geography                      World History                      U.S. History                      Government/Economics

- *1 1/2 credits of Physical Education (not to exceed 2 for grad.)*

\_\_\_\_\_ / \_\_\_\_\_    \_\_\_\_\_ / \_\_\_\_\_    \_\_\_\_\_ / \_\_\_\_\_  
 PE IA                      PE IB                      PE IIA                      PE IIB

- *1/2 credit                      1/2 credit*

\_\_\_\_\_                      \_\_\_\_\_  
 Health                      Communication Applications

- *1 credit of Technology Applications*

\_\_\_\_\_ / \_\_\_\_\_

- *1 credit of Fine Arts*

\_\_\_\_\_ / \_\_\_\_\_

- *Additional components: 6 1/2 credits of Electives (may include JROTC, innovative course or Driver's Ed)*

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Name \_\_\_\_\_ ID# \_\_\_\_\_ Parent Signature \_\_\_\_\_

**EXHIBIT E RECOMMENDED HIGH SCHOOL PROGRAM 26 CREDITS Freshmen 2007**

- *4 credits of English*

English I / \_\_\_\_\_ English II / \_\_\_\_\_ English III / \_\_\_\_\_ English IV / \_\_\_\_\_

- *4 credits of Mathematics (must include Algebra I, Geometry, Algebra II, and a fourth math credit):*

Algebra I / \_\_\_\_\_ Geometry / \_\_\_\_\_ Algebra II / \_\_\_\_\_ PreCal or SBOE approved list / \_\_\_\_\_

- *4 credits of Science (must include Biology, Chemistry, Physics, and a fourth science credit):*

IPC or Env. Systems / \_\_\_\_\_ Biology / \_\_\_\_\_ Chemistry / \_\_\_\_\_ Physics / \_\_\_\_\_

- *3 1/2 credits of Social Studies and 1/2 credit Economics:*

World Geography / \_\_\_\_\_ World History / \_\_\_\_\_ U.S. History / \_\_\_\_\_ Government/Economics / \_\_\_\_\_

- *2 credits of a Foreign Language*

Spanish I / \_\_\_\_\_ Spanish II / \_\_\_\_\_

- *1 credit of Physical Education (no more than 2 1/2 for grad.)*

PE IA / \_\_\_\_\_ PE IB / \_\_\_\_\_ PE IIA / \_\_\_\_\_ PE IIB / \_\_\_\_\_

- *1/2 credit*

Communication Applications

- *1 credit*

*1 credit*

Fine Art / \_\_\_\_\_ Technology Applications / \_\_\_\_\_

*4 1/2 Credits of Additional Components:*

\_\_\_\_\_ / \_\_\_\_\_ \_\_\_\_\_ / \_\_\_\_\_ \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_



## **Scholarships**

There are a number of scholarships available to seniors who plan to attend college. Interested students should visit with the counselor for further information and guidelines. It is the students' responsibility to fill out the correct information and have the forms back to the counselor before the deadline. Students who need letters of recommendation should give at least one week's notice to those people they ask for letters.

Students who have financial need according to federal criteria and who complete the Distinguished and Recommended High School Graduation Program may be eligible under the Texas Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. For further information, see the counselor. **(Policy EIC and EJ)**

## **Automatic Admission for Top Ten Percent of the Graduating Class**

For two school years following their graduation, District graduates who ranked in the top ten percent of their graduating class are eligible for automatic admission into four-year public universities and colleges in Texas. Students and parents should contact the counselor for further information about how to apply and the deadline for application. **(Policy EIC Legal)**

## **THEA Exemptions (College Entrance Exam)**

Qualifying standards for exemption from the THEA are as follows:

-Using ACT scores: Minimum composite score of 23, with Reading/Verbal and Math sub-scores of at least 19. Scores must be from same test date and not more than 5 years old at time of initial enrollment in college.

-Using the SAT scores: Minimum composite score of 1070, with verbal and math sub-scores of at least 500. Scores must be from same test date and not more than 5 years old at time of initial enrollment in college.

-Using TAKS scores a student must qualifying standards on certain test:

TAKS (exit level)-2400 in Math and/or 2200 in Reading with a writing sub score of at least 3

TAKS scores are valid for three years from the date of testing.

SAT and ACT scores are valid for five years from the date of testing.

## **Completion of credit for graduation, but unsuccessful on State-mandated exam**

A certificate of course work 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 or end-of-course examination.

## **Tech Prep**

Tech Prep is a Program of study that begins in high school and ends with a two-year college degree and/or a certificate. The program combines academic and career-oriented courses to give students a mix of traditional learning and hands-on experiences.

Check with your counselor to see which courses are considered as Tech-Prep. In order to be considered a "Tech-Prep Student," students apply for admission, sign the intent form, and once accepted, they may start taking these courses during their Junior and Senior years in high school. The amount of college credit allowable will depend upon the Program of Study chosen. Up to twelve college hours can be acquired through taking approved high school "Tech-Prep" courses. Successful completion of the high school program will result in having high school credits placed onto the college transcript for college credit upon successful completion of six hours at more than sixty junior colleges statewide. The student receives high

school credit, which not only counts for high school graduation, but also can be counted for college credit toward a two-year degree or a certificate. Basic requirements include:

- Earn a grade of “A or B” in the high school approved course
- Receive a high school diploma
- Meet the community college admission requirements, including THEA
- Successful completion of six college hours-not remedial hours-at the community college
- Declare a Tech-Prep major, an A.A.S. or Certificate

For more information, please contact the school counselor.

### **Graduation Expenses**

Because students and parents may 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 beginning in the junior year and the first semester of the senior year. (Texas State Graduation Requirements in Appendix 2, SCP.5.314.(b)(11))

### **Graduation Requirements**

Beginning with the 2007–2008 school year, a student entering the ninth grade will be affected by new state graduation requirements for the Recommended Program and the Distinguished Achievement (Advanced) Program. To graduate under either of these programs, an incoming ninth grade student will have to earn an additional credit in math and an additional credit in science.

- Complete 24 credits on the minimum, recommended or distinguished plan
- Pass all state-mandated test.

### **Advanced Measures**

- Must focus on demonstrated student performance at the college or professional level.
- Student performance on advanced measures must be assessed through an external review process.
- A student must achieve any combination of four of the following:

#### Original research/project:

- Judged by a panel of professionals in the field that is the focus of the project; or
- Conducted under the direction of mentor(s) and reported to an appropriate audience; and
- Related to the required curriculum set forth in 19 TAC 74.1 (relating to Essential Knowledge and Skills).

Original research may not be used for more than two of the four advanced measures.

#### Test data:

- A score of three or above on The College Board Advanced Placement examination;
- A score of four or above on an International Baccalaureate examination;
- A score on the Preliminary Scholastic Assessment Test (PSAT) that qualifies a student for recognition as a Commended Scholar or higher by the National Merit Scholarship Corporation; as part of the National Hispanic Scholar Program of The College Board; or as part of the National Achievement Scholarship Program for Outstanding Negro Students of the National Merit Scholarship Corporation. The PSAT may count as only one advanced measure regardless of the number of honors received by the student.

#### College courses:

- A grade of 3.0 or higher on courses that count for college credit, including the tech prep programs.

### **Course Listings**

Ranking of senior students is determined by averaging semester grades of all subjects for the period of years beginning with the first semester of the ninth-grade year(including classes taken in junior high for

high school credit) and ending with the fifth six weeks of the twelfth-grade year. Credits earned for graduation through a remedial summer school program will not be calculated for class rank. Students must carry a full load of subjects during all four years of high school. Students may earn no more than two (2) units of credit in physical education towards graduation requirements. Physical education may be substituted with marching band (fall semester). To be eligible to substitute band for physical education, students should master a physical fitness exam as required by TEA. Athletics may be substituted for physical education during both semesters and students enrolled in athletics are exempt from the Fitness Exam. Students who have a written document, signed by a doctor, stating the nature of the student's disability, will receive modified physical education instruction.

Category I Courses

All other courses

Category II Courses

Physics	AP Courses
Pre AP Courses	Calculus
Dual Credit Courses	Pre-Calculus
Spanish III	

Courses Exempt from the No-Pass, No Play Rule

Physics	Pre-Calculus	Calculus
Advanced Placement & Pre AP Courses		
Spanish III	Dual Credit Courses	

\*Local Credit courses do not count towards graduation requirements. Local credit courses are not added into a student's grade point average.

This list is not a complete list of all courses available. Courses may be added or deleted as resources and demands change.

**ACADEMIC RECOGNITION**

An Academic Recognition banquet will be held in the spring to honor outstanding students who have established themselves as the academic leaders of their classes. Their ranking will be based on the weighted grade point system. In case of a tie, the number of Advanced courses will be considered. After that, the grade average of all Advanced courses taken will be considered. All senior students will be ranked with this formula. In addition, seniors that have a 3.0 G.P.A. and above will receive a honor cord to wear during graduation exercises. Seniors that have A's on their yearly average for all classes taken during their Freshman, Sophomore, Junior, and first semester Senior years will receive a special recognition award.

The Valedictorian and salutatorian must have spent 4 (four) full consecutive semesters prior to graduation at Burton High School.

An honor graduate is one who graduates under the State Recommended or Distinguished Achievement Plan and has a cumulative GPA in high school of 3.0 or higher.

Any student who has spent one full semester at Burton High School is eligible to be considered as an Honor student.

The Elementary has an annual awards program recognizing students academic achievement, attendance, and physical fitness.

**Ranking Scale**

The following categories indicate the weighting of specific courses:

<u>Category I</u>	<u>Category II</u>
100 – 4.0	100 – 5.0
99 – 3.9	99 – 4.9
98 – 3.8	98 – 4.8
97 – 3.7	97 – 4.7
96 – 3.6	96 – 4.6
95 – 3.5	95 – 4.5
94 – 3.4	94 – 4.4
93 – 3.3	93 – 4.3
92 – 3.2	92 – 4.2
91 – 3.1	91 – 4.1
90 – 3.0	90 – 4.0
89 – 2.9	89 – 3.9
88 – 2.8	88 – 3.8
87 – 2.7	87 – 3.7
86 – 2.6	86 – 3.6
85 – 2.5	85 – 3.5
84 – 2.4	84 – 3.4
83 – 2.3	83 – 3.3
82 – 2.2	82 – 3.2
81 – 2.1	81 – 3.1
80 – 2.0	80 – 3.0
79 – 1.9	79 – 2.9
78 – 1.8	78 – 2.8
77 – 1.7	77 – 2.7
76 – 1.6	76 – 2.6
75 – 1.5	75 – 2.5
74 – 1.4	74 – 2.4
73 – 1.3	73 – 2.3
72 – 1.2	72 – 2.2
71 – 1.1	71 – 2.1
70 – 1.0	70 – 2.0

**NO CREDIT IS GIVEN FOR GRADES 69 AND BELOW**

**ACCIDENT PREVENTION**

**Student safety on campus and at school-related events is a high priority of Burton I.S.D. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety.**

Avoid contact 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 safety hazards, such as intruders on campus and 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 school opens, parents will have the opportunity to purchase low-cost accident insurance that will help in meeting medical expenses, in the event of injury to their child.

## ASBESTOS

The Asbestos Management Plan for Burton ISD is available for inspection at the administrative offices as required by the Asbestos Hazard Emergency Response Act. (CLB and FO)

The Texas School Service Foundation completed the management plan. No abatement activities were required by the management plan. Burton I.S.D. is under an operations and Management Plan which calls for periodic surveillance and re-inspection of all suspect areas. Suspect areas are defined as areas of undamaged material, which have been assumed to contain asbestos. The schedule for surveillance was by 8/89 and every six months thereafter. The schedule for re-inspection was 1/92 and every three years thereafter. This notification is given in accordance with the Federal law and the district's Asbestos Management Plan. James Palmer is the AHERA Designated Person, at Burton ISD, P.O. Box 37, Burton, Texas 77835. Burton I.S.D. maintains compliance with federal and state regulations concerning asbestos. Should you desire to review the Asbestos Management Plan for your child's school, a copy of the plan is available in the principal's office as well as the school's central administrative office. James Palmer is the AHERA designated person. You may contact him at 979-289-3131 or Burton I.S.D., P.O. Box 37, Burton, Texas 77835.

## ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education – to benefit from teacher-led activities; to build each day's learning on that of the previous day, and to grow as an individual. It is also the law in Texas that:

A student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day.

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

School employees must investigate and report violations of the state compulsory attendance law. Students absent without permission from school, from any class, or from required tutorials, will be considered truant and subject to disciplinary action. Truancy may also result in assessment of penalty by court of law against the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student:

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

Students who receive unexcused absences will be allowed to make up work or assignments missed as a result of the absence, but points may be subtracted from the grade. They may also be subject to detention assigned by the Attendance Review Committee.

### **Make-up Work**

It is the student's responsibility for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher. Students should not rely on anyone else to contact the teacher in their behalf. Students who have been absent for any reason are to turn in assignments made while the student was present in class on the due date. (Example: a project or term paper assigned two weeks previous would be due on the assigned due date.) Assignments made while the student was absent will be due in the same number of days they were absent, plus one day. On the first day the student is expected to obtain from each teacher all assignments missed. The first day's assignments are due on the second day back in school, the second day's assignments are due on the next day, etc. Failure to make up the work will result in a "0" being given on the assignment. Tests assigned prior to a student's absence should be made up immediately upon the student's return to school. Students absent because of school-sponsored activities

shall turn in class work on the day assigned or in advance. Teachers may assign a late penalty to any project in accordance with time lines approved by the principal and previously communicated to students.

If a student is to be absent two (2) or more days, a parent may call the high school or middle school office to request their homework assignments. It is suggested the request be made by 10:00 a.m. in order to have the assignments ready to be picked up at 3:00 p.m. (EHBC, EIA, FDC, FDD)

### **Participation in Contests**

Students involved in extra-curricular activities, absent from school for any reason other than absences approved by the building principal or without prior approval of the administration, may not be allowed to participate in school related activities on that day or evening.

### **Driver License Attendance Verification**

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

### **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 fewer than 90 percent of the days the class is offered may be referred to the Campus Attendance Review Committee (ARC). The ARC will review the documentation to determine whether there are extenuating circumstances for the absences and how the student can regain credit.

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

All absences shall be considered in determining whether a student has attended the required percentage of days. If make-up work is completed, absences for religious holy days and health care appointments shall be considered days of attendance for this purpose. (Policy FEB)

Excused absences are counted as days of attendance for purposes of the compulsory attendance law (see FEA), but do not automatically count toward days of attendance for purposes of receiving credit. (Education Code 25.092)

In reaching consensus about a student's absences, the ARC will attempt to ensure its decision is in the best interest of the student.

The ARC will consider the acceptability and authenticity of documented reasons for the student's absences. The ARC will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.

The ARC 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 ARC about the absences and to talk about ways to earn or regain credit.

The student or parent may appeal the ARC's decision to the District ARC by filing a written request with the Campus administrator in accordance with Policy FNG. The student or parent may appeal the District ARC's decision to the District's Board of Trustees by filing a written request with the Superintendent in accordance with Policy FNG.

### **Early Dismissal**

Students who will be leaving school during the day must bring a note from their parent that morning. The note should state what time the student will be leaving. The note should be given to the campus secretary. The student will be given a pass to release them from class to report to the office and sign out at the

designated time. Students who become ill during the day, must report to the office with their teacher's permission. The principal will make the decision whether or not the student will be sent home. In any case, an attempt will be made to contact a parent prior to release of a student. The student should sign out at the office. (FDG Local and FFAC Local)

**Late Arrival**

Students must report immediately to the office and sign in if they arrive after the start of school. They will be sent to class with a note from the office with the time they signed in. In the High School or Junior High School a student that arrives after the first fifteen minutes of class is absent. A student late to class will sign a tardy list and may be assigned detention by the office.

**AWARD JACKET POLICY**

A student may earn only one jacket while the student is in high school.

A student may earn an award jacket by participating in two or more of the following extra curricular activities each year for two years, or by participating in one or more of the following extra-curricular activities each year for three years.

Honor student will be eligible for an award jacket their senior year. (An honor student who has a cumulative GPA in high school of 3.0 or higher for three consecutive years will be eligible for an award jacket their senior year.)

**EXTRA-CURRICULAR ACTIVITIES:**

Football	Baseball	Basketball	Track
Volleyball	Softball	Tennis	Cross Country
Golf	Academic UIL	One Act Play	Manager
Band	Cheerleader	Vocational (FFA/FCCLA)	

Participation credit will only be applied to high school grade level(Grades 9,10,11 and 12) participation in the listed extra-curricular activities.

Jackets will be awarded at the Awards Banquet of a student's sophomore year in high school if the award jacket has been earned by such time. If the jacket has not yet been earned prior to the awards banquet of the student's sophomore year in high school, but it is anticipated that the jacket will be earned in the following school year, a deposit of \$70.00 may be made if the student wishes to receive his/her jacket at the awards banquet. If the student does not continue his/her participation, the deposit will be forfeited.

A student who quits an extra-curricular activity, or who is removed from an extra-curricular activity by a coach/sponsor, prior to the completion of the season or term of the activity, will forfeit the privilege of having that participation extra-curricular activity count toward the minimum number of activities required per school year.

A student transferring to the district will be given credit for their participation in the extra curricular activities at a former school district upon receipt of a letter of verification from the administrative offices of the former school district.

A point system will be used to determine participation credit for vocational extra-curricular activities. The following point values are assigned:

Leadership Contest	1 point per contest
Judging Contest	1 point per contest
Major Shows	2 points per show
State Convention	1 point
Area Convention	1 point
Local Officer	1 point
District Meeting	1 point
Washington County Fair	2 points

A total of FIVE points is needed to earn an award jacket for extra-curricular Vocational participation.

**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).]

**CAFETERIA**

BISD provides a cafeteria for grades Pre-K-12. A lunch count will be taken during first period. Students bringing their meals may eat in the cafeteria. BISD participates in the National School Lunch Program. Free and reduced price meals are available based on financial need. Information about a student's participation is confidential. Contact Linda Wallace at (979) 289-2300 to apply. (COB Local)

LUNCH-----	\$3.00---Adult	
	\$2.25---Regular Student	\$2.00 ---Elementary
	\$0.40---Reduced	
BREAKFAST-----	\$1.25---Regular	
	\$0.30---Reduced	

LUNCH SCHEDULE: Elementary :10:20-11:15 Middle School 6,7,8: 11:15 a.m. – 11:45 a.m.  
High School: 12:10 p.m. - 12:40 p.m.

Parents should send money to the school office or to the cafeteria supervisor with the student(s) name on it. The money will be deposited in the students account. When a student eats a meal (breakfast, lunch, or snack bar), the cost of the meal will be deducted from their pre-paid account. When the student's account runs low, a reminder will be sent home with the student. Students must enter use their ID badge to access account

All students will be served. Money remaining in the student's account at the end of the year will be refunded upon request or will carry over to the next school year. **THE SCHOOL DISTRICT HAS ADOPTED A NO CHARGE POLICY.** The student coming to school without a lunch or money may be given an alternate meal not claimed for reimbursement

**CARS**

In order to protect our students, we would like to enlist the assistance of parents in helping to teach good, safe driving habits. We ask your cooperation with school authorities and local law enforcement officers to keep our streets safe. Students must show a valid Texas Driver's License and proof of liability insurance and pick up a parking permit to park and drive legally on campus. If a permit is lost the student will have to purchase a new permit for \$5.00 Students will not be allowed to sit in cars before school or at lunch. Students may lose their parking privileges through the following examples of misuse of their cars:

- Driving recklessly and sounding-off mufflers around the school.
- Picking up students who are in school and leaving school during the school day without signing out.
- Driving back and forth in front of or around school grounds.
- Parking in non-designated areas at school.
- Exceeding the speed limit around the school property or at school functions.
- Leaving school without checking out.
- Sitting in the car after arriving at the school site.
- Causing property damage to or disturbing another student's vehicle.

Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable cause exists to do so. Students have full responsibility for the security **and content** of their vehicles and will make certain they are locked and the keys are not given to others. Students will be held responsible for any prohibited objects or substances, such as alcohol, drugs, and

weapons found in their cars and will be subject to disciplinary action. Searches of vehicles may be conducted at any time there is reasonable cause to do so, with or without the presence of the student. All vehicles parking on campus will be required to have a parking permit issued through the office. **(Policy CLC Local, FFFD Local, FNF Local)**

### CHEATING

Academic dishonesty, cheating or plagiarism is not acceptable. Cheating includes the copying of another student's work-homework, class work, test answers, etc.-as one's own. Plagiarism is the use of another person's original ideas or writing without giving credit to the true author. A student found to have engaged in academic dishonesty will be subject to loss of credit for the work in question, as well as disciplinary penalties, according to the Student Code of Conduct.

### CHEERLEADERS/MASCOT

The duties of the Burton High School and Junior High School cheerleaders are to support all phases of athletic endeavors, to promote among the student body an attitude of unity, pride, good sportsmanship, and spirit, and to support the faculty and administration of the school.

Cheerleaders/Mascot at Burton High/Junior High will be selected by a panel of judges from the UCA staff. Students must have a 70 average overall in order to tryout. Cheerleaders chosen for the year must adhere to the eligibility rules as passed by House Bill 72 (Pass-Play Rule).

All squad members will abide by the rules set forth by the sponsor. **If you have any questions the person to contact would be the Cheerleader Sponsor, Shelia Ripple High School and Tracy Cox Junior High.**

### CHILD ABUSE AND NEGLECT

Pursuant to Chapter 34 of the Texas Family Code, any person who suspects that a child has been abused or neglected by a person responsible for the child's care, custody, or welfare must report the suspected abuse or neglect to:

- The Department of Child Protective Services 979-830-6112
- Any local or state law agency
- Any state agency that operates, licenses or registers a facility in which abuse or neglect is suspected.

Complainants must make a verbal report as soon as they learn of abuse or neglect or their likelihood. Professionals must make a verbal report within 48 hours after first suspecting abuse or neglect.

Section 34.02 of the TEC defines teachers as professionals. Teachers are specifically required by Texas law to report suspected abuse or neglect.

### CLASS OFFICERS

Grades 9-12 shall elect officers in the first two weeks of school. Officers elected are:

President      Vice President      Secretary/Treasurer      Reporter      Parliamentarian

All officers will be required to meet requirements and maintain a 2.5 G.P.A. to qualify for election and the term of service. All class meetings must be called by a faculty sponsor and conducted according to parliamentary procedure with the faculty sponsor present for all meetings. Accurate financial records of all class and organization receipts and expenditures must be kept during the school year with a summary balance sheet initialed by the sponsor at the end of the school year.

## CLOSED CAMPUS - RELEASE OF STUDENTS

The Burton I.S.D. has a "CLOSED CAMPUS" policy. Only with the permission of the Principal or Superintendent may any student leave campus. Any student receiving permission must sign out and sign back in upon return to the campus. This sign-out sheet will be kept in the principal's office for verification. (FEE Local)

The time and reason must be valid for approval. Unless the administrator has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day. A student who will need to leave school during the day must bring a signed note from a parent or have the parent phone the school that morning.

A student who becomes ill during the school day should notify their teacher and report to the school office. The office will decide whether or not the student should be sent home and will notify the student's parent.

Burton Schools are closed campuses except for approved seniors. Thus, students are required to eat in the cafeteria.

Students are to keep the cafeteria clean of trash.

Students are to go to the lunchroom in an orderly manner. Cutting and pushing in line are prohibited.

Extra food items may be purchased after all students have been served.

### **The senior off-campus procedures are as follows:**

#### **Expectations**

Seniors will not be tardy to class after leaving campus for lunch.

Seniors will be well behaved in any business establishment

Seniors will be responsible for driving in a safe, orderly, and legal manner.

Seniors will be responsible to accept the parameters of this privilege.

#### **The parameters are:**

Seniors will not bring food or drink back on campus.

Seniors will not allow any student to leave campus who is not a senior in good standing with the off campus policy.

Seniors will not use the phone for ordering during or between classes.

Seniors will have lunch in the Burton community or at a private home.

Seniors are not to go to Carmine or Brenham under any circumstances.

#### **The requirements to maintain the privilege are:**

Seniors will not be tardy to class after the off-campus lunch.

Seniors will not have any unexcused absences.

Seniors will respect the community businesses.

Seniors will respect the laws of the community, the county, and the state.

#### **The consequences are:**

1<sup>st</sup> offense – you will lose the privilege for a three-week period.

2<sup>nd</sup> offense – you will lose the privilege until the end of the school year.

#### *Eligibility Criteria for Off-Campus Lunch Privileges*

Must be a senior.

No more than three tardies during any one six-week grading period.

Seniors who do not qualify the first six weeks of the school year may qualify by meeting the above criteria the next weeks.

## CLUBS

Student clubs and performing groups such as the band, cheerleaders, and athletic teams may establish rules of conduct--and consequences for misbehavior--that are stricter than those for students in general. The consequences specified by the school shall apply in addition to any consequences specified by the organization.

Accurate financial records of all club receipts and expenditures must be kept during the school year with a summary balance sheet initialed by the sponsor and treasurer at the end of the school year.

The following is a list of clubs and organizations currently active on our campus:

1. Beta Club (High School and Junior High)
2. Band
3. Athletics (Boys and Girls)
4. Class offices
5. FCCLA and FFA
6. Yearbook Staff
7. Cheerleaders
8. UIL (High School and Junior High School)

### **COMMENCEMENT PARTICIPATION FOR STUDENTS RECEIVING A DIPLOMA**

To participate in commencement activities, a student must have been classified as a senior no later than the end of the fall semester prior to commencement. Students who have satisfactorily completed all coursework requirements for graduation but failed to meet applicable exit-level testing requirements shall be allowed to participate in commencement activities and ceremonies. (See EI, EIF, Local FMH). Students must have no school debts, all textbooks returned and should attend all graduation practices.

### **COMMENCEMENT PARTICIPATION FOR STUDENTS ELIGIBLE FOR CERTIFICATE OF COURSEWORK**

A certificate of course work 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 or end-of-course examination. This student's academic achievement record shall indicate the date on which the certificate was issued(See EIF, FMH, Local EI). Students must have no school debts, all textbooks returned and should attend all graduation practices.

### **COMMUNICABLE DISEASES**

Parents of students with a communicable or contagious disease are asked to telephone the school so that other students who have been exposed to the disease can be alerted. Students with certain diseases are not allowed to come to school when their disease is contagious and until the re-admittance criteria have been met. (Policy FFAD Legal)

#### **Bacterial Meningitis**

State law requires the District to provide the following information:

#### **WHAT IS MENINGITIS?**

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

#### **WHAT ARE THE SYMPTOMS?**

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

#### **HOW SERIOUS IS BACTERIAL MENINGITIS?**

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

#### **HOW IS BACTERIAL MENINGITIS SPREAD?**

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

meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes).

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

#### **HOW CAN BACTERIAL MENINGITIS BE PREVENTED?**

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85–90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

#### **WHAT SHOULD YOU DO IF YOU THINK YOU OR A FRIEND MIGHT HAVE BACTERIAL MENINGITIS?**

You should seek prompt medical attention.

#### **WHERE CAN YOU GET MORE INFORMATION?**

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

### **COMPUTER RESOURCES**

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under the teacher's supervision and to approved instructional purposes only. Students and parents will be asked to sign a student agreement regarding appropriate use of these resources; violations of this agreement may prompt termination of privileges and other disciplinary actions.

### **CONDUCT BEFORE AND AFTER SCHOOL**

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

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

### **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.

### **CORRIDOR PASS**

Students in the hallway without a corridor pass will be returned to their classroom. If they have left without permission they will be assigned detention.

## COUNSELING

### **Academic Counseling**

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

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

### **Personal Counseling**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should contact Melinda Fuchs at 289-3091.

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

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

## CREDIT BY EXAMINATION

### **With Prior Instruction**

The student who has transferred from a nonaccredited school, is a migrant student who has been unable to attend a full year or received prior instruction, as determined by the District on the basis of a review of the student's educational records, in a course or subject-but failed the course or subject with a grade of no less than 60-may be permitted with the prior approval of the appropriate administrator to earn credit by passing an examination on the essential knowledge and skills defined for the course or subject. To receive credit, a student must score at least 70 on the examination. The attendance review committee may allow a student with excessive absences to receive or gain credit for a course by passing the examination. A student may not use the examination to regain eligibility to participate in extracurricular activities. (FD Local) (EEJA)

### **Without Prior Instruction**

A student in grades 7-12 will be permitted to take an examination to earn credit for an academic course for which the student has no prior instruction if the student scores 90% or above on a criterion-referenced examination for acceleration for the applicable course. If such credit is given, the District shall enter the examination score on the student's transcript.

A student planning to take an examination for acceleration (or the student's parent) must register with the principal no later than 30 days prior to the scheduled testing date. The District may allow a student to accelerate at a time other than those listed above. This requires a written request from a parent for the District to administer and recognize results of a test purchased by the parent from a State Board-approved university according to policy EEJB (LEGAL).

The dates Credit-By-Exam for acceleration shall be administered in grades 1-12 this school year will be:

#### **First Semester 2009**

**September 25, 2009**

**November 20, 2009**

**December 18, 2009**

#### **Second Semester 2010**

**April 9, 2010**

**June 4, 2010**

**June 25, 2010**

## **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.

### **DISRUPTIONS**

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

- Interferes with the movement of people in an exit, an entrance, or a hallway of a District building without authorization from an administrator.
- Interferes with an authorized activity by seizing control of all or part of a building.
- Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Uses force, violence, or threats to cause disruption during an assembly.
- Interferes with the movement of people at an exit or an entrance to District property.
- Uses force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator.
- Disrupts classes or other school activities while on District property or on public property that is within 300 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 profane language or any misconduct.
- Interferes with the transportation of students in District vehicles.
- DISCIPLINE

Office referrals( per 6 weeks)

- 1<sup>st</sup> offense: Warning conference with principal
- 2<sup>nd</sup> offense: After school detention 1 hour
- 3<sup>rd</sup> offense: After school detention 2 hours
- 4<sup>th</sup> offense: Assigned In-school suspension
- 5<sup>th</sup> offense: Possible suspension up to 3 day's and required parent conference

Any office visit after the 5<sup>th</sup> offense during any 6 week reporting period will result in the student being sent home for 3 days with required parent conference and assignment to ISS/AEP.

### **After School Detention Grades 7-12**

A student may be detained outside of school hours on one or more days if the student violates the school rules of conduct. The detention will not begin, however, until the student's parents have been notified of the reason for the detention and can make arrangements for the student's transportation on the days of the detention. ASD will be held after school for 60 minutes (3:35-4:35) on Tuesday, Wednesday, and Thursday of each week. Students assigned to ASD must attend within 48 hours. Students who are tardy to detention will not be admitted, and they will be assigned an additional day of detention. If a student fails to attend detention ISS will be assigned the following day.

### **In-School Suspension.**

1. The ISS program is designed to provide a structured classroom that provides the student with independent study assignments from their regular classroom teacher until such time as they can return to the regular classroom program.
2. Students will be suspended from attending or participating in extracurricular activities at all school campuses. Students will remain in the ISS classroom during the restricted time.
3. Students will arrive at 8:00 a.m. and will be engaged in academic learning activities until dismissal at 3:25 p.m. Students will make productive use of their time as defined by the ISS teacher. Students assigned to ISS must stay the entire day.
4. Students are responsible for bringing the appropriate materials and textbooks.
5. Students will receive full graded credit for all completed work during the restricted time.
6. Dress code regulations apply.
7. All class work should be sent to ISS and completed by the student during the course of the day.
8. Students assigned to ISS will either bring a sack lunch from home or be provided one from the cafeteria.
9. Zero tolerance on sleeping in ISS. Any student caught sleeping beyond the occasional nod will be sent to the office for a conference with the principal on the first offense. The second time would mean suspension for the day with a return to ISS the following day.
10. The student should get the reentry form in the afternoon following a day in ISS as it would be required for entry back into the classroom the next morning. If a teacher reports unsatisfactory behavior during any block of instruction, then the student returns to ISS for the remainder of the day.
11. Students who violate rules or fail to complete assigned tasks may receive additional ISS time or suspended for the rest of the day. Students will have to complete the ISS assignment satisfactorily on return to school. Students are required to make up absent days.
12. **A student assigned ISS or suspended may not represent Burton ISD in any activity.** The In School suspension assignment is considered to be the last area of opportunity for a student prior to suspension. Upon return to regular classes, the student must complete a successful day in the school building. The student must receive satisfactory comments on the classroom re-entry form, or he or she will be sent to the principal for a return trip to ISS.

**Students who have difficulty observing ISS rules will be suspended or additional days will be added. Ten Accumulated ISS referrals in a school year for disruptive behavior may result in placement in AEP.**

With the use of detention hall for minor infractions, ISS will be used for more serious situations and carry with it stricter consequences.

### **Fighting**

Fighting has no place at school or school related activities. **Fighting will be considered a serious offense and the police may be contacted and a citation will be issued.**

1<sup>st</sup> offense      3 days suspension

2 <sup>nd</sup> offense	Referral to Alternative School (AEP) for 15 days
3 <sup>rd</sup> offense	Suspension from school pending an expulsion hearing

### DRESS CODE

Although the ultimate responsibility for student's grooming lies with the student and their parents, the school has a part to play in student dress code. The responsibility of the school officials to prescribe and control personal appearance in the schools has been affirmed repeatedly in courts of the United States. The Burton I.S.D. School Board sets the standards of acceptable dress for students.

Classroom teachers may make interpretations of the BURTON I.S.D. student dress code. If there is a question, the student will be referred to the principal. Students in violation of this dress code will be sent or taken home to correct the violation. Additional disciplinary action may be warranted if there is a repeat of dress code violation.

- Clothing shall be neat and in good repair. Clothing that is cut or torn above the knee is not to be worn to school. Modesty will be the dominant feature.
- Hair must be neat, clean, and well groomed and must not be colored or dyed an unnatural color (green, blue, pink, purple and the like) in a way that will be distracting or inhibit the learning of other students. Symbols and/or styles that are identified with gang membership or representation, obscene language, alcohol or drugs shall not be allowed. Picks, combs, and brushes in the hair are prohibited while on campus.
- All clothing – shirts, blouses or dresses – must be long or short sleeved on the Jr/Sr. High School campus. On the elementary campus, all dress and blouse straps must be a minimum of 3 inches wide.
- Knee length shorts or shorts that are not shorter than fingertip in length may be worn on both campuses. Capri pants may be worn.
- Overalls must be completely buttoned and the snaps worn over the shoulders.
- Students may not wear trench coats or dusters.
- The district will not allow pictures, emblems, or wording on clothing that is lewd, racially offensive, vulgar, sexually suggestive, or obscene, or that advertise or depict tobacco products, alcoholic beverages, drugs, or any other prohibited substance. Anything worn, including tattoos that depict or represent gang affiliation per knowledge of the administration will be strictly prohibited.
- Pants or skirts must be worn at the waistline.
- Footwear must be worn that does not create a health or safety hazards for the individual or does not cause undue disruptions in the school. House slippers, thong flip-flops, pool slides, soccer slides, and shower shoes are not allowed. Shoes with wheels underneath are not allowed.
- Heavy gauge chains worn as jewelry, used as a wallet chain, key chain, etc. will be prohibited.
- Hats/caps/head coverings, by either males or females, are not to be worn or carried during school hours in the halls, classrooms, or lunchrooms, but may be worn during organized extracurricular activities in the gymnasiums or designated areas.
- Sunglasses may not be worn inside the school buildings.
- The wearing of earrings or other types of pierced jewelry anywhere except the ear is prohibited.
- Students will not be allowed to wear coins in their ears.
- Oversized garments are prohibited.
- All male students must comply with following additional regulations:

- All shirts must be long or short sleeved. Shirts with tails must be tucked in at all times. Shirts without tails may be worn out, shirts that are excessive in length must be tucked in and remain inside, not bloused. Boy's slacks or jeans must have belt loops and be belted at the waist. The belt should be visible. All shirt buttons with the exception of the top button must be buttoned.
- Faces must be clean-shaven: A well groomed mustache is acceptable. The upper lip must be visible, and no growth beyond or below the corner of the lip. Sideburns may be no longer than the bottom of the ear or flare at the bottom.
- Male students are not allowed to wear skirts or dresses.
- Male students are not allowed to wear earrings.
- All female students must comply with the following additional regulations:
- Blouses and tops must extend beyond the waistband of the jeans, pants, or skirt and long enough to cover the midriff when sitting, bending over, or raising the arms, but no longer than finger tip length. If it is longer than fingertip length it must be tucked in.
- Halter tops, see-through clothing, low cut tops, clothing with cutout backs, bodies or shoulders should not be worn. Clothing that is deemed to be too provocative or too revealing is prohibited.
- Girl's slacks, jeans, or skirts must be worn at the waist. No skin should be visible between the top and bottom clothing.
- Mini-skirts will not be worn. For skirts or dresses, the hem length must hit the middle of the knee. If a dress or skirt will not stay within the allowable length at all times while walking, then it should not be worn.
- Tight form-fitting pants may be worn with skirts that meet the hemline requirements.
- Dress code violations will result in disciplinary action. Repeated violations of the dress code policy will result in In-School Suspension placement, or Out of School Suspension.

### **DRUG-FREE SCHOOLS**

The Burton Independent School District believes student use of alcohol, tobacco and illicit drugs is both wrong and harmful. Consequently, the district has established a Code of Student Conduct that prohibits the use, sale, possession, and distribution of alcohol, tobacco and illicit drugs by students on school premises or as part of any school activity, regardless of its location. Compliance with this code of conduct is mandatory, and students shall be disciplined if they are found to have violated this code of conduct.

The district's policies and its Discipline Management Plan provide a range of disciplinary sanctions for alcohol, tobacco and drug-related offenses. Students may be suspended or expelled for a period of time ranging from several days to the end of the school year; in addition, they may be referred to appropriate law enforcement officials for criminal prosecution.

Procedural requirements for the imposition of suspension and expulsion are set out in the district's policies at FOA, FOA (L), FOD, and FOD (L). Any principal will be glad to provide you access to or a copy of these policies.

Depending on the nature and severity of a drug, tobacco or alcohol-related offense, a student may be required to complete an appropriate rehabilitation program either in lieu of or in addition to other school discipline.

The school counselor can provide you with information about rehabilitation and re-entry programs that are available in our community or within reasonable access of our community.

Burton I.S.D. has adopted a Student Drug Testing Policy, FNF (Local), to establish students enrolled in extra-curricular activities as role models. We believe this policy will reduce the risk to the health and

physical abilities of our students. This policy will serve as a deterrent to substance abuse. This should reinforce the district policy to provide a safe, healthy and secure environment for all students.

To be eligible to participate in extra-curricular activities students will be required to sign and have their parents sign and return the form giving their consent for their student to participate in the student drug testing program.

Students will be selected on a random basis by the testing lab using the student's school ID numbers. The testing lab will be in charge of the testing procedure, collection of specimens and analysis. Testing will be supervised by staff of the appropriate sex. All positive results will be double-checked for accuracy. The student, parent/guardian, appropriate coach/sponsor, Athletic Director and Principal will be notified of positive results. The Superintendent will be the Program Administrator. More information on the program and sanctions may be found in the section designated as the Burton JH/HS Student Drug Testing Policy.

### **ELECTRONIC DEVICES**

Students are not permitted to possess such items as radios, CD players, tape recorders, camcorders, DVD players, cameras, or other electronic devices or games at school, unless prior permission has been obtained from the principal. Without such permission, school personnel will collect the item and turn it in to the principal's office. The principal will determine whether to return the item at the end of the day for the student to take home or whether the parent will be contacted to pick up the item(s). Any disciplinary action will be in accordance with the Student Code of Conduct.

**Cell phones may not be used or visible and must remain turned off during the instructional day. First time student violates this policy the phone will be taken up and returned to the parent, each time after that it will cost the student \$15.00 to pick up the phone. NO CELL PHONES ALLOWED ON ELEMENTARY CAMPUS.**

### **EMERGENCY DRILLS**

Students, teachers, and other District employees shall participate in frequent drills of emergency procedures. When the alarm is sounded, students must follow the direction of teachers or marshals quickly, quietly, and in an orderly manner.

Disaster and Severe Weather Emergency Procedures

#### **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

In the event of a tornado or severe weather, the office will issue an announcement. If the electricity is off, runners will be dispatched.

All students and faculty will go into the halls and sit in a tucked position with their hands or a book over their head and have their backs to the southwest wall.

Teachers will observe the following general rules:

Try to place students in the southwest corner, since debris usually falls in northwest corner.  
Whenever possible, students should be kept away from windows and glass.  
Remain as calm as possible.

### **EMERGENCY MEDICAL TREATMENT**

If a student has a medical emergency at school or a school-related activity when the parent cannot be contacted, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information updated (doctor name, phone numbers, allergies, medications, etc.) (Policy FFAC)

### **EXAMINATIONS - EXEMPTIONS**

Semester exams and six weeks exams will be administered the closing week of the reporting period. In order to maintain a high level of academic excellence, BHS has incorporated a policy for final exemptions. All students will participate in course finals in the fall semester.

For the spring semester, the following exemptions will be awarded if a student has an average of 80 in the class with 1 absence or an average of 90 in the class with 2 absences, has NOT received a level II referral, ISS, suspension, or an AEP placement during the semester.

Freshmen may be exempt one test  
Sophomores may exempt two tests  
Juniors may exempt three tests  
Seniors may exempt all test

Any student 7-11 passing the TAKS test will be exempt from taking the final in that subject area.

### **EXTRACURRICULAR ACTIVITIES**

All pupils are encouraged to participate in some extracurricular activity. A student who passes all courses for the grading period remains eligible throughout the next grading period.

A student with a grade below 70 at the end of a grade-reporting period may not participate in extracurricular activities for at least three school weeks. Exceptions to the rule include identified honors or advanced classes, or a student with disabilities who fail to meet the standards of their IEP. A student may practice or rehearse while ineligible. The student regains eligibility when the principal and teachers determine the student has: (1) earned a passing grade (70 or above) in all academic classes; and (2) completed the required days of ineligibility.

A student is allowed up to fifteen absences for a class during the school year for **extracurricular absences** not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of three absences for state competition. In addition, the District shall permit an unlimited number of absences for competitions and performances sponsored by other organizations approved by the Board. A student who misses class because of participation in an activity sponsored by a non-approved organization will receive an unexcused absence. **(Policy FM Local)**

Each student participating in extracurricular activities must have parent approval and those in sports must have a physical exam. The school is usually able to secure the exams on a date prior to the beginning of school. Students who do not get a physical with the group must make their own arrangements and bear the cost. If the school is unable to secure the service without charge, the expense will be borne by the student.

- All extracurricular activities and public performances, whether UIL activities or other activities approved by the Board, are subject to these restrictions.
- Students involved in extra-curricular activities, A student that has been assigned to In School Suspension will **NOT** be allowed to practice or participate in an extracurricular activity during the time of the assignment.
- A student who misses school for more than one-half of the school day (4 periods) will not be allowed to practice or participate in an extracurricular activity unless approved by the principal. School sponsored activities are exempt from this.

**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.

[For further information, see policies FM and FO.]

### **FACILITY USE BY STUDENTS BEFORE AND AFTER SCHOOL**

Certain areas of the school will be accessible to students before and after school for specific purposes. Unless a teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus.

#### **Use By Students Before and After School**

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

The following areas are open to students before school beginning at 7:30 a.m.

- Cafeteria
- Auditorium
- Gym (Elementary only)

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

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

### **FEES**

Most materials of the basic educational program are provided without charge to students. Students are expected to provide their own supplies of pencils, paper, erasers, and notebooks, and may be required to pay certain other fees or deposits (Policy FP), including:

Club dues.

Security deposits.

The material for a class project the student will keep.

Personal physical education and athletic equipment and apparel.

Voluntary purchases of pictures, publications, class ring, senior invitations, cap & gown, etc.

Instrument rental and uniform maintenance.

Fees for damaged library books and school-owned equipment. Lock deposit for lockers. (Voluntary)

Lost textbooks

Homemaking projects.

Required workbooks.

Parking fees .

Dual credit courses

Any required fee or deposit may be waived if the student or parents are unable to pay. Application for such a waiver may be made through the principal.

### **FUND RAISING**

Student clubs, classes, organizations, and parent groups will occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the principal's office at least 7 days before the event may be scheduled. Except as approved by the Superintendent, fund raising is not permitted on school property. (FJ Local and GE Local)

Every request for a class or club extracurricular activity must be prepared in writing by the class secretary, signed by the class president, approved by the sponsor, presented to the Principal and signed by the Superintendent. The appropriate forms are located in the high school office. Each organization will be limited to 2 fundraisers per year.

### GRADE CLASSIFICATION

After the 9th grade, students are classified according to the number of units earned toward graduation.

UNITS OF CREDIT EARNED	GRADE PLACEMENT
*****	*****
5	10--SOPHOMORE
10	11--JUNIOR
15	12—SENIOR

### GRADE POINT AVERAGE

A student's grade point average is determined by adding up the grade points earned for all courses taken and dividing by the total number of courses. Advanced courses are weighted and courses taken for local credit are not included. See counselor for details.

### GRADE REPORTING

Written reports of students' grades shall be issued to parents at least once every six weeks. At the end of the third week of each grading period, parents will be notified if the student's grade average is near or below 70 with a progress report. The dates for Progress Reports are:

<b>September 11, 2009</b>	<b>January 22, 2010</b>
<b>October 23, 2009</b>	<b>March 5, 2010</b>
<b>December 4, 2009</b>	<b>May 7, 2010</b>

This report should be signed by the parents and returned to the school **within two days**. If a student receives a grade of less than 70 in any subject, the parent should schedule a conference with the teacher of that subject. Students whose grades fall below 70 in a grade-reporting period must attend tutorials. (TEC 29.084).

### GUM CHEWING

Students are not permitted to chew gum inside the buildings at any time.

### HARRASSMENT

#### **Bullying or Taunting Behaviors**

Students must not participate, either individually or in a group, in bullying or taunting behaviors toward another student. Such behaviors may include repeated teasing or ridicule, name-calling, threats, theft, gossip and rumors, or physical intimidation of any kind. A substantiated complaint against a student will result in disciplinary action, according to the nature of the offense and the Student Code of Conduct.

#### **Harassment on the Basis of Race, Color, Religion, National Origin, or Disability**

Students must not engage in harassment behaviors motivated by race, color, religion, national origin, or disability directed toward another student.

Students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

The District encourages parental and student support in its efforts to address and prevent harassment in any form in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal or designee, or superintendent.

A student who believes he or she has been harassed by another student or by a District employee is encouraged to report the incident to the principal or counselor. The allegations will be investigated and addressed. A substantiated complaint against a student will result in disciplinary action, according to the nature of the offense and the Student Code of Conduct.

The student or a parent may appeal the decision of the principal regarding the outcome of the investigation in accordance with policy FNG(LOCAL). [See also policy FNCL.]

### **Sexual Harassment / Sexual Abuse**

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

The District will notify the parents of all students involved in sexual harassment by students when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual abuse by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX coordinator, Cheryl DaBera Elementary School Principal..

The student or parent may appeal the decision regarding the outcome of the investigation in accordance with policy FNCJ(LOCAL).

### **HEALTH-RELATED MATTERS**

#### Physical Activity for Students in Elementary Grades

The District will make available for public inspection a statement of the policy adopted to ensure that students in elementary grades engage in at least 30 minutes of physical activity per day or 135 minutes per week, along with other information. For information regarding the District's requirements and programs regarding elementary student physical activity requirements, please see the principal.

School Health Advisory Council

Other Health Related Matters

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

### **HIGH SCHOOL YEARBOOK**

The yearbook, The Panther, highlights the activities of Burton students in grades Pre-K through twelve. The publication of the yearbook is a self-sustaining nonprofit activity with the objective of preparing the best possible annual within the limits of the income from advertising, annual sales, and other sources.

### **HONOR ROLL**

"DISTINGUISHED HONOR ROLL"---All course grades not less than 90

"A HONOR ROLL"-----All course average A or above.

### **HONORS**

The Valedictorian and salutatorian must have spent 4 (four) full consecutive semesters prior to graduation at Burton High School.

An honor graduate is one who graduates under the State Recommended or Distinguished Achievement Plan and has a cumulative GPA in high school of 3.0 or higher.

Any student who has spent one full semester at Burton High School is eligible to be considered as an Honor student.

Students who complete high school graduation requirements for the Minimum, Recommended or Distinguished Program shall have the appropriate seal attached to their academic achievement records.

High school students who are ranked in the top ten percent of their graduating class are eligible for a period of two school years following their graduation for automatic admission to Texas general academic universities and colleges. Students and parents should see the counselor for further information about how to apply and the deadline for application. **(Policy EIC Legal)**

## IMMUNIZATIONS

All students must be immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. The immunizations required include: diphtheria/tetanus; Haemophilus influenza type B; hepatitis A; hepatitis B; measles (rubella); mumps; polio; rubella;; and varicella (chicken pox). School officials can provide information on the required doses of these vaccines. Proof of immunizations may be 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 licensed physician, stating that in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long contraindication. (Policy FFAB)

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent if the student is a minor) stating that the immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member.

## INSURANCE

Student insurance is provided by Burton Independent School District covering a student for in school and school sponsored activities where an adult supervisor is present. The coverage is defined as "secondary coverage" and will pay only after the family coverage has met its payment coverage. If there is no family coverage the school policy will pay a scheduled amount. The school will not be responsible for payment of medical bills not paid by the insurance company. There is an element of risk in any sport activity that cannot be assumed by the school.

## 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 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.
- The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

### **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.
- To comply with a properly issued directive to take a student into custody.
- 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.

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 custody action, notification will most likely be after the fact.

#### **Notification of Law Violations**

The District is also 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 adjudicated of delinquent conduct for any felony offense or certain misdemeanors.

[For further information, see policy GRA.]

### **LIBRARY**

The library is a center of a vast amount of information. You will find the library and indispensable ally as you do research in literature, history, science and other subjects. Many reference materials such as dictionaries, encyclopedias, almanacs, atlases, biographical reference books, literary reference books, and magazines may be found in addition to fiction books. Computers are available with Internet Access.

So all students can get the full benefit from the library, please note and follow the rules listed below:

1. Student must have a teacher's written permit with the time specified.
2. Limit 2 books per student unless other arrangements are made with library personnel.
3. JH/HS students must have their school ID to check out books.
4. Only library personnel may check books in and out.
5. JH/HS check out period is for 2 weeks; Elementary check out period is for 1 week. Books may be rechecked one time. Books may not be kept for more than 28 days on the JH/HS campus or 14 days on the Elementary campus unless other arrangements are made with library personnel.
6. Students with overdue books will not be permitted to check out other materials until overdue or lost books are returned or paid for. Refunds will be given if paid books are found during the present school year.
7. Books damaged by students must be paid for.
8. All overdue books must be cleared before the end of each semester.
9. Reference books, including encyclopedias, are to remain in the library.
10. Students will be sent to the principal's office for misconduct.
11. Replace newspapers, magazines, reference material, and books before leaving.

### **LOCKERS**

Lockers are school property and remain under the control and the jurisdiction of the school, notwithstanding the fact they are assigned to individual students. The school reserves the right to inspect all lockers. Students have full responsibility for the security of their lockers. **Students must be certain that the locker is locked, and that the combination is not available to others.** Searches of lockers may be conducted at any time there is reasonable cause to do so whether or not students are present. Student articles are not to be placed on top of the lockers.

## LOST AND FOUND

Textbooks and other articles found on campus are to be turned in to the school secretary in the office. Students are urged to check frequently if they have lost articles. The school will dispose of all uncollected items at the end of each semester.

## MEDICATION AT SCHOOL

No District employee will give a student prescription, nonprescription medication, herbal substances, or dietary supplements except:

Authorized employees of the District, in accordance with policy, and:

- If it is prescription medication, it must be provided by the parent, along with a written request from the parents, managing conservators, legal guardians or other person having legal control of the student and be in the original, properly labeled container.
- If the medication is nonprescription, it must be provided by the parent, along with a written request from the parents, managing conservators, legal guardians or other person having legal control of the student and be in the original, properly labeled container.
- If the substance is herbal or a dietary supplement, it must be provided by the parent and will be administered only if it is required by the student's Individualized Education Program (IEP) or Section 504 Plan for a student with disabilities.

A student with asthma may be permitted, to possess and use prescribed asthma 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 and parents should notify school officials if the student has been prescribed asthma medication for use during the school day. (FFAC)

Employees authorized by this policy to administer medication to students shall include the superintendent, principal, classroom teacher, coach, supervisor, counselor, registered nurse, teacher aide, secretary, trainer, or any other classified personnel employed by the District.

The District, the Board, and its employees shall be immune from civil liability, except for acts constituting gross negligence, for damages or injuries resulting from the administration of medication to a student, provided such administration conforms to the requirements of this policy.

### **PSYCHOTROPIC DRUGS**

Teachers and other District employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate. In addition, 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.

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

[For further information, see policies at FFAC.]

### **STEROIDS**

Parents and students should be aware that state law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only physician can prescribe use.

Under state law, 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.

## PARTIES AND SOCIALS

The rules of good conduct and grooming shall be observed for school social events. Guests will be expected to observe the same rules as students attending the event; the person inviting the guest will share responsibility for the conduct of the guest. Students attending a party or social may be asked to sign out

when leaving before the end of the party; anyone leaving before the official end of the party may not be readmitted.

### **PEST CONTROL**

The District periodically applies pesticides inside buildings. Except in emergency, signs will be posted on the outside entry doors near the school offices 48 hours before application. Information regarding the application of pesticides is available from Charles Hodde, Burton I.S.D. P.O. Box 944, Burton, Texas 77835, or phone (979) 289-3115. (Policy CLB and FD)

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

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

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

### **PRAYER**

Each student has the 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 require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity. (Policy EMI Legal.

### **PROCESS AND PROCEDURES PARENT OR STUDENT COMPLAINTS AND CONCERNS**

There are proper channels for all complaints. Any person having a grievance to be filed in the school district shall first have a conference with the individual closest to the problem. If satisfactory adjustments are not made, go to the next person in line of authority. Failure to do so could hinder your chances of an adequate settlement.

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

In general, the student or parent should first discuss the complaint with the campus principal. If unresolved, a written complaint and a request for a conference should be sent to the Superintendent. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees.

### **PROM**

Persons not enrolled in High School may not attend these activities without approval from the principal. High School students outside our district may attend these activities with a letter of recommendation from their school’s administration. These letters must be presented to the high school principal three days before the event.

### **PROMOTION, RETENTION, AND PLACEMENT IN GRADES K-12**

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 4, students must have performed satisfactorily on the Reading section of the grade 3 assessment test.

- In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the Mathematics and Reading sections of the grade 5 assessment test.
- In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessment test.

In addition, students in grades 3, 5, and 8 must meet promotion standards established by the District in order to be promoted.

Parents of students in grades 1-8 who do not perform satisfactorily on their exams will be notified that their child will participate in special instructional programs designed to improve performance. These students will also have two additional opportunities to take the test. If the student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the District, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policy EIE.]

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 Principal and policy EIF.] Students in grade 11 must pass the secondary exit-level assessment in English language arts, mathematics, social studies, and science in order to receive a diploma. A student who does not pass the exit-level assessment will have additional opportunities to take the test. [See **Graduation** on page 7 for information regarding exit-level tests required by state law.]

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.

## **PUBLICATIONS AND POSTERS**

### **School Materials**

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

The yearbook, The Panther, and Elementary GT Express is available to students. All school publications are under the supervision of a teacher, sponsor and the principal.

### **Non-school Materials**

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

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

## REPORT CARDS

Report cards with your child's grades or performance and absences in each class or subject are mailed once every six weeks. Dates for report cards are:

<b>First Semester</b>	<b>October 2</b>	<b>November 13</b>	<b>December 18</b>
<b>Second Semester</b>	<b>February 12</b>	<b>April 9</b>	<b>May 28</b>

## 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 the assigned desks and lockers. Students must be certain that the locker is locked, and that the combination is 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 District 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 presence 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.]

## SCHEDULING

Burton High School students pre-register in the spring for fall courses. All course requests are returned to the Counselor. Course requests are reviewed to assure all students are scheduled in the courses needed for graduation. Students will be given an opportunity to request schedule changes the first ten days of each semester. The Counselor and Principal review all schedule change requests to determine if the request will be approved.

## SCHOOL CLOSING INFORMATION

The superintendent of schools will make the determination if schools should be closed. In the event it is determined schools need to be closed, students and parents will be notified on

**KTEX FM 106.1      KWHI AM 1280      KULF      KTBX Channel 3**

## SCHOOL PICTURES

Pictures are taken twice a year for the entire student body. The fall pictures are used for the school yearbook at no charge to the student. If students are interested they can order a packet of pictures for personal use. Senior pictures will be taken at a later date. Pictures made in the spring may be purchased after viewing the proofs.

## SCHOOL RULES

Applicability of School Rules

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

To achieve the best possible learning environment for all students, the Student Code of Conduct and other campus rules of behavior will apply whenever the interest of the District is involved, on or off school

grounds, in conjunction with or independent of classes and school-sponsored activities. The District has disciplinary authority over a student in accordance with the Student Code of Conduct.

#### Before and After School

All Burton I.S.D. 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. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter code of conduct for participants established by the sponsor in accordance with Board policy.

#### Social Events

School rules apply to school social events to which a student brings a guest. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest.

A student and the guest attending a social event will be asked to sign in as they enter. As they leave they will be asked to sign out when leaving before the end of the event; anyone leaving before the end of the official end of the event will not be readmitted.

### **SCHOOL SPONSORED TRIPS**

The District's rules of student conduct apply to all school-sponsored and school-related activities, on or off campus. Students who violate these rules will be subject to disciplinary action.

On all sponsored school trips where the school furnishes transportation, every student involved will ride the school-furnished transportation to and from the particular event. The only exception will be when a parent or other adult member of the immediate family meets directly with the sponsor and requests the student ride in a personal vehicle in order to get home.

In a case where the parent wants their child to ride with another adult, they must make prior arrangements with the coach or teacher. A student will not be allowed to ride home with a boyfriend, girlfriend or other non-family member.

### **SENIOR ELIGIBILITY**

Only seniors who are pursuing enough courses to graduate in May are eligible for Senior Activities. Only seniors graduating in May will be permitted to order invitations. Junior students who are passing enough work to complete fifteen credits by the end of their junior year may order class rings. Seniors must have their grades in before they are eligible for graduation. 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 examination. All records in the office must be clear, including textbooks, library books, discipline and fees.

### **SPECIAL PROGRAMS**

The District provides special programs for gifted and talented students, homeless students, migrant students, students with limited English proficiency, dyslexic students, students with disabilities and bilingual students. Students or parents with questions about these programs should contact the principal's office. The coordinator of each program can answer questions about eligibility requirements and programs and services offered in the District or by other organizations.

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 their rights if they disagree with the District. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Melinda Fuchs at 289-3091

### **STUDENT ACTIVITIES**

A student in grades 7-12 may participate in extracurricular activities on or off campus at the beginning of the school year only if the student has earned at least the cumulative number of units in state-approved courses indicated below:

Beginning at the *ninth grade year*--have completed all courses required for the eighth grade.

Beginning of the *tenth grade year*--at least 5 units toward graduation.

Beginning of the *eleventh grade year*--at least 10 units toward graduation.

Beginning of the *twelfth grade year*--at least 15 units toward graduation.

### **STUDENT ASSISTANCE PROGRAM**

The District provides a student assistance program to assist students in a wide range of student concerns from child abuse cases to tutorial requests. For more information about this program contact the counselor's office.

### **STUDENT IDENTIFICATION CARDS**

An identification card is prepared for each student enrolled at BHS. The card will contain the following information: Name, grade level, identification number and picture ID.

The purpose for the cards are:

1. Safety of students and school
2. Identification
3. Admission to student activities
4. School library utilization

**Each student will be required to wear a current ID card visible above the waist during the school day. Defacing the student ID card in any way is prohibited.** Refusal to wear or render this card or to properly identify oneself when requested by school personnel will result in disciplinary action.

**The cost of replacing a lost card is \$ 2.00.**

### **STUDENT RECORDS**

A student's school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school. Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Release is restricted to:

By law, both parents--whether married, separated, or divorced—unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights.

An “eligible” student, which for purposes of student records, is one who is 18 or older OR who is attending an institution of postsecondary education. As soon as the student becomes eligible, control of the records goes to the student. However, the parents may continue to have access to the records of a student who is a minor or a dependent for tax purposes,

School officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District, of cooperatives of which the District is a member or facilities with which the District contracts for the placement of handicapped students, as well as their attorneys and consultants, who are:

- Working with the student;
- Considering disciplinary or academic actions, the student's case, or a handicapped student's Individual Education Plan (IEP);
- Compiling statistical data; or
- Investigating or evaluating programs.

Various governmental agencies or in response to a subpoena or court order.

A school to which a student transfers or in which he or she subsequently enrolls.

Release to any other person or agency—such as a prospective employer, or for a scholarship application—will occur only with parental or student consent as appropriate.

Certain information about BHS students is considered “directory information” and will be released to anyone, who follows procedures for requesting it. That information includes:

- Name,
- Address,
- Telephone listing,
- Date and place of birth,
- Photograph,
- Participation in officially recognized activities and sports,
- Weight and height of members of athletic teams,
- Dates of attendance,
- Grade level,
- Enrollment status,
- Honors and awards received in school,
- Most recent previous school attended, and
- E-mail address.

The District must comply with a request by a military recruiter or an institution of higher education for student’s names, addresses, and telephone listings, unless parents have advised the District not to release their child’s information without prior written consent.

The parent or an eligible student may prevent release of any or all directory information regarding a student. This objection must be made in writing to the principal within ten school days of the child’s first day of instruction for this school year. (See the acknowledgement form attached to this handbook.)

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. A parent or eligible student may review records during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The phone numbers and addresses of the Superintendent and principals are listed on the front cover of this handbook. **(FL Local)**

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher and records pertaining to former students after they are no longer students in the District, do not have to be made available to the parents or student.

Students over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to a hearing. If the records are not amended as a result of the hearing, the District shall inform the parent of the right to place a statement in the records commenting on the contested information and/or stating why the parent disagrees with the decision of the District. These comments will become part of the official records. Although improperly recorded grades may be challenged, parents and students are not allowed to contest a student's grade in a course through this process. Complaints of this nature are addressed in Policy FNG regarding Student or Parent Complaints and Concerns. Parents or students have the right to file a complaint with the U.S. Department of Education if they feel that the District is not in compliance with the law regarding student records.

Copies of student records are available at a cost of \$.10 per page, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; or (3) if the parent fails to follow proper procedures and pay the copying charge. If the student qualifies for free or reduced-price lunches and parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

#### **TARDY POLICY**

Students have five minutes to change classes. Students reporting late to class without the permission of the teacher will be written up as tardy and assigned detention. Repeated instances will result in more severe disciplinary action.

First Tardy ---- Warning  
Second Tardy ---- 1 hr. after school detention  
Third Tardy ---- 2 hrs. after school detention  
Fourth Tardy ---- One day ISS  
Fifth Tardy ---- Two days ISS with Parent/Principal Conference upon return to school  
Sixth Tardy ----One day AEP with Parent/Principal Conference upon returning to school.  
Tardiness will be cumulative over each semester

#### **TELEPHONES**

School phones are for business and are not to be used by students for personal calls. **A student will not be called from class to receive a phone call except in emergencies.**

#### **TEXTBOOKS**

State-approved textbooks are provided free of charge for each subject or class; students are responsible for textbooks issued them. The student must cover books as directed by the teacher. Students who are issued a damaged book should report that fact to the teacher. Any student failing to return a book issued by the school shall lose the right to have free textbooks assigned until the book is returned or paid for by the parent or guardian.

#### **TRANSPORTATION**

School Sponsored

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal or sponsor, however, may make the exception if the parent personally

requests that the student be permitted to ride with the parent or presents a written request to the principal the day before the scheduled trip that the student be allowed to ride with an adult designated by the parent. The District shall not be liable for any injuries that occur to students riding in vehicles that are not provided by the district. (FMG)

#### Buses and Other School Vehicles

The District makes school bus transportation available to all students. This service is provided at no cost to students. Bus routes and subsequent changes are posted at the school in the office of the Superintendent. Further information may be obtained by calling him at 979-289-3131.

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 instructions at all times.

Enter and leave the bus in an orderly manner at the designated bus stop nearest home.

Keep feet, books, band instrument cases and other objects out of the aisle.

Not deface the bus or its equipment.

Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw or drop 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.

Be seated while vehicle is moving.

When students ride in a District vehicle equipped with seat belts the seat belts must be fastened at all times.

The following procedures shall be followed when a discipline concern arises on a bus serving a regular route or an extracurricular activity. Students will be issued discipline notice for school bus infractions.

- First discipline notice-Warning
- Second discipline notice-One day of ISS
- Third discipline notice- 3 day bus suspension
- Fourth discipline notice-5 day suspension
- Fifth discipline notice can and will result in a student being removed from the school bus for the remainder of the school year.
- FIGHTING ON THE SCHOOL BUS WILL RESULT IN A THREE DAY BUS SUSPENSION.

**TRANSPORTATION TO DISCIPLINE AEP WILL NOT BE PROVIDED.**

#### **TUTORIALS**

Tutorials are offered to any student and are encouraged for any student with a grade below 70. Generally, tutorials are offered by the teacher on Mondays through Friday from 7:30 a.m. until 7:55 a.m. and from 3:30-4:00 p.m. on Monday-Thursday.

#### **VANDALISM**

The taxpayers of Burton I.S.D. have made a substantial and 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 in the coming years—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.

### VIDEOTAPING OF STUDENTS

For safety purposes, video/audio equipment may be used to monitor student behavior on buses, halls, parking lots and other common areas on campus. Students will not be told when the equipment is being used. The principals will review the tapes routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

### VISITORS

Parents and other visitors are welcome to visit BISD schools. All visitors must first report and sign-in with the principal's office. **The visitor will be given a Visitor ID pass to identify them to school personnel.** Visits to individual classrooms during instructional time shall be permitted only with the principal's pre-approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. (GKA Local and GKC Local)

### WITHDRAWALS

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. A withdrawal form may be obtained by the parent from the principal's office.

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages; to the textbook custodian to check in textbooks; to the lunchroom to settle lunchroom accounts; to the Library to clear records of books checked out; to the registrar to obtain a copy of their latest report card and provide a forwarding address and the name of the school they will be entering to send health, attendance and academic records. Last of all the document will need the principal's signature. A copy will be given to the student and a copy placed in the student's permanent record. Due to the number of people required to sign off on a withdrawal form, the student should give the Campus secretary at least 24 hours notice. (FFAC Local)

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.

## 2009/2010 Bell Schedules

### **Bell Schedule #1** *(Regular School Day)*

7:40 – 7:55	Breakfast Served
8:00 – 8:50	1 <sup>st</sup> Period
8:55 – 9:20	2 <sup>nd</sup> Period Enrichment
9:25 – 10:15	3 <sup>rd</sup> Period
10:20 – 11:15	4 <sup>th</sup> Period
<b>11:15 – 11:45</b>	<b>Jr. High Lunch</b>
11:20 – 12:10	HS 5 <sup>th</sup> Period
11:50 – 12:40	JH 5 <sup>th</sup> Period
<b>12:10 – 12:40</b>	<b>HS Lunch</b>
12:45 – 1:30	6 <sup>th</sup> Period
1:35 – 2:25	7 <sup>th</sup> Period
2:30 – 3:25	8 <sup>th</sup> Period

### **Bell Schedule #2** *(Modified School Day – Pep Rally)*

7:40 – 7:55	Breakfast Served
8:00 – 8:50	1 <sup>st</sup> Period
8:55 – 9:20	2 <sup>nd</sup> Period Enrichment
9:25 – 10:15	3 <sup>rd</sup> Period
10:20 – 11:15	4 <sup>th</sup> Period
<b>11:15 – 11:45</b>	<b>Jr. High Lunch</b>
11:20 – 12:10	HS 5 <sup>th</sup> Period
11:50 – 12:40	JH 5 <sup>th</sup> Period
<b>12:10 – 12:40</b>	<b>HS Lunch</b>
12:45 – 1:25	6 <sup>th</sup> Period
1:30 – 2:10	7 <sup>th</sup> Period
2:15 – 3:00	8 <sup>th</sup> Period
3:05 – 3:25	Pep Rally

### **WHAT TO DO IF...**

You need to see the Principal or Counselor--

CALL TO MAKE AN APPOINTMENT OR SEE THE SCHOOL SECRETARY.

You are late to class or school--

GO TO THE OFFICE FOR AN ADMITTANCE SLIP.

If you are absent from school--

CALL THE OFFICE TO REPORT ABSENCE. GO TO THE OFFICE WITH A WRITTEN NOTE THE DAY YOU RETURN TO SCHOOL. IF ABSENT MORE THAN ONE DAY...CALL TO GET YOUR ASSIGNMENTS. IF YOU WENT TO THE DOCTOR, DENTIST OR OTHER HEALTH CARE OR LEGAL APPOINTMENT, BRING A NOTE ON THEIR OFFICE STATIONARY.

You have lost a textbook--

CHECK WITH YOUR TEACHERS AND THE OFFICE. IF IT IS NOT FOUND YOU MUST PAY FOR IT IN THE OFFICE AND NEW BOOK WILL BE ISSUED TO YOU.

You need to leave the classroom--

GET A HALL PASS FROM YOUR TEACHER.

You become ill--

GET PERMISSION TO LEAVE THE ROOM FROM YOUR TEACHER AND REPORT TO THE OFFICE TO SIGN OUT.

You need advice about schedules, personal problems, college, scholarships, etc.--

SEE THE COUNSELOR TO SET UP A TIME FOR A CONFERENCE SO THAT NO ACADEMIC CLASSES WILL BE MISSED.

You want information about any phase of the school--

READ THIS HANDBOOK; ASK A TEACHER, THE COUNSELOR, OR PRINCIPAL.

You must withdraw from school--

SEE THE COUNSELOR.

You have a problem with your locker--

GO TO THE OFFICE.

You want to be successful at school--

GET INVOLVED IN SCHOOL ACTIVITIES. SET REASONABLE GOALS AND STRIVE TO ACCOMPLISH THEM. AVOID NEGATIVE GROUPS. GET TO KNOW YOUR TEACHERS, THE COUNSELOR, SUPPORTIVE STAFF, AND ADMINISTRATORS.

# BURTON PANTHER

## 2008 Varsity Football Schedule

<u>Date</u>	<u>Opponent</u>	<u>Site</u>	<u>Time</u>
<b>SAT 8/16</b>	<b>Brazos (S)</b>	<b>Home</b>	<b>TBA</b>
<b>THU 8/21</b>	<b>Thrall (S)</b>	<b>Away</b>	<b>TBA</b>
<b>FRI 8/29</b>	<b>Weimar</b>	<b>Home</b>	<b>7:30</b>
<b>FRI 9/05</b>	<b>Hyde Park</b>	<b>Away</b>	<b>7:30</b>
<b>FRI 9/12</b>	<b>Hallettsville</b>	<b>Home</b>	<b>7:30</b>
<b>FRI 9/19</b>	<b>Normangee</b>	<b>Away</b>	<b>7:30</b>
<b>FRI 9/26</b>	<b>**Granger</b>	<b>Home</b>	<b>7:30</b>
<b>FRI 10/03</b>	<b>OPEN</b>		
<b>FRI 10/10</b>	<b>*Flatonia</b>	<b>Away</b>	<b>7:30</b>
<b>FRI 10/17</b>	<b>*Louise</b>	<b>Away</b>	<b>7:30</b>
<b>FRI 10/24</b>	<b>*Ganado</b>	<b>Home</b>	<b>7:30</b>
<b>FRI 10/31</b>	<b>*Somerville</b>	<b>Away</b>	<b>7:30</b>
<b>FRI 11/07</b>	<b>***Shiner</b>	<b>Home</b>	<b>7:30</b>

### JUNIOR HIGH

<u>Date</u>	<u>Opponent</u>	<u>Site</u>	<u>Time</u>
<b>Thurs 9/04</b>	<b>Hyde Park Baptist</b>	<b>Home</b>	<b>5:00</b>
<b>Thurs 9/11</b>	<b>Hallettsville Sacred H.</b>	<b>Away</b>	<b>5:00</b>
<b>FRI 9/18</b>	<b>Normangee</b>	<b>Home</b>	<b>5:00</b>
<b>FRI 9/25</b>	<b>Granger</b>	<b>Away</b>	<b>5:00</b>
<b>FRI 10/03</b>	<b>OPEN</b>		
<b>FRI 10/09</b>	<b>*Flatonia</b>	<b>Home</b>	<b>5:00</b>
<b>FRI 10/16</b>	<b>*Louise</b>	<b>Home</b>	<b>5:00</b>
<b>FRI 10/23</b>	<b>*Ganado</b>	<b>Away</b>	<b>5:00</b>
<b>FRI 10/30</b>	<b>*Somerville</b>	<b>Home</b>	<b>5:00</b>
<b>FRI 11/06</b>	<b>*Shiner</b>	<b>Away</b>	<b>5:00</b>

(S) Scrimmage

\* District

\*\* Homecoming

\*\*\* Parents Night



# Burton Volleyball 2009

DATE	OPPONENT	SITE	TEAMS	TIME
Aug. 7	Iola Scrimmage	AWAY	JV, V	TBA
Aug. 8	North Zulch Scrimmage	AWAY	JV, V	TBA
Aug. 11	Shiner	AWAY	JV, V	5:00
Aug. 14	Giddings	HOME	JV, V	5:00
Aug. 18	North Zulch	AWAY	JV, V	5:00
Aug. 20-22	Iola Varsity Tournament	AWAY	V	TBA
Aug. 25	Hempstead	AWAY	JV, V	5:00
Aug. 27 & 29	Schulenburg Varsity Tournament	AWAY	V	TBA
Sept. 1	Shiner	HOME	JV, V	5:00
Sept. 4 -5	Snook Varsity Tournament	AWAY	V	TBA
Sept. 8	Smithville	AWAY	JV, V	5:00
Sept. 11	Hearne	HOME	JV, V	5:00
Sept. 12	Burton JV Tournament	HOME	JV	TBA
Sept. 15	Brenham Christian Academy	HOME	V	5:00
Sept. 19	Lexington JV Tournament	AWAY	JV	TBA
Sept. 22	<b>*Somerville</b>	HOME	JV, V	5:00
Sept. 25	North Zulch	HOME	JV, V	5:00
Sept. 29	<b>*Round Top-Carmine</b>	HOME	JV, V	5:00
Oct. 2	<b>*Fayetteville</b>	AWAY	JV, V	5:00
Oct. 6	<b>*Dime Box</b>	HOME	JV, V	5:00
Oct. 9	<b>*Snook</b>	AWAY	JV, V	5:00
Oct. 13	<b>*Somerville</b>	AWAY	JV, V	5:00
Oct. 16	<b>*Round Top-Carmine</b>	AWAY	JV, V	5:00
Oct. 20	<b>*Fayetteville</b>	HOME	JV, V	5:00
Oct. 23	<b>*Dime Box</b>	AWAY	JV, V	5:00
Oct. 27	<b>*Snook</b>	HOME	JV, V	5:00

**Nov. 2-3Bi-District**

**Nov. 5-7Area**

**Nov. 9-10 Regional Quarterfinals**

**Nov. 13-14 Regional Tournament**

**Nov. 19-21 State Tournament**

Head Coach: Megon LeSturgeon

Superintendent: Jim Palmer

Athletic Director: Clinton Smith

Principal: Karen Steenken

**\*BOLD denotes District Game**

**BURTON HIGH SCHOOL SCHOOL SONG**

Hail to thee our Alma Mater,  
School we hold so dear.  
With our friends and fellow comrades  
We spend a happy year.  
Tho' we leave we'll always cherish  
Memories fond and true.  
Hail to thee, ole Burton High School,  
We are all for you!

**COLORS**

Red and White

**MASCOT**

Panther

# PARENT-STUDENT HANDBOOK

## TABLE OF CONTENTS

WELCOME TO BURTON I.S.D.....	1
PURPOSE OF RULES AND REGULATIONS .....	1
BOARD OF TRUSTEES and ADMINISTRATION .....	2
SCHOOL CALENDAR .....	3
PARENTAL INVOLVEMENT .....	4
ACADEMIC INFORMATION.....	6
Students with Disabilities.....	7
PSAT/NMSQT.....	7
College-Entrance Test.....	7
College Visit/Student Function .....	7
Correspondence Courses .....	8
Dual Credit.....	8
Texas Assessment of Knowledge and Skills (TAKS) .....	8
Program Choice.....	8
Minimum High School Graduation Program .....	9
Recommended High School Program .....	9
Distinguished High School Program .....	9
Early Graduation .....	9
Graduation Requirements .....	10
Exhibit A: Minimum Secondary Program (Beginning Freshman 2004) .....	11
Exhibit B: Recommended Secondary Program (Beginning Freshman 2004) .....	12
Exhibit C: Distinguished Secondary Program(Beginning Freshman 2004) .....	13
Exhibit D: Minimum Secondary Program (Beginning Freshman 2007) .....	14
Exhibit E: Recommended Secondary Program (Beginning Freshman 2007) .....	15
Exhibit F: Distinguished Secondary Program(Beginning Freshman 2007).....	16
Scholarships .....	17
Automatic Admission for Top Ten Percent of the Graduating Class .....	17
THEA Exemptions .....	17
Completion of credit for graduation, but unsuccessful on TAKS .....	17
Tech Prep .....	17
Graduation Expenses .....	18
Graduation Requirements.....	18
Course Listings.....	18
Weighted Grade System.....	19
Class Rank Tables .....	20
ACADEMIC RECOGNITION.....	19
ACCIDENT PREVENTION.....	20
ASBESTOS.....	21
ATTENDANCE .....	21
Make-up Work.....	21
Participation in Contests.....	22
Driver License Verification.....	22
Attendance for Credit .....	22
Early Dismissal.....	22
Late Arrival .....	23
AWARD JACKET POLICY .....	23
BULLYING.....	24
CAFETERIA .....	24
CARS .....	24
CHEATING .....	25
CHEERLEADERS/ MASCOT .....	25
CHILD ABUSE AND NEGLECT .....	25

CLASS OFFICERS .....	25
CLOSED CAMPUS - RELEASE OF STUDENTS .....	26
CLUBS .....	26
COMMENCEMENT PARTICIPATION.....	27
COMMUNICABLE DISEASES .....	27
COMPUTER RESOURCES .....	28
CONDUCT BEFORE AND AFTER SCHOOL .....	28
CORPRAL PUNISHMENT .....	28
CORRIDOR PASS.....	28
COUNSELING .....	29
CREDIT BY EXAMINATION .....	29
DATING VIOLENCE.....	30
DISRUPTIONS.....	30
After School Detention.....	30
ISS.....	30
DRESS CODE.....	32
DRUG-FREE SCHOOLS .....	33
ELECTRONIC DEVICES .....	34
EMERGENCY DRILLS .....	34
EMERGENCY MEDICAL TREATMENT .....	34
EXAMINATIONS - EXEMPTIONS .....	35
EXTRACURRICULAR ACTIVITIES .....	35
FACILITY USE BY STUDENTS BEFORE AND AFTER SCHOOL .....	36
FEES.....	36
FUND RAISING.....	36
GRADE CLASSIFICATION .....	37
GRADE POINT AVERAGE .....	37
GRADE REPORTING .....	37
GUM CHEWING .....	37
HARRASSMENT .....	37
HEALTH RELATED MATTER.....	38
HIGH SCHOOL YEARBOOK.....	38
HONOR ROLL .....	38
HONORS .....	38
IMMUNIZATIONS .....	39
INSURANCE .....	39
LAW ENFORCEMENT .....	39
LIBRARY .....	40
LOCKERS .....	40
LOST AND FOUND .....	41
MEDICATION AT SCHOOL.....	41
PARTIES AND SOCIALS .....	41
PEST CONTROL.....	42
PRAYER.....	42
PROCESS AND PROCEDURES: PARENT OR STUDENT COMPLAINTS.....	44
PROM.....	42
PROMOTION, RETENTION, AND PLACEMENT IN GRADES 6-12 .....	42
PUBLICATIONS AND POSTERS.....	43
REPORT CARDS .....	44
SEARCHES.....	44
SCHEDULING .....	44
SCHOOL CLOSING INFORMATION .....	44
SCHOOL PICTURES .....	44
SCHOOL RULES .....	44
SCHOOL SPONSORED TRIPS .....	45
SENIOR ELIGIBILITY .....	45

SPECIAL PROGRAMS .....	45
STUDENT ACTIVITIES .....	46
STUDENT ASSISTANCE PROGRAM .....	46
STUDENT IDENTIFICATION CARDS .....	46
STUDENT RECORDS .....	46
TARDY POLICY .....	48
TELEPHONES .....	48
TEXTBOOKS .....	48
TRANSPORTATION .....	48
TUTORIALS .....	49
VANDALISM .....	49
VIDEOTAPING OF STUDENTS .....	50
VISITORS .....	50
WITHDRAWALS .....	50
BELL SCHEDULES .....	51
WHAT TO DO IF .....	55
H.S.VARSITY FOOTBALL SCHEDULE .....	53
H.S. VOLLEYBALL SCHEDULE .....	54
SCHOOL SONG .....	55

CODE OF CONDUCT

DRUG TESTING POLICY

