

2009-2010

HIGH ISLAND I.S.D.  
Parent/Student  
Handbook



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**HIGH ISLAND SCHOOL**  
**P.O. Box 246**  
**High Island, TX 77623**  
**(409) 286-5313**  
**FAX: (409) 286-2120**

Students of High Island School:

Welcome to your school. It is a school with a tradition steeped in academic excellence, built on the hard work and honorable accomplishments of those who came before you. For many of you, "those who came before you" include not only older siblings but also parents. Such is the rich High Island heritage.

Your challenge is not only to maintain the tradition of academic excellence, but also to build upon it. While this is certainly a daunting task, it is also a doable task. It is doable because of the peerless support system you have in the form of your friends, the High Island staff, and the community as a whole. All will play an integral part in your school year.

We urge you to squeeze as much out of this school year as possible. You are blessed to have excellent teachers; learn all you can from them. Also, join a club that matches your interests; confront the challenge of UIL literary competition; learn to appreciate the various programs; and be a part of the teamwork in athletics, or cheerleading. Never forget, however, that the school's tradition is built on academic excellence, and it is academics that must come first. To put anything else first would be to build your house upon sand.

Concerning your daily conduct, simply treat other people as you would wish to be treated, and respect the property of other people. If that is done, harmony will result.

Have a great year.

Sincerely,



Audie Tackett

## ***WELCOME TO HIGH ISLAND SCHOOL***

High Island School welcomes you to its ranks, and we hope you will always be conscious of its traditions and requirements. Let us always strive to have the spirit and to do the things, which will make it outstanding.

The faculty and administration wish to help you in every possible way. They are people who are very interested in your welfare and future. Please feel free to accept their help and guidance throughout your school days.

The policies and procedures in this handbook are designed to ensure a successful learning environment. Please take time to discuss the contents of this handbook with your parents.

We encourage students to become totally involved in the activities of High Island School. Participants should always remember that they are representing their school. Your success or failure depends largely upon you. You must put forth the effort and be willing to make sacrifices if you wish to experience success during your school years.

# **PEOPLE YOU SHOULD KNOW**

## **ADMINISTRATIVE STAFF**

**Mrs. Paula A. Quick .....Superintendent**

**Mr. Audie Tackett .....Principal**

**Ms. Gwen Edgar ..... Curriculum Director/Counselor**

## **OFFICE PERSONNEL**

**Mrs. Sabrina Bobino ..... Principal's Secretary**

**Mrs. Danielle Perea.....Attendance/Registrar/PEIMS**

**Mrs. Kay Reho ..... Finance Officer**

**Mrs. Sherry Leger .....Payroll Officer**

## **DEPARTMENT HEADS**

**Mr. Paul Colton .....Athletic Director**

**Mrs. Pricilla Sonnier ..... Cafeteria Manager**

## **GENERAL INFORMATION**

**NAME:** High Island School

**LOCATION:** High Island, Texas

**ADDRESS:**

2113 Sixth Street

P. O. Box 246

High Island, TX 77623

**COLORS:** Maroon & White

**MASCOT:** Cardinal

### **“HIGH ISLAND SCHOOL SONG”**

**ALL HAIL HIGH ISLAND HIGH SCHOOL  
THE GREATEST SCHOOL OF THEM ALL.  
THY SONS AND DAUGHTERS PLEDGE ANEW  
THEIR LOYALTY TO YOU.  
THERE ARE MANY HAPPY MEMORIES  
WE'LL CHERISH DOWN THROUGH THE YEARS.  
'TILL THE DAY WE'LL ALL BE COMING BACK  
TO DEAR OLD H. I. HIGH  
RAH! RAH!**

2009-2010 SCHOOL CALENDAR

First Day of School .....	August 24
Labor Day Holiday .....	September 7
End First Six Weeks .....	October 1
Rice Festival Holiday.....	October 2
1st Six Weeks Report Card.....	October 6
End Second Six Weeks .....	November 13
2nd Six Weeks Report Card .....	November 17
Thanksgiving Holidays .....	November 26 & 27
End Third Six Weeks .....	December 18
Christmas Holidays .....	Dec. 21 – Jan. 1
Second Semester Starts .....	January 4
3rd Six Weeks Report Card .....	January 5
End Fourth Six Weeks .....	February 19
4 <sup>th</sup> Six Weeks Report Card .....	February 23
Spring Break .....	March 8 - 12
End Fifth Six Weeks .....	April 9
5 <sup>th</sup> Six Weeks Report Card .....	April 13
Last Day of School .....	May 28
Early Release/HS Graduation .....	May 28
6th Six Weeks Report Card .....	mailed the week of June 1

## **2009-2010 High Island School Bell Schedule**

**7:55 – 3:01**

<b><u>First Bell</u></b>	<b>7:48</b>	<b><u>Daily Minute</u></b>
<b>1<sup>st</sup> Period</b>	<b>7:55-8:41</b>	<b>46 Minutes</b>
<b>Class Change</b>	<b>8:41-8:45</b>	<b>4 Minutes</b>
<b>2<sup>nd</sup> Period</b>	<b>8:45-9:31</b>	<b>46 Minutes</b>
<b>Class Change</b>	<b>9:31-9:35</b>	<b>4 Minutes</b>
<b>3<sup>rd</sup> Period</b>	<b>9:35-10:21</b>	<b>46 Minutes</b>
<b>Class Change</b>	<b>10:21-10:25</b>	<b>4 Minutes</b>
<b>4<sup>th</sup> Period</b>	<b>10:25-11:11</b>	<b>46 Minutes</b>
<b>Elementary Lunch(K-5)</b>	<b>11:11-11:41</b>	<b>30 Minutes</b>
<b>Class Change(Elem)</b>	<b>11:41-11:45</b>	<b>4 Minutes</b>
<b>5<sup>th</sup> Period(Elem)</b>	<b>11:45-12:31</b>	<b>46 Minutes</b>
<b>Class Change(MS/HS)</b>	<b>11:11-11:15</b>	<b>4 Minutes</b>
<b>5<sup>th</sup> Period(MS/HS)</b>	<b>11:15-12:01</b>	<b>46 Minutes</b>
<b>MS/HS Lunch(6-12)</b>	<b>12:01-12:31</b>	<b>30 Minutes</b>
<b>Class Change</b>	<b>12:31-12:35</b>	<b>4 Minutes</b>
<b>6<sup>th</sup> Period</b>	<b>12:35-1:21</b>	<b>46 Minutes</b>
<b>Class Change</b>	<b>1:21-1:25</b>	<b>4 Minutes</b>
<b>7<sup>th</sup> Period</b>	<b>1:25-2:11</b>	<b>46 Minutes</b>
<b>Class Change</b>	<b>2:11-2:15</b>	<b>4 Minutes</b>
<b>8<sup>th</sup> Period</b>	<b>2:15-3:01</b>	<b>46 Minutes</b>

## ***ACADEMIC INFORMATION***

### **ACADEMIC COUNSELING**

Students are encouraged to talk with the school counselor, teachers and principal in order to learn about the curriculum, course offerings, graduating requirements, and differences among graduation requirements for the various transcripts. Students who are interested in attending a college, university, training school, or some other advanced education, should work closely with the District's counselor so that they may take the high school courses that will best prepare them for further work. The counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

### **AWARDING ACADEMIC CREDIT**

In order to receive credit in a course, a student must be in attendance at least 90% of the course time.

Due to the fact that course selections made by students during pre-registration in the spring will determine much what takes place in the school management planning for the following year, selections made at that time should be made carefully. **For this reason, changing schedules after the first two weeks of school will be restricted to those of utmost necessity.**

### **CORRESPONDENCE COURSES**

Seniors who are enrolled in approved correspondence courses to earn units required for graduation shall complete the course and are required to submit the grade for recording at least thirty (30) days prior to the date of graduation.

High Island High School accepts correspondence units from the University of Texas at Austin and Texas Tech University only. Students in grades 9-12 may earn a maximum of two (2) units. All correspondence courses must be approved by the Principal or designee.

**ELIGIBILITY FACT SHEET**  
**2009-2010**

<b>End 6-wk 3:00pm</b>	<b>-loses or regains- End 7-day grace 3:00pm</b>	<b>(sponsor check grades) End 3-wk eval. 3:00pm</b>	<b>no lose, can only regain End 7-day wait 3:00pm</b>
Oct. 1	Oct. 8	Sept. 11	Sept. 18
Nov. 13	Nov. 20	Oct. 23	Oct. 30
Dec. 18	Jan. 8	Dec. 4	Dec. 11
Feb. 19	Feb. 26	Jan. 22	Jan. 29
Apr. 9	Apr. 17	March 19	Mar. 26

- 1) All students are eligible for full participation Dec. 18 @ 1:30pm until Jan. 4 @ 8:00am; then regular UIL rules apply, depending upon what the student's status was on Dec. 18.
- 2) All students are eligible for full participation March 5 @ 3:00pm until March 15 @ 8:00am; then regular UIL rules apply, depending upon what the student's status was on March 1.

**\*\*\*Sponsors/coaches are responsible for determining student's eligibility at the "3 week evaluation" point**

**Progress Report Issuance Dates:**

**Tuesday, Sept. 15**

**Tuesday, Oct. 27**

**Tuesday, Dec. 8**

**Tuesday, Jan. 26**

**Tuesday, March 23**

**Tuesday, May 4**

## GRADING SYSTEM

A- 90 –100

D- 70 - 74

B - 80 – 89

F – Below 70

C - 75 - 79

The lowest passing grade is 70.

## CREDITS

A credit will be determined by semester average. In a one credit course (example: English I) first and second semester grades will be averaged together for a final grade. If the final grade is 70 or more, one credit will be awarded. In a ½ credit course (example: Health) the credit will be determined by the semester average, 70 or more producing ½ credit.

EXAMPLE:	Final		Avg.	Credit
	(Fall)	(Spring)		
English	80	40	60	0
Health	70		70	.5

## GRADE REPORTS

### REPORT CARDS

Report cards will be mailed the week after the end of each six-week period. These report cards will be issued on the following dates:

1st 6 wks. October 6, 2009

4th 6 wks. February 23, 2010

2nd 6 wks. November 17, 2009

5th 6 wks. April 13, 2010

3rd 6 wks. January 5, 2010

6th 6 wks. mailed June 1

### PROGRESS REPORTS

Progress reports will be mailed to all student's parents each reporting period. While these reports usually carry an approximate grade average, their primary purpose is to give the impression of teachers as to specific attitudes or weaknesses, scholastic or otherwise, which may be detrimental to progress. **It may be possible for a student to be passing at the end of the mid-point reporting period and not be passing at the end of the reporting period.**

## **MINIMUM PROFICIENCY REQUIREMENT FOR GRADUATION**

The Texas Assessment Academic Skills, TAKS, will be administered to all eleventh grade students in the spring. Students who do not perform satisfactorily on the mathematics, writing, reading, science and social studies sections will be given additional opportunities to take the test before graduation.

The district offers the graduation programs listed below. All students entering grade 9 are required to enroll in the Recommended High School Program or Distinguished Achievement Program. Permission to enroll in the Minimum Graduation Program will be granted only if an agreement is reached among the student, the student's parent or person standing in parental relation, and the counselor or principal.

### Number of Credits

Minimum Graduation Plan	26
Recommended High School Program	26
Distinguished Achievement Program	26

All requirements for graduation must be met in full before a student can participate in graduation exercises.

## **REGISTRATION**

When a new student enters our school, he/she should report first to the registrar's office for registration purposes. Other students are pre-registered in the spring at which time they are supplied with information pertinent to their schooling.

## **REQUIREMENT FOR ENROLLMENT AT HIGH ISLAND SCHOOL**

New students will provide the following:

1. Birth Certificate
2. School Transcript
3. Health Records
4. Social Security Card
5. Last Report Card
6. Proof of residence showing physical address: i.e., electric or water bill

After all papers are in order, the new student will be assigned classes based on his/her withdrawal form. Substitutions will be made for any classes not offered at HI High School. Evaluation of credits for graduation will be made from a completed, official transcript.

## **REQUIREMENTS FOR WITHDRAWAL FROM HIGH ISLAND SCHOOL**

Students withdrawing from High Island High School must request a withdrawal form from the counselor's office. Students must be withdrawn by parent/guardian unless the student is 18 years old.

Students are withdrawn and transcript will be sent after:

1. All fines and fees are paid.
2. All books are returned or restitution made.
3. All classes are cleared by teacher's signature.
4. Books are cleared in library by librarian's signature.
5. Completed clearance is given by counselor's office.

## **TRANSFER STUDENTS**

Students who do not live in the High Island Independent School District may request enrollment as a transfer student. This information can be obtained in the registrar's office. All transfers must reapply for transfer each year.

The Board delegates to the Superintendent the authority to accept or reject any transfer request, provided that such action is without regard to race, religion, color, sex, disability, or national origin. FDA(Local)

## **SECTION 504 POLICY STATEMENTS**

It is the policy of the Board of Education to provide a free and appropriate public education to each handicapped student within its jurisdiction, regardless of the nature or severity of the handicap.

It is the interest of the district to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services.

Due process rights of handicapped students and their parents under Section 504 will be enforced. Gwen Edgar is the coordinator of Section 504 activities.

Under this policy, a handicapped student is one who (a) has a physical or mental impairment that substantially limits one or more major life activities including learning (b) has a record of such an impairment, or (c) is regarded as having such an impairment (34 C.F.R. Section 1104.3). Students may be

handicapped under Section 504 and this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA).

Modifications are implemented in accordance with the Individual Education Plan for the students who have been identified as dyslexic.

### **CREDIT BY EXAM TESTING DATES**

June 7, 8, & 9, 2010  
July 12, 13, & 14 2010

### **VOCATIONAL PROGRAMS**

High Island I.S.D. offers vocational programs in Agriculture Science. It is the policy of High Island I.S.D. not to discriminate on the basis of sex, handicapping conditions, race, color, or national origin in its educational and vocational programs, activities, or employment as required by Title IX, Section 504 and Title VI.

High Island I.S.D. will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

For information about rights or grievance procedures contact the Title IX Coordinator, or the Section 504 Coordinator, at P. O. Box 246, High Island, Texas 77623. Phone numbers are: (409) 286-5313 or 286-5314.

### **ATTENDANCE AND ADMISSIONS POLICY**

**PLEASE BE AWARE OF THE FOLLOWING LEGISLATIVE STATUTE AND LOCAL BOARD POLICY BEFORE AFFIXING SIGNATURE.**

SUBCHAPTER B. ADMISSION AND ATTENDANCE

21.31. Admission

(g) In addition to the penalty provided by Section 37.10, Penal Code, a person who knowingly falsifies information on a form required for enrollment of a student in a school district is liable to the district if the student is not eligible for enrollment in the district but is enrolled on the basis of the false information. The person is liable, for the period during which the ineligible student is enrolled, for the greater of:

- (1) the maximum tuition fee the district may charge under Section 21.063 of this code; or

- (2) the amount the district has budgeted for each student as maintenance and operating expenses.

## **ATTENDANCE POLICY**

In Texas, between a student's 6th and 18th birthdays, attendance is required each day during the instructional year unless the student is otherwise legally exempted or excused. School employees must investigate and report violations of the state compulsory attendance law. These attendance requirements also apply to any District-required tutorial sessions. A student absent without permission from school, from any class, or from required tutorials, will be considered truant and subject to disciplinary action. If a person 18 years or older has more than five unexcused absences in any semester, the school may legally revoke that student's enrollment for the remainder of the year. The student's presence on school property is then unauthorized and may be considered trespass.

Upon their return, students who are absent from school must bring a written statement from parents or guardian giving the student's first and last name, grade level of the student, the reason for absence, and the dates of the absence. Illness of student, severe illness in the family, or death in the family will be considered the only legitimate causes for being absent and work missed may be made up in accordance with T.E.A. compulsory attendance law.

Notes simply stating personal business will not be excused unless the type of personal business is stated. For example: Court appearance or must take parent to the doctor. Verification will be required.

A student who is absent from school will not be permitted to participate in or attend any extracurricular, or school sponsored events the day or night of the absence.

If the attendance committee finds that there are no extenuating circumstances for the absence or if conditions established by the committee for earning or regaining credit are not met, the committee shall deny credit for the class. A student whose petition for credit is denied may appeal the attendance committee's decision to the Board of Trustees.

One of the following types of absence slips will be issued to a student when he returns to school after an absence:

1. Excused absences: absences due to the student's own illness or death in the family: Excused, with make-up work permitted. Students without notes the first day following their absence will be given an unexcused absence until a written note from the parent/guardian, doctor, dentist is received. The student has five days to get their note to the office; at that point the absence becomes unexcused.
2. Avoidable but justifiable absence: An absence, which under ordinary circumstances would be unexcused, may be justifiable because of

extenuating circumstances. The absence must be approved in advance. Parents requesting this kind of absence for their student should discuss the matter with the principal at least the day before the absence.

3. Unexcused absences: All other absences are unexcused. Make-up work is permitted if previous arrangements with the teachers have been made and approved by the principal based on T.E.A. code. However, the highest grade for satisfactory make-up work shall be a grade of 70. If no arrangements have been made, no make-up work will be permitted.

4. Truancy: No make-up work is permitted. A "0" will be given for any work missed; this includes major tests and semester examinations. A student who is truant will be subject to disciplinary action.

If any parent or person standing in parental relations to a child who is subject to the compulsory school attendance law and not lawfully exempted or properly excused from attendance fails to require the child to attend school, he shall be warned in writing by the school attendance officer that attendance is immediately required.

In order to secure better attendance, the parent is requested to call the school before 10:00 a.m. anytime the student will not be at school. If the school has not been notified, the office may telephone parents and make inquiries about any absence. If it is not possible to contact the parent at home, a call will be made to the place of work of one of the parents.

5. Trips to the doctor or dentist, etc., may be excused, but students are encouraged to come to school before and/or after such appointments. If a student is absent in order to see a doctor or dentist, a note from the office of doctor or dentist will be required and will replace the note required of the parents.
6. Homework may be sent to the home upon request after the student has missed two or more days.
7. Physical education exemptions for more than three days will not be approved unless students obtain a doctor's statement.
8. Only in cases of unavoidable circumstances will tardiness be excused. CAR TROUBLE MAY NOT BE USED AS AN EXCUSE. A temporary loss of house electricity, unless other conditions exist, will not be an excused tardy or absence.
9. After an absence, it is the responsibility of students to secure absence and tardy slips from the office either before school or during lunch. Absence slips are obtained from the principal's office. Students are not to get a slip during class time unless returning to school. Excuse for tardiness caused by a teacher is to be obtained from the teacher who caused the tardiness. Each teacher must sign the admission slip, and then the student will turn it in to the last teacher signing it.
10. A student without an absentee slip will be allowed in class but may receive an unexcused tardy.
11. A student who has an excused absence shall ask his subject teacher for the assignment missed. Time limit for make-up is one (1) to five (5) school days. The teacher will determine the number of days allowed to make up work based on the number of days the student was absent. No work will be considered made up until it is completed to the satisfaction of the subject teacher.
12. If a student becomes ill and wishes to go home, he or she must get permission from the principal's office. Students not clearing through the office will be subject to disciplinary action.

13. If a student wishes to leave school for any reason, he or she should have the parent or guardian write a request to the principal giving the exact time the student is to be dismissed and the reason for the absence. Parents may come to the office in person to get the student. The student must sign out at the office. The principal will determine if the absence is excused or unexcused.
14. Students excused from school to participate in school activities will not be counted absent from school; however, the work missed shall be made up to the teacher's satisfaction within one (1) to five (5) school days. Students will not miss a class more than fifteen (15) times due to extracurricular activities and receive credit for the course. This policy does not affect a student's right to excused absence to observe religious holy days.

APPEAL: If a student is denied credit for a class by an attendance committee, the student may appeal the decision to the Board.

### **ATTENDANCE COMMITTEES**

The Board shall establish an attendance committee or as many committees as necessary for efficient implementation of Education Code.

The Superintendent or designee shall make the specific appointments. The committee shall be composed of an administrator and a teacher.

### **ATTENDANCE COMMITTEE HEARING**

The attendance committee shall hear (at parent's request) cases where a student's attendance falls below 90 percent of the days the class is offered and a petition by the student or his parents, guardian, or other person having lawful control under a court order has been filed and may review other cases a local option. The hearing may review student attendance records and other appropriate documents; an oral presentation before the committee with the student, parent, or other representatives; or another process established in local District policy.

### **ATTENDANCE FOR CREDIT**

A student and the student's parent or guardian shall be given written notice prior to and upon a student's attendance in any class dropping below 90 percent of the days the class is offered. When a student's attendance drops below 90 percent of the days the class is offered, the student, parent, or representative may submit a written petition to the appropriate attendance committee requesting award of credit. The attendance committee shall review the student's entire attendance record and the reasons for absences and shall determine whether to award credit. Petitions for credit may be filed at any time the student receives notice, but in any event no later than 30 days after the last day of classes. The attendance committee may review the records of all students whose attendance drops below 90 percent of the days the class is offered, whether or not a petition is filed.

## **COURT RETURNED STUDENTS**

The absence of a student who returns to school as a result of prosecution under the truancy law or by order of a court may be excused if the student:

1. Returns to school and attends class regularly and to the satisfaction of the District.
2. Satisfactorily completes assignments for the period of the absence within a reasonable time determined by the District.
3. Passes an examination at the completion of the class.

## **DRIVER'S LICENSE**

Students will get an unexcused absence if they leave school to get their license.

## **EXTENUATING CIRCUMSTANCES**

For purposes of viewing student absences, extenuating circumstances include, but are not limited to the following:

1. An excused absence. Any student may be excused for temporary absences resulting from personal sickness, dental appointment, death in the family, family emergencies, quarantine, weather or road conditions making travel dangerous or any other unusual cause acceptable to the Superintendent or principal of the school in which the student is enrolled. The reason for an excused absence must be stated in writing and signed by the parent or other person standing in parental relation to the student. The district may investigate any case in which an excused absence is requested. A temporary loss of house electricity, unless other conditions exist, will not be an excused tardy or absence.
2. Days of suspension. If a student is suspended, the absences shall be considered as excused absences if the student satisfactorily completes the assignments for the period of suspension within a reasonable time determined by the District. The District may impose a grade adjustment on work made up by a student who has been suspended. A grade of 70 will be the highest grade a student can acquire when making up work for absences due to being placed on out-of-school suspension.
3. Participation in a court proceeding or a child abuse/neglect investigation. The reason for the absences must be stated in writing by the probation officer or case worker.
4. The late enrollment or early withdrawal of a migrant student as defined.
5. Days missed as a runaway as defined.
6. Completion of a competency-based education program for students identified as at risk.
7. The late enrollment or early withdrawal of a student placed in or having resided in a community care home by the Texas Youth Commission (TYC).
8. The absences of a teen parent due to caring for his or her child.

9. Participation in substance abuse rehabilitation program.
10. Absences for which the student has shown extenuating circumstances and completed routine make-up work shall be considered as days of attendance for computing the required percentage of attendance.

### **EXTRACURRICULAR & COCURRICULAR ACTIVITIES**

Extracurricular Absences: Extracurricular absences and participation will be governed by UIL eligibility rules. High Island High School clubs and organizations are included in this category. This means that, in addition to your traditional UIL activities, a student in a club or organization must be academically eligible as defined by UIL in order to miss school with that group. Extracurricular absences of any type count toward the "15-Day Absence Rule."

Co-curricular Absences: Co-curricular activities are an extension of the classroom where the entire class participates and instructional benefit in that class is derived. UIL ineligible (failing) students may attend co-curricular events and miss classes. These co-curricular absences do not count against the "15-Day Absence Rule".

Eligibility for school absences: A student may not miss class/school for extracurricular reasons if the student has fallen below the 90% attendance rule. (9 absences for a semester class, 18 for a year class)

### **LATE ARRIVAL & LEAVING CAMPUS**

To leave campus, a student must check-out through the office. For illness or emergency, the student's parent/guardian or someone on the student's card will be telephoned and permission granted before the student will be allowed to leave. If no one can be reached by telephone, the student will return to class. **It can be simply stated that any student who arrives after class has started or needs to leave before class has ended will be required to report to the office.** Any **student who leaves campus** is in violation of this policy and will be subject to disciplinary action.

### **PERSONAL ILLNESS**

When a student's absence for personal illness exceeds five consecutive days, the student shall present a statement from a physician or health clinic verifying the illness or other condition requiring the student's extended absence from school. The attendance committee may, if the student has established a questionable pattern of absences, also require a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances. If not, the absences in question will be unexcused.

## **RELIGIOUS HOLY DAYS**

The District shall excuse students from attending school for the purpose of observing religious holidays when it is a tenet of their faith that they must be absent from school during such time. The District shall excuse the days on which the religious holy days are observed and for days on which the student must travel to and from the site where the holy days will be observed. Excused days for travel shall be limited to not more than one day for travel to and one day for travel from the site where the student will observe the holy days.

A student whose absence is excused for religious holy days shall not be counted as having attended for purposes of calculating the average daily attendance in the District. Students excused under this provision shall be allowed a reasonable time to make up school work missed on those days. If the student fails to complete the work missed satisfactorily, the District may respond appropriately. If the student satisfactorily completes the work, the days of absence shall be counted as days of compulsory attendance.

## **SPECIAL EDUCATION STUDENTS**

For students in special education, the ARD committee shall determine absences due to the student's handicapping condition as extenuating circumstances and shall determine any modifications necessary regarding make-up work.

## **AWARDS**

### **ACADEMIC AWARDS**

Any student who places 1<sup>st</sup> through 6<sup>th</sup> at district in the UIL Academic contest will be entitled to a major award which is a "H-I" letter provided the student has not received one during his/her school career.

### **ATHLETIC AWARDS**

All awards presented to our students are governed by the rules of the University Interscholastic League. The lettermen of these organizations are determined by the sponsors or coaches of the various activities. Major awards will apply to baseball, basketball, cross country, football, tennis, track & field, and softball. Any student who qualifies or letters in more than one event per year may get one major award plus an additional award for every other activity he/she lettered in. A student may only receive one major award during his/her high school career. To qualify for a major award, an athlete must fulfill the requirements for that particular sport as follows:

BASEBALL: A player to letter must have participated in at least 1/2 of the varsity games of one school year or have participated in the same sport for four years or to be recommended by the coach.

BASKETBALL: (Girls & Boys) - A player to letter must have participated in at least 1/2 of the varsity games played or have participated in the same sport four years or be recommended by the coach.

CROSS COUNTRY: A runner to letter must place in one of the first five places at the district meet, or the team must win first or second, and the runner is in the first five of the team. The runner may also letter if he/she participated in the same sport for four years or is recommended by the coach.

FOOTBALL: A player to letter must have participated in at least 1/2 of the varsity games played or have participated in the same sport four years or be recommended by the coach.

SOFTBALL: A player to letter must have participated in at least 1/2 of the varsity games of one school year or have participated in the same sport for four years or to be recommended by the coach.

TENNIS: (Girls & Boys) - A player to letter must reach the semifinals of a tournament, score at least one point at the district tournament or participated in the same sport four years or be recommended by the coach.

TRACK & FIELD: (Girls & Boys) - A player to letter must accumulate a total of 10 points in major track meets or score at least one point in the district meet or be recommended by the coach or participated in the same sport for four years.

\*\*An athlete must participate the entire season to qualify for a major letterman award.

### **NATIONAL HONOR SOCIETY AWARDS**

A student who is inducted into the NHS is eligible for a major award if the student has not received one during his/her school career.

### **CONDUCT AT UIL EVENTS**

Any fan ejected from a game or event will be banned from campus and school sponsored events for one (1) calendar year.

### **CHEATING/PLAGIARISM/ACADEMIC DISHONESTY**

Cheating is a form of stealing and cannot be tolerated. It lowers your self-esteem and defaces your character. If you are well prepared for your

lesson, you will find it unnecessary to cheat, and you will gain that satisfaction of knowing that you have done your work well. Each teacher will explain his/her policy concerning cheating at the beginning of the school year. Each teacher will handle cases of cheating based on the consequences that had been explained to the students and the parents will be notified. Also, a student who allows, encourages, aids or abets others in cheating is considered equally guilty of this offense and will be dealt with in the same manner as one who cheats.

### **CARE OF YOUR PROPERTY**

You should avoid bringing extra money or valuables to school where they could be lost or misplaced. Many items found at school every day cannot be returned because they cannot be identified. If you bring valuables to school, you are responsible for safe-guarding them. If you should lose some of your personal belongings, check with the office to see if they have been returned. It is suggested that you place a lock on your locker. The care and protection of your valuables is your responsibility and not that of your teacher or the office.

### **DRUG POLICY**

No student shall possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic, amphetamine, barbiturate, marijuana, alcoholic beverage, or other intoxicant (as those terms are defined by law):

1. On school premises during any school term.
2. Off school premises at a school-sponsored activity, function, or event.

If any prohibited substances are found, the student will be subject to appropriate disciplinary measures.

### **ELECTRONIC DEVICES**

Students are not to use any electronic devices (cell phones, CD players, radios, pagers, video games, etc.) during the school day. Violation of this policy will result in confiscation of the item. Parents will need to pick up the confiscated item in the principal's office. In addition other disciplinary action may be used. High Island ISD is not responsible for any lost or stolen electronic device that a student brings to school.

### **FIGHTING ON CAMPUS**

Any student who promotes, initiates, or participates in fighting at school, on school buses, or at school sponsored activities is subject to suspension from school. Students are prohibited from assaulting any District employee or student. An assault is defined as:

1. Intentionally, knowingly, or recklessly causing bodily injury to another.
2. Intentionally or knowingly threatening another with imminent bodily injury.
3. Intentionally or knowingly causing physical contact with another when the student knows or should reasonably believe that the other will regard the contact as offensive or provocative.
4. Threatening a member of school faculty or staff or any other employee of the district by statements, actions or gestures whether on or off premises at anytime.

### **POSSESSION OF PROHIBITED SUBSTANCES**

1. Lockers remain under the jurisdiction of the District and are subject to a sniff or administrative search at any time. Students are responsible for anything found in their lockers.
2. All vehicles parked in school parking lots shall be subject to sniff search at any time. Students are responsible for anything found in their vehicles.

### **TOBACCO**

State law prohibits the possession or use of tobacco products by students at school or at a school sanctioned activity on or off school property. State law prohibits anyone from using tobacco products on school property.

### **HIGH ISLAND SCHOOL POLICY ON HAZING**

It is the policy of High Island School that any student who attempts to "initiate", "haze", or otherwise inflict physical touching of any kind, or verbal abuse of any kind, or any of the definitions of hazing as contained in the Texas Education Code, whether on or off campus, whether associated with a school organization, or acting individually, whether during school hours or not, will be subject to the Student Code of Conduct charge of assault. Appropriate disciplinary consequences include, but are not limited to, AEP, removal from extracurricular participation, and/or expulsion.

An example of hazing includes, but is not limited to, an individual(s) of one grade level "initiating" a person of another grade level. The act does not have to be on school property or at a school-related activity. The fact that the person doing the hazing is doing so as a representative of a HIHS grade level, even though

he/she may be acting individually, will be cause for Student Code of Conduct jurisdiction.

## **HIGH ISLAND I.S.D. - DRESS CODE**

1. The general appearance should be of such nature as not to attract undue attention or interfere with the instructional program.
2. Tops or shirts that are inappropriately revealing or tight stretch tops may not be worn. Female tops shall present a modest appearance. Any top which displays or shows any part of the female breast or cleft between the breasts (cleavage) is prohibited. When a sport shirt or dress shirt is worn, only the top button may be unbuttoned. **Tops and pants or skirts must meet, so flesh does not show at the waist, when the person is sitting or standing.** Boys may not wear open armed "T" shirts or muscle shirts. No tank tops for boys or girls. No low cut or sleeveless shirts, blouses, or dresses shall be worn by girls. At least one shirt worn must have sleeves.
3. Students are not to wear clothing that is tight, loose, revealing, sagging, or short. Examples of unacceptable clothing according to this guideline include biker shorts, spandex shorts or tights, mini-skirts, tank tops, backless apparel, high slashed skirts, deliberately cut or torn garments, or mid-riff tops. (midriff tops are those that reveal bare skin).
4. Clothing, accessories, or makeup, that is extreme, revealing, tight, etc., will not be permitted. This includes failure to wear an article of apparel. Undergarments shall be worn in such a manner as not to be visible. No sleepwear or blankets.
5. Students cannot wear garments nor have tattoos with visual or written messages that are likely to cause material or substantial disruption to the school environment. Examples of such prohibited visual or written messages include, but are not limited to drugs, alcohol, tobacco, weapons, violence, vulgar or obscene language or images, disrespect for the American flag, and/or insults to race, religion, gender, or ethnicity.
6. All garments, including shorts, shirts and dresses, must be an appropriate and modest length. All of these garments must come to the ends of fingertips or longer when the arms are straight down on the sides.
7. Only dress style warm-ups may be worn in classrooms and halls. See through warm-ups are prohibited. They may not be too tight or revealing.
8. Shoes, including cleated shoes, which produce loud noises or damage, to floors will not be permitted. For safety and health reasons, shoes must be tied or fastened according to the shoe

style. **House shoes may not be worn.**

9. Obscene slogans, grotesque pictures, or occult signs and symbols are not permitted on shirts, jackets, jeans, sweatshirts, book covers, or parts of the body when at school or school events.
10. Obscene medallions, necklaces, chains and ornamental neckwear will not be allowed. Wallet chains are prohibited. Students must avoid extremes in the use of jewelry.
11. Clothing or jewelry shall not advertise alcohol, drugs, or tobacco products or shall not convey sexual innuendoes, either during school hours or at school-sponsored activities.
12. Gym clothes shall not be worn in the classroom area or halls, except as needed for P.E.
13. No type of cap, hat, bandanna or headband is to be worn in the buildings. Exceptions would be a cap or hat that is part of a uniform at a school activity or a head covering worn for religious purposes. Girls may wear ribbons, bows, and barrettes in their hair.
14. Dark glasses worn in the building are to be worn only upon written request of a physician or permission from the principal.
15. Earrings are allowed, but all other visible body piercing is prohibited.
16. HI ISD Dress Code is also required on school trips, extracurricular, and also co-curricular events.

Any style of clothing or hair dress for boys and girls which, in the opinion of the principal or his delegate, tends to distract or cause a student to become a disturbing influence or tends to jeopardize the health or safety of students will be prohibited.

## **GROOMING POLICY**

Students are expected to come to school neat and clean. The following guidelines will be used:

1. Boys' sideburns and mustaches must be neatly trimmed. Sideburns must not extend beyond the bottom of the ear.
2. No beards of any kind will be permitted.
3. Hair will have to be clean, neat and well groomed, and out of the eyes.
4. Any hairstyle that distracts or causes a student to become a disturbing influence shall be prohibited. Only natural hair colors will be allowed.

## **DRESS CODE & GROOMING VIOLATIONS**

1. Students with unacceptable hair colors will be sent home.
  - a. They will be placed in ISS for that day if they do not have transportation home at that time.
  - b. They will not be allowed to return to school until hair is a natural color.
2. Dress Code Violations
  - a. Students will be required to immediately correct any inappropriate wearing apparel.
    - 1) If necessary, they will be required to call and have appropriate clothing brought to them.
    - 2) Student may be placed in ISS for the remainder of the day if appropriate clothing cannot be acquired.
    - 3) Any class time missed while acquiring appropriate clothing will be counted as unexcused.
    - 4) Second short violation — student will not be allowed to wear shorts for the remainder of the school year.

## **HEALTH RELATED ISSUES**

No student is permitted in Mrs. Perea's office without a permit. In case of illness, ask your teacher for a permit to go to the office. Mrs. Perea will contact parents if student needs to be picked up from school. Students should not be sent to the office before 10:00 a.m.

## **DISPENSING MEDICATION AT SCHOOL AND ILLNESS**

All medication will be kept in Mrs. Perea's office.

Medication should be brought to school by the parent or another adult in the original prescription labeled container or original over the counter

package. **Please do not send medication on the school bus.** DO NOT send loose medication in a mislabeled container, baggie or envelope.

- In certain emergency situations, the District will maintain and administer to students nonprescription medications, but only:
  1. In accordance with the guidelines developed with the District's medical advisor and
  2. When the parent has previously provided written consent to emergency treatment on the District's form.

**Asthma:**

A student with asthma who has written authorization from his or her parent and physician or other licensed health-care provider may be permitted to possess and use prescribed asthma medication at school or school-related events. The student and parents should see the school nurse or principal if the student has been prescribed asthma medication for use during the school day.

**Diabetes:**

In accordance with a student's individual health plan (HB984) for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse or principal for information.

**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 a 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.

Please be aware of our school policy regarding the dispensing of medication at school by school personnel:

A **PRESCRIPTION DRUG** must have the prescription label from the drugstore on it and must be accompanied by written directions from the physician, plus a written request from the parent. The written note from the doctor and parent must include specific directions for dosage, time, and duration and why it is being given. **(Permission form for dispensing medication at school is available in back of handbook.)**

A **NON-PRESCRIPTION DRUG** (including Herbal, dietary supplements, cough drops, lozenges, aspirin, cough syrup, Tylenol, Advil, etc.) must be in the original container accompanied by written directions from the parent. The written note from the parent must include specific directions for dosage, time, duration and why it is being given. Time to take medication must be specific; it cannot be a blanket release such as, "take when needed". **(Permission form for dispensing medication at school is available from Mrs. Perea)**

If your child requires medication the first day of school, please bring the medication, the physician note, and parent note to Mrs. Perea's office on or before the first day of school.

**Prior year's medication and notes are not valid for the current school year.**

If your child has an insect sting allergy and requires medication when stung, please obtain a doctor's note and medication to be used if stung and bring it to Mrs. Perea's office before the first day of school.

If medication and/or dosage changes during the school year, a new note from the physician and parent is needed. It is also requested that a note be obtained when a long term medication is discontinued.

Over the counter medication must be age and dose appropriate for the student. For example, if the label reads 2 tablets every 4 hours, and you want to exceed the recommended dose listed on the label, or something similar, the medication can not be given at school without a written note from the physician stating the exact dosage to be given. Medication left at school two weeks after the end of the school year will be discarded.

**VISION AND HEARING SCREENING**

Students in 9<sup>th</sup> grade and any new students to our district will have their vision and hearing screened at the beginning of the school year. Information concerning the results of the screening will be available as soon as it is completed. If your child does not pass the screening, information will be sent home to request follow-up by your physician or health clinic. If you have question or concerns about your child's vision or hearing, contact the school nurse or health extender on the campus.

### **Physical Activity for Student in Elementary Grades:**

High Island ISD 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.

### **INDIVIDUAL HEALTH PLAN**

If your child requires special health monitoring due to a health condition such as asthma, seizures, severe food allergies, insect sting allergy, blood sugar problems (i.e. diabetes or hypoglycemia), migraine headaches, etc., please have your doctor write a plan of care for your child while he/she is at school. (Form available in Mrs. Perea's office) If your child requires medication due to any of these conditions, a medication form completed by the doctor and parent will be needed. New doctor notes are needed each year when school begins. Please bring this information to Mrs. Perea's office on or before the first day of class.

### **HEALTH DEPARTMENT REGULATIONS**

The major criterion for exclusion from attendance is the condition's probability of spreading from person-to-person. A student may have a non-excludable disease, yet require care at home or in a hospital.

CHICKEN POX - When all blisters have crusted over (but not longer than 7 days after onset of rash)

COMMON COLD WITH FEVER - When fever subsides

DIPHTHERIA - Written doctor's statement or local health authority permit

FEVER - (100.4 degrees or greater) - When fever subsides.

Recommended: Fever free for 24 hours unless otherwise indicated by physician

GASTROENTERITIS, VIRAL - When diarrhea subsides

HEAD LICE (PEDICULOSIS) - After treatment and when free of "nits" or eggs

HEPATITIS, VIRAL, TYPE A - After one week from onset of illness

INFLUENZA - When fever subsides

IMPETIGO - Covered and under treatment

MEASLES (RUBEOLA) - After 4 days from appearance or rash. In an outbreak, unimmunized children should also be excluded for at least

4 days after last case occurs

GERMAN MEASLES (RUBELLA) - After 5 days from appearance of rash.

MENINGITIS, BACTERIAL - Written doctor's statement or local health authority permit

MENINGITIS, VIRAL - Written doctor' statement or local health authority permit

MUMPS - When all swelling is gone, 9 days from onset

PINK EYE (CONJUNCTIVITIS) - When free of symptoms or written doctor's statement

POLIOMYELITIS (POLIO) - Written doctor's statement of local health authority permit

RINGWORM - Covered and under treatment

RINGWORM OF THE SCALP - Written release from physician

SALMONELLA - When diarrhea subsides

SCABIES - When treatment begun

SHIGELLOSIS - When diarrhea subsides

STREPTOCOCCAL SORE THROAT & SCARLET FEVER - After 24 hours from date antibiotic treatment begun

TUBERCULOSIS, PULMONARY - After antibiotic treatment begun, and a physician's certificate or health authority permit obtained

WHOOPING COUGH (PERTUSSIS) - After 7 days from date antibiotic treatment begun

## **IMMUNIZATIONS**

PLEASE NOTE THE FOLLOWING GUIDELINES REQUIRED BY THE TEXAS DEPARTMENT OF HEALTH REGARDING MINIMUM VACCINE REQUIREMENTS:

DPT/TD 4 doses, with one dose after the 4<sup>th</sup> birthday, and then 1 dose within the last 10 years.

POLIO 3 doses, with one dose since the 4<sup>th</sup> birthday

MMR 1 dose on or after 1<sup>st</sup> birthday. Students born before September 1, 1990, a second dose is required on or before the 12<sup>th</sup> birthday. Students born after September 1, 1990, a 2<sup>nd</sup> dose is required on or before their 5<sup>th</sup> birthday. The second dose must be 30 days after the first dose.

MEASLES One dose measles vaccine on or after 1<sup>st</sup> birthday or physician-verified history of illness AND A MMR #2 VACCINE is required for a child born between September 1, 1978, and September 1, 1991, shall show proof within 30 days after their 12<sup>th</sup> birthday.

HEPATITIS B 3 doses for children born on or after September 2, 1998, but before September 1, 1992, will be required to show proof within 30 days of their 12<sup>th</sup> birthday.

VARICELLA Children born between September 2, 1988, and September 1, 1992, will be required to show proof of Varicella Vaccination or documentation of disease\*\* (this may be used to document a child having chickenpox), within 30 days after their 12<sup>th</sup> birthday.

\*\*The documentation of disease for chickenpox is available in the back of this handbook. It is not required for high school students, but is required for college entrance. You may turn into school nurse in order to have documentation in student's file.

Immunizations may be obtained from your private physician or clinic. Immunizations may also be obtained from the following Health Departments:

GALVESTON COUNTY HEALTH DEPARTMENT

Students may not attend school unless the required immunization record is returned to Mrs. Perea. If you have any questions, please contact the school @ 286-5314.

## **POLICIES AND PROCEDURES**

### **CLASS PARTIES/DANCES**

The Junior-Senior Prom will be held during the spring. All parties and dances must be cleared with the class sponsors and principal at least one week in advance.

#### **SCHOOL DANCE AND PROM RULES**

1. H-I school students and their dates may attend; only opposite sex dates are allowed. However, H-I students are responsible for their date if he/she is not a H-I student. H-I Prom date include only Freshman(9<sup>th</sup> Grade) through the age of 21 yrs.
2. School dress rules apply including guests. Guests (both male and female) must abide by the school dress code pertaining to appearance, grooming, etc.
3. When you leave any dance including Prom, you cannot re-enter and must leave the campus.
4. No drinks or food are allowed except those provided by the dance

sponsors.

5. Appropriate behavior by all students is required.
6. A student cannot attend a school dance including Prom unless the student was present at school that day or the day before (Fri.) if dance/Prom is on a Saturday.
7. The Principal may restrict a student from attending dances if he/she commits a serious behavior violation or has repeated disciplinary infractions.

### **DRIVING & PARKING REGULATIONS**

Only licensed drivers are permitted to drive vehicles to school. Vehicles are to be parked in designated areas in the morning and so remain until the close of the school day. Permission to leave early must be cleared through the office. Students will not be allowed in vehicles during the school day. Students are not to drive or park in areas designated for Faculty, Visitors, or any other area not authorized. Students are to drive slowly and cautiously while on campus. Reckless driving, speeding, "squealing" tires or "burning off" and "racking off" or "gunning" engines will not be tolerated under any circumstances. Drivers will not allow another person to cling to or ride on the outside of a moving vehicle. Both the driver and the other person may be liable for such action. Infraction of rules such as improper and illegal parking, excessive speeding, leaving without permission, sitting in and loitering around parked cars, may result in losing the privilege of driving your vehicle to school. Students are also reminded that all rules and policies are in effect in the parking lot as this is part of the campus. All students driving a vehicle to school must acquire a parking permit from the Principal's office. The permit will be required to hang from rearview mirror at all times while on HIISD property.

### **EMERGENCY PROCEDURES**

#### **FIRE DRILLS**

Fire drills are for the protection of the entire student body and staff. These drills are required and will be monitored.

Simple fire drill rules:

- A. Evacuate the building in an orderly manner, leaving books in room, closing doors as the last person leaves.
- B. There will be no running or talking.
- C. Students should watch and listen to their teacher for instructions.
- D. Go directly to the place on the grounds assigned to your group

(about 50 feet from the building) and face the building in orderly lines. Avoid such hazards as fallen electric lines, etc., yield to fire equipment and personnel. Do not leave the campus.

- E. Do not return to the building until the "All Clear" is given.

### **DANGEROUS WEATHER ALERT (TORNADOES)**

- A. The signal is beeping or siren sound.
- B. Students should move to the hallway and sit next to the walls away from windows and doors.

### **FIELD TRIPS**

Trips of educational value in subject matter, planned by the supervisor and cleared by the principal will be allowed. This does not include the Vocational Agriculture Department, whose trips are a matter of regular scheduling during class periods.

### **FREE OR REDUCED LUNCHES**

Application for free or reduced lunch may be obtained through the principal's office. The school does not allow lunch charges.

### **PARENT CONFERENCES**

Parents are invited to visit their child's teacher during the conference periods to discuss their child's work. Parents must call for an appointment before coming to school so that teachers will be available for conference.

### **PARENT INVOLVEMENT, RESPONSIBILITIES AND RIGHTS**

Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Parents are partners with teachers, administrators, and the Board and are encouraged to:

1. Encourage your child to put a high priority on education and commit to making the most of the education opportunities the school provides.
2. Attend Board meetings to learn more about District operations, including the procedure for addressing the Board when appropriate.
3. Review the information in the Student Handbook (including the Student Code of Conduct) with your child: and sign and return the acknowledgment form(s). Parents with questions are encouraged to contact the school administration.
4. Become familiar with all of your child's school activities and with the academic programs offered in the District. Discuss with the principal any questions, such as concerns about placement, assignment, or

- early graduation, and the options available to your child. Monitor your child's academic progress and contact teachers as needed.
5. Exercise your right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to your child.
  6. Review your child's student records when needed. You may review (1) attendance records, (2) test scores, (3) grades, (4) disciplinary records, (5) counseling records, (6) psychological records, (7) applications for admission, (8) health and immunization information, (9) teacher and counselor evaluations, (10) reports of behavioral patterns, (11) state assessment instruments administered to your child
  7. If an instructional activity, in which your child is scheduled to participate, conflicts with your religious or moral beliefs, you may temporarily remove your child from the classroom. 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 TEA.
  8. Become a school volunteer. For further information, contact the school administration.
  9. Participate in campus parent organizations. For further information, contact the school. A copy of the Parent Rights Handbook is available in the school office.

### **PERSONAL COUNSELING**

The school counselor is also able to help students with a wide range of personal concerns. The counselor is familiar with community resources and may direct students to other sources of information and assistance. Students who wish to discuss academic or personal concerns with the counselor should come by the office.

### **PEST CONTROL**

High Island has an integrated pest control management plan. A copy is available in the Superintendent's office.

### **REST ROOMS**

During the transition period, students are expected to move rapidly from room to room. The regular transition time will allow time for students to go to the rest room and not be tardy for the next class. Students are not to spend time visiting or loitering in the rest room areas

### **VOLUNTARY STUDENT ACCIDENT INSURANCE**

Under State Laws, school districts are not liable for accidents which occur in schools. As parents, we have the responsibility to provide the

appropriate medical protection for our own children.

The High Island School District works in conjunction with a reputable insurance agency to provide “voluntary student accident insurance” for our students at a nominal cost per year. This cost is paid by the students who desire this coverage. This policy has options for coverage from the time a student leaves for school until returning home and also on school-sponsored trips. Each and every student is urged to make this information available to his/her parents to purchase the policy for him/her.

Any student who participates in extracurricular activities, i.e., athletics, literary, or U.I.L. will be covered by student accidental school insurance only when participating in those events. This insurance is to supplement a family's regular insurance program.

Injuries that occur at school must be reported immediately so a claim may be filed. Failure to report injuries at school can cause the insurance to void.

The High Island School District will not and cannot assume any responsibility for students who are not insured. Those students who are insured must notify the teacher when they are injured, and claim forms will be filled out and sent to the insurance company.

### **TEXTBOOK RESPONSIBILITY**

1. Textbooks are furnished by the state to each school for your convenience and use. Books will be issued by the individual teachers. Be sure that you place your name, the year, your teacher's name and your locker number in your book as soon as it is issued to you so that it can be identified if lost.
2. Keep your books covered at all times to protect them from unnecessary wear and damage.
3. Have no other unnecessary writing or marks on the pages or covers of the books.
4. When a book is lost or damaged due to negligence, you must pay the full price for it. See your teacher for necessary instructions. A refund will be given if the book is found later and can be identified.

### **VISITORS DURING SCHOOL DAY**

The regular school day is work time for our regular students and visitors distract from their work; therefore, no visitors will be permitted during the school day.

Parents who wish to see a teacher must make an appointment with the

teacher or through the office.

Parents wishing to see their children are required to check in with the office first.

### **USE OF LIBRARY**

Every student will have access to the library for reading materials and for reference books. Rules and regulations for the use of these books will be posted in the library. All students are urged to use the library at the proper times set aside for them.

### **SCHOOL ORGANIZATIONS**

Student clubs and organizations shall not be of a secret nature or discriminatory in any way. Student clubs and organizations shall be open to all members of the student body. However, organizations do have the right to require prerequisites for joining or being appointed to the organization.

### **STUDENT COUNCIL**

The High Island Student Council will be organized each year with representatives from the student body. Elections for officers will be held in the spring for the upcoming year.

### **NATIONAL HONOR SOCIETY**

Candidates for membership in the National Honor Society shall be members of the junior or senior classes who have spent at least one semester enrolled at High Island High School. Prospective members must have at least a 90 or higher average for their first four semesters of high school. In the fall, candidates who meet the grade-point requirements must fill out and return an application for membership within the specified time. These students will then be considered for membership by a council of teachers appointed annually by the principal. The Honor Society advisor will serve on the committee only in a consultative position and will not be a voting member of the committee. All students who are judged acceptable by a majority of the council on the basis of Service, Leadership, and Character will then be inducted into the National Honor Society.

Candidates for membership in the National Junior Honor Society shall be members of the second semester seventh grade or up thru first semester sophomores. Prospective members must have a cumulative grade point

average of 90 or higher and submit an application for membership within a specified time to the National Honor Society advisor. Applicants will be considered for membership. All students judged acceptable will then be inducted into the National Junior Honor Society.

### **CHEERLEADER SELECTION**

Selection for cheerleaders will be in the spring of the preceding school year for services in the fall. Cheerleaders will be selected by a panel of judges selected by the principal/sponsor. The head cheerleaders must be a Junior or Senior appointed by the sponsor.

The cheerleaders will cheer for sporting events as designated by the sponsor and approved by the principal.

Cheerleader and mascot eligibility will be determined by current UIL rules concerning grades. All cheerleaders will be expected to abide by the cheerleader constitution concerning conduct.

### **ATHLETIC TEAMS**

The following athletic teams will be sponsored by the High Island High School under the rules of the University Interscholastic League of which we are a member:

Football, Basketball, Baseball, Cross Country, Softball, Tennis,  
Track & Field

Eligibility for participation in all of these activities is determined by the rules of the University Interscholastic League. Transportation to all contests will be furnished by the school and all athletes will ride on such transportation. Exception to this rule may be made by the coach or sponsor in combination with Administration approval or a note signed from a parent. The coach or supervisor in charge of each activity will be responsible for the conduct of his students. A UIL "Acknowledge of Rules" form must be signed by both the student and parent/guardian and be on file at school before the student may participate in any sport.

### **EXTRACURRICULAR ACTIVITIES**

A student shall be permitted to participate in extracurricular activities, subject to the following restrictions:

1. During the initial six-week period of the school year, a student must have been promoted into the next grade level or must have accumulated the required number of units toward graduation.

2. During subsequent six-week periods, a student who receives a six-week grade below 70 in any course or subject or a handicapped student who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extracurricular contests during the following three school week period. The suspension from extracurricular activities goes into effect seven days AFTER the last day of the six-week period during which the grade lower than 70 was earned. A student shall be allowed to participate at the end of any six-week period in which a grade of 70 or above is earned in all courses or subjects. Academically ineligible students may participate in practices but not contests during their period of suspension. These students do not regain eligibility immediately if they are passing all subjects at the end of the three week suspension period. They must wait seven calendar days after regaining eligibility to participate in contests.
3. Extracurricular absences and participation will be governed by UIL eligibility rules. Included in this category will be H-I high school club/organization activities and absences. All count toward the "15-Day Absence Rule".

Co-curricular Activities/Absences are an extension of the classroom where the entire class participates and instructional benefit in that class is derived. UIL ineligible (failing) students may attend co-curricular events and miss classes. These absences do not count against the "15-Day Absence Rule".

4. A student who is fulfilling an In-School Suspension or Alternative Education Program assignment is ineligible to attend or compete in extra-curricular activities.
5. A student absent from school will not be permitted to participate in or attend any extracurricular, co-curricular, or school sponsored event the day or night of the absence. (A minimum of ½ day attendance is required for participation that day.)

## ***SEXUAL HARASSMENT/SEXUAL ABUSE***

### ***FNCJ (LOCAL)***

#### **STUDENT RIGHTS AND REPSONSIBILITIES:**

SEXUAL HARASSMENT/SEXUAL ABUSE - Students shall 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.

#### **NOTICE OF PARENT & STUDENT RIGHTS**

**What is the District policy concerning sexual misconduct?**

The District forbids employee conduct constituting sexual harassment or sexual abuse of students. The District forbids students from engaging in unwanted or unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee.

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools.

**What is sexual harassment?**

Sexual harassment of a student **by an employee** includes any welcome or unwelcome sexual advances, requests for sexual favors, or other verbal (oral or written), physical, or visual conduct of a sexual nature. It also includes such activities as engaging in sexually oriented conversations for purposes of personal sexual gratification, telephoning a student at home or elsewhere to solicit inappropriate social relationships, physical contact that would be reasonably construed as sexual in nature, and enticing or threatening a student to engage in sexual behavior in exchange for grades or other school related benefit.

Sexual harassment of a student by another **student** includes unwanted and unwelcome verbal or physical conduct of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors.

**What is sexual abuse?**

Sexual abuse is defined as "illegal sex acts performed against a minor..." It may include, but is not limited, to fondling, sexual assault, or sexual intercourse. Sexual abuse is a form of child abuse that must be reported to appropriate law enforcement authorities.

**What laws address sexual harassment of students?**

Sexual harassment or abuse of students by District employees may constitute discrimination on the basis of sex and is prohibited by Title IX (the federal law prohibiting gender-based discrimination by schools that receive federal funds).

**Will I be informed if my child has been sexually harassed or sexually abused at school?**

The District will notify parents of students involved in sexual harassment by students when the allegations are not minor or of any incident regarding sexual harassment or sexual abuse by an employee. Notification may be by telephone, letter, or personal conference.

**What will the District do when it learns of sexual harassment or sexual abuse of a student?**

When a principal or other school administrator receives a report

that a student is being sexually harassed or abused, he or she will initiate an investigation and take prompt action to intervene.

**What do I do if I am concerned that my child has been sexually harassed or sexually abused at school?**

A student or parent who has a complaint alleging sexual harassment by other student(s) or sexual harassment or sexual abuse by an employee may request a conference with the principal, the principal's designee, or the District's Title IX coordinator. The conference will be scheduled and held as soon as possible but within seven calendar days. The principal or Title IX coordinator will coordinate an investigation. Oral complaints should be reduced to writing to assist in the District's investigation.

A complaint may also be filed separately with the  
Office of Civil Rights: Regional  
Director  
Office of Civil Rights, Region VI  
1999 Bryan Street, Suite 2600  
Dallas, TX 75201  
Telephone: (214) 880-2459

**Who is the Title IX coordinator and how do I contact that person?**

The Title IX coordinator for the District is:

Name: Paul Colton  
Position: Athletic Director  
Address: P.O. Box 246, High Island. 77623  
Telephone: (409) 286-5314

The Title IX coordinator is a District employee who has the responsibility to assure District compliance with the requirements of Title IX. The coordinator will investigate or oversee an investigation of a complaint alleging violations of Title IX.

The District has adopted complaint procedures for handling Title IX complaints, which may be obtained from the principal or Title IX coordinator. The student may be accompanied by the parent or other advisor throughout the complaint process.

**Will my complaint be confidential?**

To the greatest extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation.

**What if I am not satisfied by the District's resolution of my**

## **complaint?**

If the parent is not satisfied with the District's initial response to the complaint, he or she has seven calendar days to request a conference with the Superintendent or designee, who will schedule and hold a conference. Prior to or at the conference, the parent must submit a written complaint that contains: /statement of the complaint; any evidence to support the complaint; the resolution sought; the student's and/or parent's signature; and the date of the conference with the principal.

If the parent considers the resolution unsatisfactory, he or she may request that the complaint be heard by the Board of Trustees at its next regular meeting, in accordance with policy BE(LOCAL). The Board will hear the complaint in closed meeting, unless otherwise required by the Texas Open Meetings Act. At the conclusion of the hearing, the Board will decide what action it deems appropriate.

## **BULLYING**

A parent may request to transfer their child to another classroom or campus if your child has been verified by the Principal to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the Principal for information

## **STUDENT RECORDS**

Both federal and state law safeguard student records from unauthorized inspection or use and provide parents and “eligible” students certain rights. For the purposes of student records, an “eligible” student is one who is 18 or older OR who is attending an institution of postsecondary education.

The law specifies that certain general information about High Island ISD students be considered “directory information” and will be released to anyone who follows procedures for requesting it.

To be in compliance with the No Child Left Behind Act of 2001, High Island ISD will release to military recruiters and institutions of higher education, upon request, the name, address, and telephone listing of **your** child, unless **you** direct the District not to release this information without prior written consent concerning this information is provided in the consent form at the back of this handbook.

## **STUDENT CODE OF CONDUCT**

The following student code of conduct, developed through the cooperation and involvement of the district's administrators, teachers, parents, students, and regional service center, describes the district's expectations of student conduct and specifies the consequences of violating the code.

It contains specific student conduct rules. As the need arises school officials may adopt additional policies containing student conduct rules, which will be incorporated into the student code. Those rules provide sanctions against student misconduct which is likely to result in disruption of the educational process or infringement of the rights of others. Students have certain legal rights, but those rights must be balanced against the needs of school officials to maintain an effective educational climate.

Parents are an integral part of the discipline management plan and will be involved in working with district personnel in implementing successful discipline practices and interviews. Law enforcement authorities also may be contacted when deemed necessary to assist school officials in enforcing these provisions. When appropriate, judicial proceedings additionally may be instituted. Of course, misbehaving students are subject to disciplinary action as provided in this code regardless of whether judicial proceedings are instituted.

Certain property used by students ,i.e., desks, lockers, school facilities and parking lots are owned and controlled by the district. The right to search these areas under reasonable suspicion is retained by the district. Vehicles parked on school property are subject to guidelines described in local policy. If after reasonable cause the student refuses to unlock his/her vehicle, empty his/her pockets, or any other reasonable request, a reasonable attempt to call the parents will be made; then, the law enforcement officials shall be called to investigate.

### **BEHAVIOR OF STUDENTS**

Disciplinary action will depend upon a careful assessment of all circumstances, including the nature and severity of the offense. The school district's Discipline Management Plan is followed when students violate school or state rules.

Disciplinary action may consist of:

- A. Verbal reprimands
- B. Conference (Teacher-Student; Principal-Student; Parental)
- C. Detention
- D. Guidance referral
- E. In-school suspension
- F. Withdrawal of privileges (suspension from extra-curricular activities)
- G. Unsupervised home-based learning
- H. Out-of-school suspension
- I. Disciplinary Alternative Education Program (DAEP)

- J. Expulsion
- K. Saturday School

1. Students should conduct themselves in an exemplary manner at all times during the school day and at school-sponsored extra-curricular activities and events.
2. Students are reminded that all rules and policies are in effect at any school related activity.
3. **No beverages and/or food stuffs are allowed in buildings, including the gym.** The cafeteria and lobby of gym will be the only exception.

**Please note:** Student clubs and performing groups such as the cheerleading, student council, NHS 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.

#### A. Requirements

1. Exceptions of the student conduct (rules/regulations)  
The following listing sets forth district rules relating to students and school property, as well as general behavior requirements. Persistent or repeated violations of the rules may ultimately result in a student being determined to be "incurable" and subject to increasingly more serious penalties.

Students are prohibited from:

- a. Possession and use of a paging device or cell phone.
- b. Vandalizing otherwise damaging or destroying school property.
- c. Bringing onto school property, or to school functions or events, knives, guns, or other weapons. Exceptions are permitted only when the individual has written authorization from a school official, i.e., for a classroom project.
- d. Assaulting any other student or any school employee. Initiating or engaging in hazing, or encouraging or assisting other persons in hazing.
- e. Possessing and/or using tobacco products, (including but not limited to cigarettes, cigars, pipes, snuff, or chewing tobacco) on school premises or at school-related functions.
- f. Possessing, using, selling, attempting to sell, or going under the influence of: An alcoholic beverage; inhalant or other substance used to induce intoxication; marijuana; a hallucinogenic, amphetamine, or barbiturate; or any other substance prohibited under the Texas Controlled

Substance Act or the Federal Drug Abuse Prevention Control.

- g. Disrupting, disturbing or interfering with a teacher's ability to communicate with other students in the class.
- h. Engaging in inappropriate sexual contact disruptive to the school environment.
- i. Possessing or igniting any type of fireworks at school or school related events.
- j. Posting or distributing newspaper, leaflets, and similar materials on school grounds except as allowed by district policies.
- k. Cheating or copying the work of another student.
- l. Using profanity, vulgar language, or obscene gestures; engaging in verbal abuse such as name calling, racial or ethnic slurs, or derogatory statements toward others.
- m. Committing or attempting to commit theft, extortion, or blackmail, i.e., obtaining or attempting to obtain something of value from an unwilling person.
- n. Being insubordinate.
- o. Fighting.
- p. Engaging in conduct prohibited by school rules on school buses.
- q. Tardiness, truancy or otherwise skipping classes or other scheduled activities.
- r. Throwing objects that can cause bodily injury or damage to property.
- s. Leaving school grounds or events without permission.
- t. Students are prohibited from bringing visible open beverage containers in the hallways or classrooms.
- u. Failing to comply with other school policies and rules.

### **STUDENT CONDUCT HAZING**

"Hazing" means any intentional, knowing, or reckless act occurring on or off school property directed against a student, by one person alone or acting with others, that endangers the mental and physical health or the safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students. The term includes, but is not limited to:

1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
2. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small place, calisthenics, or other activity that subjects the student to any unreasonable risk or harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving consumption of a food, liquid, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

4. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress shame, humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described above.
5. Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.

A person commits an offense if the person commits any of the following:

1. Engages in hazing.
2. Solicits, encourages, directs, aids, attempts to aid another in engaging in hazing.
3. Recklessly permits hazing to occur.
4. Has firsthand knowledge of the planning of a specific hazing incident involving a student, or first-hand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the principal, superintendent or designee.

### **Education code 37.152**

#### **Listing of offenses and consequences**

On the following pages there are 4 levels of possible student offenses and consequences. Each level indicates a more severe degree of offenses and consequences. While this document includes many examples it should not be misinterpreted to be all-inclusive.

#### **STUDENT CODE OF CONDUCT: LEVEL I. (USUALLY TEACHER INITIATED)**

##### **DESCRIPTION:**

Misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school.

Although this level is primarily within the realm of the teacher's responsibilities while in the classroom, it does not restrict the authority of any teacher or administrator when observing a Level I infraction outside of the classroom either on or off the campus while the student is under the authority of the school during busing, classroom instruction, co-curricular, and extra-curricular activities.

## **PROCEDURES:**

1. There is immediate and consistent intervention by the teacher supervising the student or the teacher who observes the behavior.
2. An anecdotal record of the offenses and disciplinary action is maintained by the teacher.
3. The teacher may wish to discuss the misbehavior with the parent, administrator and/or support personnel.

## **EXAMPLES:**

- a. Cheating/plagiarism/academic dishonesty
- b. Lying
- c. Cutting class or study hall
- d. Eating in unauthorized areas
- e. Gambling
- f. Horseplay or scuffling
- g. Inappropriate wearing apparel (hats, shorts, tank tops, etc.)
- h. Loud boisterous noise
- i. Minor defacing of school property (writing on desks, walls, books, etc.)
- j. Possession/use of noninstructional items (audio devices, squirt guns, playing cards, matches/lighters, etc.)
- k. Public displays of emotion and affection
- l. Tardiness to school, or study hall
- m. Running in classrooms, halls, cafeteria, locker rooms, etc.
- n. Violation of classroom procedures established by teacher
- o. Dress code violation
- p. Truancy
- q. Hazing

NOTE: LEVEL I EXAMPLES AND DISCIPLINARY OPTIONS/RESPONSES ARE NOT LIMITED TO THOSE PROVIDED.

## **DISCIPLINARY/OPTIONS RESPONSES:**

- A. Student-teacher conferences
- B. Verbal reprimand
- C. Personal talk
- D. Isolation within the classroom
- E. Withdrawal of privileges
- F. Detention (as per building guidelines)
- G. Special assignment
- H. Telephone call or written communiqué' to parent
- I. Parental conference
- J. Guidance referral
- K. Behavioral contract
- L. Three (3) days in the In-School Suspension (ISS)
- M. Academic penalty (cheating/plagiarism/academic dishonesty only)
- N. Referral to principal

**STUDENT CODE OF CONDUCT**  
**LEVEL II**  
**(CAMPUS ADMINISTRATOR)**

**DESCRIPTION:**

These infractions which often result from the continuation of Level I Misbehavior(s) require the intervention of the administration level because the use of Level I disciplinary responses/options has failed to correct the situation.

Also included in this level are misbehaviors which tend to disrupt orderly climate of the school. They are serious enough to require corrective action on the part of administrative personnel.

**PROCEDURES:**

1. Referral to administrator.
2. Administrator meets with student and/or teacher to establish the most appropriate response.
3. The teacher is informed of the administrator's action.
4. Parents may be notified of the student's misbehavior.
5. A proper and accurate record of the offenses and disciplinary action is maintained by the administrator.

**EXAMPLES:**

- a. Continuation of unmodified Level I misbehaviors
- b. Acting in an insubordinate manner
- c. Cafeteria disturbance
- d. Cutting Class/Study Hall (Repeated offenses)
- e. Dressing in such a manner as to cause disruption in the educational process
- f. Failure to complete assigned detentions
- g. Falsification of records, excuses, passes, schedules, etc.
- h. Leaving school grounds without permission
- i. Loitering in unauthorized areas of the school building/grounds
- j. Misbehavior at school sponsored activity
- k. Possession of obscene materials
- l. Showing flagrant disrespect to school in word and/or gesture
- m. Smoking
- n. Use of obscene language or gestures
- o. Use of tobacco products
- p. Truancy/Tardy
- q. Internet violations
- r. Theft
- s. Hazing

NOTE: LEVEL II EXAMPLES AND DISCIPLINARY OPTIONS/RESPONSES ARE NOT LIMITED TO THOSE PROVIDED.

**DISCIPLINARY OPTIONS/RESPONSES:**

- A. Conference w/Warning
- B. Detention/ After School Detention
- C. Withdrawal of privileges
- D. In-School Suspension (ISS)(3 days minimum)
- E. Parental Conference
- F. School transportation policy
- G. Referral to outside agency
- H. Guidance referral
- I. Searches, according to district policy
- J. A student who commits and disciplinary infraction under the section shall be expected to complete any course work assigned and may not be assessed an academic penalty based solely on the disciplinary infraction.
- K. Saturday school

**STUDENT CODE OF CONDUCT  
LEVEL III  
(DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM)**

GRADUATING SENIORS IN THE DAEP:

Students finishing their Senior year at the DAEP will not participate in High Island School graduation ceremonies even though all graduation requirements have been met. Their period of ineligibility for extracurricular participation extends to all end of year activities including graduation exercises.

**DESCRIPTION:**

These infractions sometimes result from the Continuation of Level I and/or Level II misbehaviors. Also included are acts against persons or property. Some of the infractions have consequences which might endanger the health or safety of others in the school. These acts might be considered criminal but most frequently can be handled by disciplinary mechanism in the school. Corrective measures which the school should undertake, however, depend on the extent of the school's resources for correcting the situation in the best interest of all students and personnel.

**PROCEDURES:**

1. The administrator initiates disciplinary action by investigating the

infraction and, if necessary, conferring with the teacher on the consequences.

2. The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary actions.
3. An accurate record of offenses and disciplinary actions is maintained by the administrators.

**EXAMPLES:**

State-mandated reasons for placement in a Disciplinary Alternative Education Program include the following, if the student is on school property or at a school-sponsored or school-related activity:

Serious offenses are defined but not limited to:

- a. Engaging in conduct that contains the elements of simple assault or a terrorism threat.
- b. Selling, giving, or delivering to another person or possessing, using, or being under the influence of:
  - 1) Marijuana or a controlled substance, as defined by Chapter 481 of the Health and Safety Code or by 21 U.S.C. Section 801, in the amount less than a felony offense.
  - 2) A dangerous drug, as defined by Chapter 483, Health and Safety Code, in an amount less than a felony offense-Chemical substances.
- c. Selling, giving or delivering to another person an alcoholic beverage, as defined by Section 1.04, Alcoholic Beverage Code, or committing a serious act of offense while under the influence of alcohol, or possessing, using, or being under the influence of an alcoholic beverage, if conduct is punishable as less than a felony.
- d. Engaging in conduct that contains the elements of an offense relating to abusable glue or aerosol paint under Section 485.031 through 485.035 of the Health and Safety Code or relating to volatile chemicals under Chapter 484 of the Health and Safety Code.
- e. Engaging in conduct that contains the elements of the offense of public lewdness under Section 21.07 of the Penal Code or indecent exposure under Section 21.08 of the Penal Code
- f. Engaging in conduct that is a felony and committed either on or off school property.
- g. Retaliating against a school employee, either on or off school property and when not combined with another offense.

OTHER SERIOUS OFFENSES ARE DEFINED BUT NOT LIMITED TO:

- a. Using profanity, etc.
- b. Truancy
- c. Fighting
- d. Gambling
- e. Sexual Harassment
- f. Insubordination to an administrator
- g. Committing or attempting to commit theft, extortion, or blackmail, i.e., obtaining or attempting to obtain something of value from an unwilling person
- h. Internet violations
- i. Theft
- j. Fireworks/Pyrotechnics
- k. False fire alarm
- L Discharging a fire extinguisher
- m. Mace or pepper spray
- n. Hazing

Persistent misbehavior shall be defined as two or more referrals from Level II.

**DISCIPLINARY OPTIONS/RESPONSES:**

- A. In-School Suspension (3-10 days)
- B. School-Community Guidance Center
- C. Disciplinary Alternative Education Program (DAEP)
- D. Suspension
- E. Saturday School
- F. Contact law enforcement agency
- G. Removal from extra-curricular and co-curricular activities

**STUDENT CODE OF CONDUCT  
LEVEL IV  
(EXPULSION)**

**DESCRIPTION:**

Disciplinary action under Level IV could result from the continuation of lower level offenses. Included are acts which result in violence to another person(s) or properties which pose a threat to the safety of others in the school.

These acts are clearly criminal in nature and are so serious that they always require the immediate removal of the student from school.

The involvement of law enforcement authorities and/or action by the Board of Trustees may be required.

## **PROCEDURES:**

1. The administrator verifies the offense and, if necessary, confers with the teacher involved before meeting with the student.
2. Parents are notified of the charges and informed of rights under due process hearing procedures. Law enforcement officials shall be contacted.
3. A complete and accurate report is submitted to the superintendent for possible action by the Board of Trustees.

## **EXAMPLES:**

A student may be removed from the class and expelled without resort to an alternative educational program if the student is on school property or while attending a school-related activity on or off of school property.

- a. Assaults a teacher or other individual
- b. The use, exhibition, or possession:
  - 1) A firearm as defined by Texas Penal Code
  - 2) An illegal knife as defined by Texas Penal Code or by local policy
  - 3) A club as defined by Texas Penal Code
  - 4) A prohibited weapon listed in Texas Penal Code
- c. Conduct containing the element of:
  - 1) Aggravated assault, sexual assault, or aggravated sexual assault under the Texas Penal Code
  - 2) Arson under Texas Penal Code
  - 3) Indecency with a child under Texas Penal Code
  - 4) An alcohol or drug offense that is punishable as a felony
- d. Retaliation against a school employee in connection with one of the offenses listed above in items 1-2 whether or not the offense occurs on or off school property or at school related activities.
- e. The district may expel for:
  - 1) Continued serious or persistent misbehavior that violates the District's student code of conduct after the student has been placed in a DAEP.
  - 2) Criminal mischief if punishable as a felony, whether committed on or off school property or at school-related activities
  - 3) Internet violations
  - 4) Possession of "Look-Alike" weapons
  - 5) Hazing

## **DISCIPLINARY OPTIONS/RESPONSES:**

- A. Expulsion- Refer to local policy for full due process hearing expulsion procedures
- B. For handicapped students refer to local board policies on expulsion school procedures
- C. Removal from classroom

D. File report with local law enforcement agency

Dear Parent/Guardian and Student:

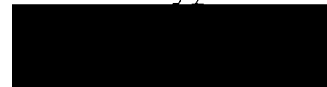
Each school district in Texas developed a comprehensive Discipline Management Program in accordance with Senate Bill I requirements. The Student Code of Conduct is an intrinsic part of the Discipline Management Program and has been approved by the High Island Board of Trustees and the Texas Education Agency.

The Board of Trustees and the entire staff of our school district solicit your help and cooperation in full implementation of this Code. We respectfully request that you read and become aware of the contents as the Code has been designed to enable school personnel to offer an orderly, efficient school setting for our students.

School districts are directed to provide the Student Code of Conduct to each student and to maintain appropriate records. **In order to do this, parents/guardians are requested to complete and return the following pages of this handbook to the school.**

Thank you for your cooperation.

Sincerely,



**HIGH ISLAND INDEPENDENT SCHOOL DISTRICT  
HIGH ISLAND, TEXAS 77623**

**PARENT ACKNOWLEDGMENT**

Parents/guardians must acknowledge receipt of the Student Code of Conduct and the consequences to students who violate District disciplinary policy. Parents/guardians should also let the district know, within ten days of receipt of the handbook, if they object to the release of "directory information" on their child(ren).

"I understand and consent to the responsibilities outlined in the District Code of Conduct. I also agree that my child \_\_\_\_\_, shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school and at school-sponsored and school related activities, including school sponsored travel, and for school related misconduct, regardless of time or location. I understand that any student who violated the Student Code of Conduct shall be subject to disciplinary action, up to and including referral for criminal prosecution for violation of law.

I am aware that certain rules and policies may be changed. Notification will be made of any policy changes.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

This form must be returned to the school principal's office within the first ten school days of it being given to the student.

**COMPLETE ALL SECTIONS**

- Yes** I hereby give permission for High Island ISD to release any school records requested by  
 **No** a college/university, college recruiter, military recruiter or any other agency.  
 **Yes** I hereby give permission for High Island ISD to allow my child's picture to be published on  
 **No** the High Island ISD web site.

My child \_\_\_\_\_ has permission to participate in extra curricular activities and to travel with High Island ISD sponsored groups to compete in these events.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

*If, in the judgment of any representative of the school, the above student should need immediate care and treatment as a result of any injury or sickness, I do hereby request, authorize, and consent to such care and treatment as may be given said student by any physician, trainer, nurse, or school representative. I hereby agree to indemnify and save harmless the school and any school or hospital representative from any claim by any person on account of such care and treatment of said student. The parent will assume all expenses incurred by this treatment.*

This is to certify that I have read the High Island ISD Admissions and Attendance Policy and Student Code of Conduct as stated in the Student Handbook.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_