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PREFACE

To Students and Parents:

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

The Borden County I.S.D. Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is divided into two sections:

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

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

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

Both students and parents should become familiar with the Borden County I.S.D. *Student Code of Conduct*, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found as a separate document sent home to parents and available in the principal’s office.

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

In case of conflict between board policy or the *Student Code of Conduct* and any provisions of the Student Handbook, the provisions of board policy or the *Student Code of Conduct* that were most recently adopted by the board are to be followed.

After reading through the entire handbook with your child, keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact the principal.

Also, please complete and return to your child’s campus the following required forms provided in the forms packet accompanying this handbook:

1. Parental Acknowledgment Form;
2. Student Directory Information Form;
3. Release of Information to Military Recruiters and Institutions of Higher Learning Forms.

Points to Remember:

- Be positive.
- Follow the dress code.
- Come to your classes prepared!
- Bring a note from home or have a parent call the school whenever you are absent for any reason.
- Stay out of other people's lockers at all times unless you have prior principal approval.
- Parents or guardians: Please stop by the principal's office to check out your child before you pick up a student early.
- Never leave the campus unless you check out in the principal's office. This includes walking or driving off campus. SIGN OUT!

Candy machines may not be used in conjunction with the school breakfast or lunch program. Refrain from using these machines between or during class time. **NO COKES OR CANDY IN CLASSROOMS WITHOUT PERMISSION FROM THE ADMINISTRATION! WATER IN PLASTIC BOTTLES WILL BE PERMITTED.**

SECTION I: REQUIRED NOTICES AND INFORMATION FOR PARENTS

This section of the Borden County I.S.D. Student Handbook includes several notices that the district is required to provide to you, as well as other information on topics of particular interest to you as a parent.

STATEMENT OF NONDISCRIMINATION

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

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex:
Jimmy Thomas, Superintendent, Borden County I.S.D., P.O. Box 95, Gail, TX 79738. (806) 756-4313
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability:
Jimmy Thomas, Superintendent, Borden County I.S.D., P.O. Box 95, Gail, TX 79738. (806) 756-4313
- All other concerns regarding discrimination:
Jimmy Thomas, Superintendent, Borden County I.S.D. P.O. Box 95, Gail, TX 79738. (806) 756-4313

FOREWARD TO STUDENTS AND PARENTS

The purpose of this document is to acquaint students, teachers, and parents with the program of regulations and practices of the Borden County School. Students and parents will find within these pages the answers to many of their questions. Parents, as well as students already attending the Borden County School, should familiarize themselves with the contents of the handbook and the student code of conduct in order that they may better understand the program of the school.

Attending school should be a highly enjoyable experience. It is also an exceedingly serious matter that demands a high degree of cooperation between the home, school, teacher, administrative staff, and the student. With cooperation and understanding on the part of all concerned, the maximum benefits of an education can be secured.

Students and parents are encouraged to study this handbook and the student code of conduct in order that each may appreciate more fully the opportunities and policies of the Borden County School system and in order that students and parents may be able to plan the student's school program.

May this be the best school year of your lives, and may you ever be proud that you are one of the Borden County Coyotes.

The Board of Education,
Administrative Staff, and Faculty

BORDEN COUNTY SCHOOL SONG

Borden High School, hail to thee,
Long wave red, white and blue.
We pledge to you our loyalty,
Our spirits brave and true.
We gather wisdom from your halls,
And learn to honor truth.
We find that friendship is for all,
Whatever creed of youth.
Then, we pledge our love to Borden;
We'll ever faithful be.
While colors fly, shout to the sky,
Dear Borden, hail to thee!

COYOTE FIGHT SONG

Go, go, you Coyotes,
Win this game tonight.
Buckle down and fight,
Hit that line with all your might.
Go! Go! Go!
Our school's behind you,
Sportsmanship ranks high.
Borden will win tonight.
For our dear red, blue, and white.
Yea! Borden Coyotes, Fight, Fight, Fight.

School Colors: Red, White and Columbia Blue

School Mascot: Coyote

THE AMERICAN CREED

I believe in the United States of America as a government of the people, by the people, whose just powers are derived from the consent of the governed; a democracy in a republic; a sovereign nation of many sovereign states; a perfect Union, one inseparable, established upon those principles of freedom, equality, justice, and humanity for which American patriots sacrificed their lives and fortunes.

I therefore believe it is my duty to my country to love it, to support its Constitution, to obey its laws, to respect its flag, and to defend it against all enemies.

PLEDGE OF ALLEGIANCE

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

PHILOSOPHY AND OBJECTIVES

Borden County School maintains that the system exists solely for the students, and its programs are planned to serve and function for the purpose of developing the whole student to his or her maximum capabilities.

In order that each student may best realize his or her own potential, we believe that the student should be provided with the most adequate facilities the community can offer in which to work and grow.

We believe a well-trained, competent staff should serve each student and be sensitive to the interests, abilities, and activities of the student and have knowledge of past records and home environment in order to help the student grow to capacity and develop in basic skills, personality, and character.

It is our belief that the school should help develop in each student an awareness of his or her responsibility to the community as an active participant. In return, it is the responsibility of the community to furnish the educational system with the monetary and advisory support for an adequate educational program.

We further believe each student should be taught the basic, fundamental learning techniques that will result in a continuing process of growth.

We firmly believe the teachers and administrators of our school should function as a well-informed and enthusiastic team in promoting and developing all phases of the educational process and should at all times be aware of professional standards and practices as set forth in the code of ethics of the teaching profession.

In order to carry out these philosophies, our school should work toward the following objectives:

- Lead, direct, and assist each student in developing an understanding and appreciation of our American heritage and his or her responsibilities and obligations as a citizen.
- Provide an atmosphere in which each student can develop a capacity to be creative in thoughts and actions.
- Encourage each student to value and utilize leisure time properly.
- Teach each student the proper regard and respect for the rights and property of others, both personal and public; proper regard and respect for authority; and cooperation with authority and with his or her peers.
- Develop the intellectual and physical growth as well as the moral values of each student.
- Offer each student a varied program of extra-curricular activities that will further the enrichment of the total educational program.
- Instill in each student a deep sense of pride in self, in his or her school, and in his or her community.
- Help each student to discover and develop abilities that will enable the student to choose an appropriate and rewarding vocation.
- Provide a well-planned curriculum that emphasizes the fundamental skills of learning.
- It is the policy of the Borden County I.S.D. not to discriminate on the basis of sex, handicap, race, color, or national origin in its educational program, vocational program, and extra-curricular activities.

PARENTAL INVOLVEMENT

Working Together

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.

- Becoming familiar with all of your child’s school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child, if your child is entering ninth grade.
- Monitoring your child’s academic progress and contacting teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at (806) 756-4314 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school.
- Becoming a school volunteer.
- Participating in campus parent organizations.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement.
- Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction.
- Attending board meetings to learn more about district operations.

PARENTAL RIGHTS

Obtaining Information and Protecting Student Rights

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

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

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation.

Reviewing Instructional Materials

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

Accessing Student Records

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

- Attendance records,
- Test scores,
- Grades,
- Disciplinary records,
- Counseling records,
- Psychological records,
- Applications for admission,
- Health and immunization information,
- Other medical records,
- Reports of behavioral patterns, and
- State assessment instruments that have been administered to your child.

Granting Permission to Video or Audio Record a Student

As a parent, you may grant or deny any written request from the district to make a video or voice recording of your child. State law, however, permits the school to make a video or voice recording without parental permission for the following circumstances:

- When it is to be used for school safety;
- When it relates to classroom instruction or a co-curricular or extracurricular activity; or
- When it relates to media coverage of the school.

Removing a Student Temporarily from the Classroom

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

OTHER IMPORTANT INFORMATION FOR PARENTS

Parents of Students with Disabilities

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time.

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

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention. The implementation of Response to Intervention has the potential to have a positive impact on the ability of school districts to meet the needs of all struggling students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If the evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of his or her rights if the parent disagrees with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Bart McMeans at (806) 756-4314.

Services for Title I Participants

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Bart McMeans and may be contacted at (806) 756-4314.

Student Records

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

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Release is restricted to:

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student's education records. Federal law requires that, as soon as a student becomes 18 or is emancipated by a court, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes.

- District staff members who have what federal law refers to as a “legitimate educational interest” in a student’s records. “Legitimate educational interest” in a student’s records includes working with the student; considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities; compiling statistical data; or investigating or evaluating programs. Such persons would include school officials (such as board members, the superintendent, administrators, and principals); school staff members (such as teachers, counselors, diagnosticians, and support staff); a person or company with whom the district has contracted to provide a particular service (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on a school committee; or a parent or student assisting a school official or staff in the performance of his or her duties.
- Various governmental agencies.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she subsequently enrolls.

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

The principal is custodian of all records for currently enrolled students at the assigned school. The principal is the custodian of all records for students who have withdrawn or graduated.

Records may be inspected by a parent or eligible student during regular school hours. If circumstances prevent inspection during these hours, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

The address of the superintendent’s office is:

Jimmy Thomas, P.O. Box 95, Gail, TX 79738

The address of the principal’s office is:

Bart McMeans, P.O. Box 95, Gail, TX 79738

A parent (or eligible student) may inspect the student’s records and request a correction if the records are considered inaccurate or otherwise in violation of the student’s privacy rights. A request to correct a student’s record should be submitted to the superintendent. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student’s record. Although improperly recorded grades may be challenged, contesting a student’s grade in a course is handled through the general complaint process.

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

Directory Information

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

However, release of a student’s directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of your child’s first day of instruction for this school year.

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

Release of Student Information to Military Recruiters and Institutions of Higher Education

The district is required by federal law to comply with a request by a military recruiter or an institution of higher education for students’ names, addresses, and telephone listings, unless parents have advised the district not to release their child’s information without prior written consent. A form has been attached for you to complete if you do not want the district to provide this information to military recruiters or institutions of higher education.

Bacterial Meningitis

State law specifically requires the district to provide the following information:

- What is meningitis?

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

- What are the symptoms?

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

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

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

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils, or cigarettes).

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

- How can bacterial meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85–90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

- What should you do if you think you or a friend might have bacterial meningitis?

You should seek prompt medical attention.

- Where can you get more information?

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

SECTION II: INFORMATION FOR STUDENTS AND PARENTS

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is conveniently organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact Bart McMeans at (806) 756-4314.

ABSENCES/ATTENDANCE

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day’s learning on the previous day’s, and to grow as an individual. Absences from class may result in serious disruption of a student’s mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents. They are discussed below:

Compulsory Attendance

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

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

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

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

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

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

Attendance for Credit

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit if appropriate.

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

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

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

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

Parent's Note after an Absence

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

College Days

The school principal may approve two (2) college visitation days during the school year for seniors. A note of verification will be required from the college, university, or post-secondary institution visited, and verification of the actual visit will be made by the school principal as deemed appropriate. The student will have written acknowledgment from his/her teachers and present it to the principal at least 24 hours before the absence.

College days must be used before May 20.

Driver License Attendance Verification

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

Parent Request Days

There may be times when parents must take their children out of school for family reasons and other justified reasons; therefore, certain absences may be classified as excused on request of parents, when approved in advance by the principal. A student may arrange to make up class work prior to this type of absence. A zero will be entered in the teacher's grade book for class work that is not made up. It will be left to the discretion of the individual teacher whether work is made up before or after the absence.

1. Parent Request Days should not be allowed when students are on the failing list for a three week period, on the failing list for a six weeks grading period, when students have a poor attendance record, or when students have a poor behavior record.
2. Parent Request Days should not exceed three (3) per school year.
3. Parent Request Days will not be allowed for a child to participate in any extra-curricular activity that is approved by the State Board of Education, University Interscholastic League, or local school district in relation to or in addition to the 17 days that students are allowed for participation in extra-curricular activities. The prohibition of the use of these days will also include travel to and from an event that is school-sponsored or approved and that will count as one of the allowable 17 days per year for extra-curricular purposes.
4. The principal shall:
 - A. Determine whether Parent Request Days are allowable and/or excused.
 - B. Maintain documentation on absences for Parent Request Days.
 - C. Provide documentation to the Borden County I.S.D. Attendance Committee as necessary to facilitate the determination of whether unexcused absences will prevent a student from receiving credit for a course as a result of excessive unexcused absences.
 - D. Determine whether extenuating circumstances warrant the granting of additional Parent Request Days and/or deviation from the rules stated above.
5. The Borden County I.S.D. Attendance Committee may also be involved in decisions pertaining to issues pertinent to Parent Request Days as deemed appropriate by the school principal.
6. The student must be traveling with the parent or another adult approved by the child's parent/guardian and the school administration to be counted as an excused absence.

ACADEMIC PROGRAMS

The school counselor provides students and parents information regarding academic programs to prepare for higher education and career choices.

ADMISSION

A student (or the student's parent) who wants to enroll in the district should contact the high school office at (806) 756-4313.

- A pre-registration will be conducted as determined by the principal.
- Students who did not pre-register will report to the office on the first day of attendance.
- New students accompanied by parent or guardian will provide withdrawal information from the previous school, immunization records, a birth certificate, and a social security card. The parent, guardian, or person enrolling the student (s) will complete and sign a registration packet for each student.

ASSEMBLIES

Throughout the school year, there will be scheduled pep rallies and assemblies. All students will attend assemblies and any other scheduled student gathering. Students will sit in assigned areas when in the auditorium unless announced by the principal. All assemblies are planned and scheduled for the education, pleasure, and benefit of the student body.

A student's conduct in assemblies must meet the same standard as in the classroom. A student who is tardy or who does not follow district rules of conduct during an assembly will be subject to disciplinary action.

AWARDS AND HONORS

Awards in Varsity Athletics in Borden County High School

Each student who meets requirements for minimum participation in U.I.L. competition, as stated below, will receive a letter jacket. The jacket may be received the first year the student letters or any year thereafter, as long as he or she is still in high school. Although jackets will be purchased for each student only once, individuals will in some way be recognized each year they meet criteria for lettering for participation in U.I.L. competition. Students may elect to purchase their own jackets each year they letter.

Minimum participation criteria for lettering are as follows:

Track and Field	A minimum of one point earned in the district meet.
Tennis	Advancement to district quarter finals.
Golf	Score within 18 strokes of the district medalist in the district tournament &/or qualify for regional.
Football	Play in a minimum of sixteen quarters of regular season football. (Varsity)
Basketball	Play in a total number of quarters equal to the total number of regular season games. (Varsity)
Baseball/Softball	Play in a total number of innings equal to the total number of regular season games. (Varsity)
UIL Academics	A minimum of one point in the district competition.
One-Act Play	Cast and crew members who either advance from the district contest or are the district alternate to the area contest.

Band	Students will be expected to participate in every football game and both school concerts. Students will not be allowed to miss more than two of the above performances during the course of a school year and be allowed to letter. Students must also participate in UIL Solo and Ensemble to be eligible to earn a letter in band.
Cross Country	Advancement to the regional contest as an individual or team member.

Other Awards

The faculty, the student body, or specific school-sponsored clubs may recognize particular students for participation, achievement, service, citizenship, etc., if methods of selection are nondiscriminatory and fair to all students.

Merit Awards

Each year merit awards are given to students for outstanding work in various areas of school life. Merit medals or certificates are presented for this achievement.

Student Achievement Awards

Achievement awards are given at the end of each six weeks and each semester as follows:

- K-1 No academic achievement awards
- 2-12 Scholastic Achievement (Honor Roll): The student must maintain a combined grade average of 90 or above in all subjects, excluding PE, with no six weeks grade average below 85.
- 6-12 Beta Achievement: The student must maintain a grade average of 90 or above in all subjects excluding PE, with no six weeks grade average below 90.

CAREER AND TECHNOLOGY PROGRAMS

The district offers career and technology programs in agriculture and business. Admission to these programs is based on the interest of the students

PUBLIC NOTIFICATION OF NONDISCRIMINATION IN CAREER AND TECHNOLOGY EDUCATION PROGRAMS

The Borden County Independent School District offers career and technology education programs in Agricultural Science, Business Computer Systems I & II, Accounting, and Word Processing Applications. Admission to these programs is based on the needs of the students in the Borden County Independent School District.

It is the policy of the Borden County Independent School District not to discriminate on the basis of race, color, national origin, sex, or handicap in its vocational programs, services, or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

The Borden County Independent School District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

For information about your rights or grievance procedures, contact the Title IX Coordinator, Jimmy Thomas, P.O. Box 95, Gail, Texas 79738, (806) 756-4313.

CLASS RANK / TOP TEN PERCENT / HIGHEST RANKING STUDENT

The following standards will be used in determining class ranking of all graduating students and in selecting the Valedictorian and the Salutatorian for each Borden County High School class:

1. Grades earned in grades 9-12 will be used to determine the grade average for the ranking of all students in each graduating class. Physical education, driver education, student aide, test prep, and other courses taken for local credit will not be used to determine grade point average.
2. To be eligible to receive the valedictorian or salutatorian award, a student shall have been enrolled in the district for the entire eleventh and twelfth grade school years.
3. Final grades will be averaged at the end of the 5th six weeks period of the twelfth grade year to determine ranking.
4. For the purpose of class ranking, grades earned in an "advanced" class shall be weighted by ten (10) points. Advanced courses which are weighted are: Pre-Calculus, Business Computer Information Systems II, Physics, Spanish III, and other courses the principal and counselor select for weighting. Students will be advised of any other courses when added. Dual credit college courses will be weighted; however, regular high school correspondence courses will not be weighted. The actual grade earned by the student shall be recorded on the transcript; the weighted grade will be used only to determine class rank.

Because of new graduation requirements, students graduating in 2011 and beyond will have different weighted classes than those listed above. Please see the school counselor for details.

5. For the purpose of class rank, Borden County will use a 100 point scale. For the purpose of class ranking, grades earned in an "advanced" class shall be weighted by ten points over the basic class in that subject per semester. The weighted grade average earned by the student shall be recorded on the transcript. In the event that weighting causes the student's grade point average to be greater than 100, only a grade of 100 will be used when local and state media are notified, while the actual grade point average (which may be over 100) will be printed on the transcript.

The following standards will be used in selecting the eighth grade Valedictorian and Salutatorian:

1. Grades earned in both seventh and eighth grades will be used to determine grade averages in Junior High School.
2. Recipients of the Valedictorian and Salutatorian awards must have been enrolled in the Borden County School system for the entire eighth grade year.
3. Final grades will be averaged at the end of the 5th six weeks period to determine honor students.
4. Grades earned in physical education will not be used to determine grade averages.

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

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

Students and parents should contact the counselor or principal for further information about the application process and deadlines.

CLASS SCHEDULES

All students have to complete certain required courses; also, there are certain elective courses that may be taken. Schedules are prepared during the summer based on pre-registration forms, but there may be changes. Every student must have eight (8) classes and a tutorial period. It is very important that students take pre-registration forms home and discuss schedules with parents.

Pre-Registration

The Borden County Independent School District operates on the semester system. Each school in Texas is required by law to hold classes for 180 days, unless a waiver is obtained. Under the semester system, there will be two semesters of approximately 18 weeks each. Report cards will be sent out at the end of each six weeks period.

Each student who successfully completes a semester course will receive one half (1/2) credit for the work he or she has done. If a course is for the entire year, then the student will receive one full unit of credit.

In making out your course selection, there are several factors to keep in mind:

1. What required courses do I have this year?
2. Do I have any course I need to make up?
3. Those students in speech and drama classes may be expected to perform in one of the speaking events in the U.I.L. competition.

Driver's education will be offered during the summer to those students whose 15th birthday occurs before the class ends. There will be a fee for this course when it is taken. Driving may be done during the school year and/or during the summer.

Schedule Changes

A legitimate reason must be given to the principal before a change in the individual's schedule is made. This must be done during the first two weeks of each semester. The student must obtain a drop slip from the principal. Other changes may be made by the school authorities, provided the changes seem beneficial to the pupil. Changes will not be made because of low grades or individual differences. Requested changes may be discussed with the parent or guardian of the student before becoming effective. Schedule changes will not be made on the first day of either semester.

DUAL CREDIT COURSES / COLLEGE COURSEWORK

A high school student is eligible to enroll in dual credit courses in the 11th and/or 12th grade only if the student demonstrates college readiness by achieving the minimum passing standards on an assessment instrument approved by the Higher Education Coordinating Board. Please contact the counselor for these standards. These courses must be pre-approved by the principal and are available by 1) correspondence courses; 2) summer or evening courses on a college campus; 3) distance learning through ITV; or 4) college courses offered on campus taught by certified instructors.

All on site college and dual credit courses are weighted for class rank.

COMPLAINTS AND CONCERNS

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

In general, the student or parent should submit a written complaint and request a conference with the campus principal. If the concern is not resolved, a request for a conference should be sent to the superintendent. If still unresolved, the district provides for the complaint to be presented to the board of trustees.

COMPUTER RESOURCES

To prepare you for an increasingly computerized society, the district has made a substantial investment in computer technology for instructional purposes.

Only students who have been authorized by the district and who are under direct supervision of designated district employees are permitted to use a district computer or to access any local network or outside telecommunications services such as TENET or the Internet. Prior to such authorization, the student and the student's parent must sign and return the District Acceptable Use Form acknowledging their responsibilities and the consequences of violation.

Students are expected to observe network etiquette by being polite and using appropriate language. Students are prohibited from pretending to be someone else; using false identification; transmitting obscene messages or pictures; transmitting threatening or inappropriate messages; revealing personal addresses, photos, or telephone numbers--either their own or another person's; or using the network in a way that would disrupt use by others.

Students and parents must sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action. Students and parents should be aware that electronic communications (e-mail) using district computers are not private and may be monitored by district staff.

STUDENTS MAY NOT PLACE THEIR OWN SOFTWARE INTO THE DISTRICT'S COMPUTERS.

In addition:

1. All use of the Internet must be in support of education and research and consistent with the purpose of the Borden County Independent School District.
2. Any use of the network for commercial use or for profit is prohibited.
3. Extensive use of the network for personal and private business is prohibited. This would include personal web sites.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
6. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network. Users simply shall not access files of other users.
7. All communications and information accessible via the network should be assumed to be private property. However, if a user is believed to be in violation of the guidelines stated in this policy, a system administrator or teacher may need to gain access to private correspondence or files. Therefore, e-mail messages are subject to district review at anytime.
8. No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
9. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
10. Hate mail, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network. Students shall not post defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material.
11. The installation of copyrighted software and personal software for use on district computers is prohibited.
12. Use of the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network is prohibited.
13. Subscriptions to Listservs must be reported to the building system operator (SYSOP). Get the name of the SYSOP in the principal's office. Prior approval for Listservs is required for students.
14. Mail Listservs must be monitored daily and deleted from the personal mail directory to avoid excessive use of fileserver hard-disk space.
15. Students shall not access material that advocates or condones the commission of unlawful acts (illegal), or that advocates or condones violence or discrimination towards other people (hate literature).
16. The Borden County Independent School District will make determinations on whether specific uses of the network are consistent with the district's acceptable practices.
17. Student e-mail may only be used under direct teacher supervision. E-mail addresses are for instructional use only. Non-instructional e-mail sites will be monitored and eliminated.

CONDUCT

Applicability of School Rules

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

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

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

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

Abiding by the Law

Every student in the district, as well as every employee of the district, is expected to abide by the laws of the State of Texas and of the United States. A violation of any of these laws shall constitute a violation of the policies and rules of this school district, and appropriate action will follow. The School Board recognizes that it cannot and should not attempt to list every action that could result in disciplinary procedures; and the enumeration of certain specific rules is not intended to exclude other rules, which are also laws, as well as those rules of generally accepted conduct for citizens of this community.

Boy/Girl Relationships

There will be no courting or any outward show of emotion toward the opposite sex in any buildings, grounds, or in cars around school grounds. This will include handholding, arms around the waist, head resting on shoulder, neck massage, kissing and sitting in laps. Boys and girls will not be allowed in the same hotel room with one another on any school trip.

Code of Student Conduct

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. The school will foster a climate of mutual respect for the rights of others. Students are expected to respect the rights and privileges of other students, teachers and district staff. The district rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate the rights of others or who violate district or school rules will be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to their responsibilities as citizens in the school community.

Corporal Punishment

Corporal punishment may be used as a discipline management technique in accordance with the student code of conduct. Corporal punishment is limited to spanking or paddling the student and is governed by the following guidelines:

1. The student is told the reason for the corporal punishment.
2. Corporal punishment may be administered only by the principal and other administrators.
3. The instrument to be used will be approved by the principal.
4. Corporal punishment will be administered in the presence of one other district professional employee and out of view of other students.

A record will be maintained of each instance of corporal punishment.

Detention

A student may be assigned detention outside of school hours (for not more than four hours) on one or more days if the student violates the school's code of conduct. The parent will be notified when a student has been placed in detention. Saturday school may be used for repeated code of conduct violations.

Discipline

The district developed a new student code of conduct in July. The new student code of conduct adopted by the Board, this handbook, and current statutes will govern student discipline and will supersede policies adopted by the Board within the context of previous law. The Board, the principal or other appropriate administrator will continue to be authorized to consider the circumstances of each disciplinary situation, including the following factors:

1. The seriousness of the offense
2. The student's age
3. The frequency of misconduct
4. The student's attitude
5. The potential effect of the misconduct on the school environment

State law requires certain disciplinary actions for certain offenses. Complete details may be found in the Borden County I.S.D. Student Code of Conduct.

Disruptions

As identified by law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.

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

IPODs, CD Players, Other Electronic Devices and Games, and Cell Phones

Students are not permitted to possess such items as pagers, IPODs, CD players, tape recorders, camcorders, DVD players, cameras, electronic devices or games at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

For safety purposes, the district permits students to possess cell phones; however, cell phones are to be left in the student's car or locker. If a student needs to contact a parent during the school day, they are welcome to come to the office and use a school phone. Any disciplinary action will be in accordance with the *Student Code of Conduct* and may include confiscation of the device. The school may charge the owner for the release of certain telecommunications devices.

CONTAGIOUS DISEASES / CONDITIONS

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

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

CORRESPONDENCE COURSES

A student in grades 9-12 may earn a maximum of four units of credit by correspondence. These credits may be applied toward state or local graduation requirements. Correspondence courses taken for high school credit will not be weighted.

COUNSELING

Academic Counseling

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures. Each spring, students in grades 7 through 12 will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and vocational opportunities.

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

Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns.

Psychological Exams, Tests, or Treatment

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

***CREDIT BY EXAM*—If a Student Has Taken the Course**

A student who has previously taken a course or subject—but failed the course with a grade of no less than 60—may, in circumstances determined by the teacher, counselor, principal, or attendance committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, home-schooling, correspondence courses, or independent study supervised by a teacher.

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

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

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

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

A student will be permitted to take an examination to earn credit for an academic course for which the student has no prior instruction. The dates on which examinations are scheduled during the school year include the second Monday of each six weeks. The passing score required to earn credit on an examination for acceleration is 90.

If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. The district will not honor a request by a parent to administer a test on a date other than the date stated above. The parent will be responsible for paying an appropriate fee to the district or for purchasing the test from a State Board-approved university.

DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION

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

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

Dating Violence

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

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

FREEDOM FROM DISCRIMINATION

The district believes that all students learn best in an environment free from harassment and that their welfare is best served when they can work free from discrimination. Students are expected to treat other students and district employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The Board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, religion, color, national origin, gender, sex, age, or disability. Prohibited harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; or substantially interferes with the student's academic performance. A copy of the district's policy is available in the principal's office and in the superintendent's office.

Examples of prohibited discrimination may include, but are not limited to, derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; bullying, threatening or intimidating conduct; name-calling or slurs, taunting, teasing (even when presented as "jokes"), or rumors; aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or aggressive conduct such as theft or damage to property. Examples of prohibited sexual harassment may include touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

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

Any student (or the student's parent) who believes that he or she has experienced prohibited harassment should immediately report the problem to a teacher, counselor, principal, or other district employee.

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations will be promptly investigated. The district will notify the parents of any student alleged to have experienced prohibited harassment by an adult associated with the district, or by another student, when the allegations, if proven, would constitute "sexual harassment" or "other prohibited harassment" as defined by district policy.

If the district's investigation indicates that prohibited harassment occurred, appropriate disciplinary or corrective action will be taken to address the harassment. The district may take disciplinary action even if the conduct that is the subject of the complaint did not rise to the level of harassment prohibited by law or policy.

Retaliation against a person who makes a good faith report of prohibited harassment is prohibited. However, a person who makes a false claim or offers false statements or refuses to cooperate with a district investigation may be subject to appropriate discipline.

A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy.

In its efforts to promote nondiscrimination, the district makes the following statements:

Borden County ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

DISTANCE LEARNING

Scheduling conflicts or needs which arise may necessitate alternative means of delivering instruction; however, any course taken for local credit must be scheduled and approved through the counselor or principal prior to registration.

Correspondence courses or credit by exam must be obtained through Texas Tech. Students are limited to four credits by correspondence or CBE to fulfill graduation requirements. The district will pay for correspondence or CBE when the scheduling problem cannot be solved through local instruction. The student will be responsible for costs when courses are taken out of sequence or for acceleration. Courses taken for high school credit through correspondence or CBE will not be weighted.

A fully equipped distance-learning lab is available to students and/or adults who wish to take courses by interactive television from instructors in other school districts and/or colleges. ITV scheduling and delivery is coordinated through the Education Service Center, and offerings are limited. The principal will determine whether ITV courses taken for high school credit will receive weighted value or not.

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

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

The school newspaper, **The Paw Print**, and the yearbook, **The Coyote**, are available to students.

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

Non-school Materials...from students

Students must obtain prior approval from the principal before posting, circulating, or distributing written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made in two school days.

Any student who posts material without prior approval will be subject to disciplinary action in accordance with the student code of conduct. Materials displayed without this approval will be removed.

The principal has designated locker areas as the location for approved non-school materials to be placed for voluntary viewing by students.

Bulletin Boards

Bulletin boards are maintained in each of the buildings. These boards are to be used for information and display purposes. All information must be cleared through the principal's office before being placed on the bulletin board. Signs in the hall must also be approved.

Posters

Signs and posters that a student wishes to display must first be approved by the principal. Posters displayed without authorization will be removed. Any student who posts printed material without prior approval will be subject to disciplinary action.

DRESS AND GROOMING

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

Borden County's students shall be dressed and groomed in a manner that is clean and neat and that will not be a health and safety hazard to themselves or others. Clothing and grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal school operation is prohibited.

The Borden County School prohibits pictures, emblems, or writing on clothing that

1. Is lewd, offensive, vulgar, or contains obscene language
2. Advertises or depicts tobacco products, alcoholic beverages, drugs, or any other substance prohibited by the school
3. Refers to satanic, cult, prison wear or gang activities

The following guidelines will be used to determine appropriate dress:

1. Dresses, skirts, split skirts and shorts should not be shorter than two inches above the knee. A student will lose the privilege of wearing shorts for the school year upon a third offense. Parents will be notified when the second offense occurs. Shorts must be tailored (hemmed with no frayed edges). No spandex biker shorts or wind shorts are allowed (loose-legged, athletic running shorts) and shorts shall not be too tight.
2. Wearing of oversized or baggy pants and/or jeans is prohibited at school or at any school-sponsored activity on or off campus. No “saggin, baggin, or draggin.” Pants must be an appropriate length and not drag the floor. Boys’ pants will be worn at the waist and properly fit the waistline. No excessively wide legged pants will be allowed. No trench coats, dusters, jail attire or para-military attire will be allowed. No chains will be allowed on school property or at school-sponsored functions.
3. Shirts and blouses must be buttoned appropriately with midriff and back covered at all times. (Tops must be long enough that skin does not show when arms are lifted.) Clothing shall be designed, constructed, and worn in a manner that is not suggestive or indecent, and that shall promote proper decorum. The opening on any type of shirt shall not exceed the equivalent of the first button below the collar of a dress shirt.

Tank tops and “see-through chiffon blouses” will not be allowed unless they are worn with a crew neck T-shirt underneath it or a shirt worn over them during all school hours and activities. Tailored shirrtails must be tucked in unless you have a crew T-shirt underneath the shirt. (All tailored shirts will be buttoned and tucked into the pants or skirt when representing Borden County in any extra-curricular activity.)

Sleeveless blouses are permissible but must be in good taste. Appropriate undergarments must be worn and must not be exposed at any time.

4. Footwear shall be a part of regular attire. House shoes are not acceptable footwear. No metal cleats, rollers, or plates on the soles of shoes shall be worn in the building.
5. Hair shall be clean and well groomed at all times while attending school, school functions, and school-sponsored activities. It will be styled in a manner that will keep it out of the student’s eyes and not obstruct one’s vision. No unnatural or bizarre hair colors or haircuts will be permitted. Eyebrows must not be notched or shaved in an unnatural manner. Male students’ hair may be worn no longer than the top of the collar. In addition: geometric or unusual patterns will not be allowed to be shaved or cut in the hair, and boys may not wear ponytails, rat-tails, or braids.

Students are to be clean-shaven at all times. Mustaches and beards are not allowed. Sideburns shall not be worn lower than the bottom of the ear lobe and no wider than one inch at the base.

6. Boys will not wear piercing jewelry. Girls may not wear exposed piercing jewelry other than earrings.

7. Sunglasses may not be worn in the building during school hours or events inside the building unless prescribed by a doctor.
8. Students may not wear hats, caps, bandanas, or hoods inside the building during the school day unless approved by the school administration. In addition, they may not wear such headwear when participating in basketball games, whether actively participating or sitting on the bench.
9. Any clothing or grooming not listed above that is determined by the school administration to pose a disruption, interference, or safety concern to the normal school operation or Borden County School Community will be prohibited and addressed as appropriate.
10. Students may not wear gloves or arm sleeves in the school building.

A student who violates the dress code shall be given an opportunity to correct the problem at school. If not corrected, the student shall be assigned to in school suspension either for the remainder of the day or until a parent or designee brings an acceptable change of clothing to the school. Repeat offenses may result in more serious disciplinary action. The principal, in cooperation with the sponsor, coach, or other person in charge of an extra-curricular activity, may regulate the dress and grooming of students who participate in the activity (for example: cheerleader uniforms may vary from normal requirements according to principal/sponsor approval). Students who violate these standards may be removed or excluded from the activity for a period determined by the school administration or sponsor and may be subject to other disciplinary action.

Violations of the Borden County Dress Code may be handled through the student code of conduct.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

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

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

- Students must attend school for at least a half of a day in order to participate in extra-curricular activities that same day. Contact an administrator if you have any questions.
- During the first grading period, a student is eligible if he or she was promoted at the end of the previous year, or has accumulated the required number of units toward graduation.
- A student who receives at the end of a grading period a grade below 70 in any academic class—other than an advanced placement or international baccalaureate course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or a foreign language—may not participate in extracurricular activities for at least three school weeks. The grades will subsequently be reviewed at the end of each three weeks period; the suspension will be removed if the student's grades are equal to or greater than the equivalent of 70.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.

- A student is allowed in a school year up to 17 absences not related to post-district competition, and a maximum of 4 absences for post-district competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions. This includes travel to and from a U.I.L. sponsored event. The school principal will have discretion to allow the original 17 absences to be used for post-district extra-curricular absences in the event a student excels and needs additional post district days when he/she has not used the original 17 days for extra-curricular absences.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

University Interscholastic League Award Rule

No member school of this League shall be permitted to issue (and no pupil shall be permitted to receive) awards for participation in inter-school competition in excess of \$70 (or the equivalent in value) during his/her high school enrollment in the same high school. Those additional symbolic awards not exceeding \$10 each may be presented for each inter-school activity each year.

Please note: Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the *Student Code of Conduct* or by local policy will apply in addition to any consequences specified by the organization’s standards of behavior.

Activities Calendar

A calendar of all school events such as ball games, school plays, and other extra-curricular activities is kept in the principal's office. All extra-curricular activities or other events related to the school will be scheduled upon approval of the principal. Every effort is made to keep from having conflicting activities on the same night.

Athletics

The Borden County School provides a sports program during the year for those who wish to participate. Citizenship of the finest type can and should be developed in our athletic program. It is the intention of the school to sponsor only athletics that adhere to high standards of integrity. No student, who does not meet the actual requirements of the University Interscholastic League and the eligibility requirements established by the State of Texas, will be used in athletic contests. Failure to meet the requirements will automatically disqualify any athletic participant.

The principal, in cooperation with a sponsor, a coach, or other persons in charge of an extra-curricular activity, may regulate the dress and grooming of students who participate in the activity. Students who violate these standards may be removed or excluded from the activity for a period determined by the principal or sponsor and may be subject to disciplinary action.

Band

Participation in band work is mandatory for grades 5-8 and is encouraged for students grade 9 and up. The school furnishes pupils the instruments; if they choose, the individuals may furnish their own smaller instruments. The band director should be consulted as to details concerning becoming a member of the band.

National Beta Club

The National Beta Club is a non-secret leadership/service organization for high school students. The purpose of this organization is to promote the ideals of honesty, integrity, character, positive attitudes to service, and leadership; to reward high achievement; and to encourage and assist students in continuing their education after high school. Any student who meets the following academic and moral requirements is eligible for membership.

1. The student must attain the following level of achievement for admission:
 - A. For freshmen--a minimum average of 90 in all subjects for one semester, or for two consecutive six weeks.
 - B. For other high school students--a minimum average of 90 for one six weeks.
2. The student must be approved for membership by the sponsor and the principal.

4-H Clubs

The 4-H Clubs are sponsored by adults of the county, usually the County Agent and Home Demonstration Agent. Membership is open to boys and girls who are nine years of age and older.

FFA

The Gail FFA Chapter is sponsored by the teacher of agricultural science. Membership is open to students currently enrolled in or who have previously been enrolled in agricultural science.

Members of FFA may participate in stock shows in accordance with the following rules:

1. Stock show participation must be approved by the agricultural science teacher and the school principal.
2. To maintain eligibility to attend a stock show, a student's conduct must be acceptable to the agricultural science teacher.
3. Transportation of animals and expenses of students will be the responsibility of the student involved unless deemed otherwise by administration and/or by the agricultural science teacher.
4. Names of students who will attend each stock show will be submitted to the high school principal prior to leaving for the show.
5. The agricultural science teacher will keep a record of school days missed by each FFA student participating in shows.
6. No student will be allowed to take an animal to a stock show unless the animal is worthy of exhibit as determined by the agricultural science teacher.
7. The agricultural science teacher will be present at the San Antonio and Houston Stock Shows.

8. Any student may participate in any other stock show if the student's parents accept full responsibility for the student and the student has extra-curricular days available. Animals attending these shows must be entered through FFA or 4-H.
9. Students must be academically eligible to participate in the stock shows.

Offices and Elections

In order to be eligible for positions of honor or eligible to serve in an elected position of responsibility, students will be required to have been in attendance for one complete semester at Borden County I.S.D. This policy will be in force for all elected positions of honor and elected positions or responsibility unless otherwise stated in board policy or the student handbook. The school administration will interpret the difference between positions of honor and responsibility. Students would not be eligible to be considered for positions of honor such as class favorites, homecoming queen, or other positions of honor until the student has fulfilled the responsibility of earning credit from the Borden County I.S.D., as well as having been in attendance for one complete semester. This policy will be in force for all elected positions of honor and elected positions of responsibility unless otherwise stated in board policy or the student handbook. The school administration will interpret the difference between positions of honor and responsibility.

As soon as possible after school begins, the various classes will elect class officers. The class officers should come from the best all-around students of the class. A class officer should be one who can truly represent the best interest of the class as a whole and one who has ability in public speaking so as to be able to carry on a class meeting by using proper parliamentary procedure.

Football Beau: The Football Beau is selected by the vote of the high school girls. The eligible nominees will come from the varsity football team roster. A majority vote is needed to win. The second and third place candidates serve as alternates. The voting to select the three nominees and then the Beau will be by secret ballot. If there is no majority vote on the first ballot, the two students with the most votes will face a run-off to determine the Football Beau.

Homecoming Queen: The Homecoming Queen is selected by the vote of the high school student body. Nominees are the senior girls; the three girls with the most votes will be the candidates for Homecoming Queen. A majority vote is needed to win. The second and third place candidates serve as alternates. The voting process will be by secret ballot.

Football Sweetheart: The Football Sweetheart is chosen by a vote of the football team. The candidates for Football Sweetheart will be the cheerleaders and the mascot. A majority vote is needed to win. The second and third place candidates will serve as alternates. Secret ballots, majority vote, and eligibility requirements will be used in the selection process and run-offs.

Band Sweetheart: The band members will choose three eligible candidates from the high school girls in the band. The three girls with the most votes will be the candidates. The band will then vote on the three candidates. If there is no majority vote on the first ballot, the two girls with the most votes will face a run-off to decide the Band Sweetheart. Secret ballots will be used in the voting process.

Cheerleaders, High School:

1. Cheerleaders and mascots must be passing at the time of tryouts in order to be eligible to participate.
2. Six cheerleaders and a school mascot will be named through the selection process. Cheerleaders and the school mascot will be elected at large from students in grades 8-11. Three judges will be secured to help with the selection process; judges' ranking will count 50% of the election process. A popular student vote will count 25% of the cheerleader and mascot selection process. A faculty vote will count 25% of the cheerleader and mascot selection process. In the case of a tie, the highest judge ranking will determine the winner for cheerleaders and the school mascot.
3. All cheerleaders must be eligible according to U.I.L. guidelines at the time cheerleading duties are to be performed.
4. No uniforms will be purchased and worn by cheerleaders that have not been approved by the sponsor and school administration.
5. Cheerleading tryouts will be conducted following the conclusion of the fifth six weeks of the school year prior to the year cheerleading duties are to be performed.
6. At least one week prior to the day cheerleading tryouts will be conducted, cheerleaders must return the permission slips indicating their agreement to abide by all cheerleading and school rules.
7. Each cheerleader is a visible representative of the school and should conduct herself/himself accordingly. Any cheerleader who violates the rules and policies of the school can be removed from the squad immediately by the sponsor and/or principal on a temporary or permanent basis as appropriate.
8. Unless prior permission has been obtained from the principal and/or sponsor, cheerleaders will be required to ride with the cheerleading squad to and from the games. Any deviation from this rule will be in accordance with the district rules pertaining to "Travel School Trips".
9. Unless permission to deviate from normal requirements and responsibilities is obtained beforehand from the sponsor or principal, cheerleaders will be required to attend cheerleading camp, all meetings, all practice sessions, and abide by all other rules pertaining to cheerleading as agreed upon prior to trying out for cheerleader.
10. Cheerleaders may furnish tights and socks.
11. Uniforms will be purchased as appropriate in accordance with the recommendation of the sponsor and approval of the school administration.

Cheerleaders, Junior High:

1. Cheerleaders must be passing at the time of tryouts in order to be eligible to participate.
2. Five cheerleaders will be named through the selection process. Cheerleaders will be selected at large from students in grades 6-7. The Borden County I.S.D. Administration and the respective cheerleading sponsor will determine whether to allow students in grade 5 to participate in the junior high cheerleading tryouts based upon the number of students in grades 6 and 7 who are interested in trying out. The leadership abilities of the students trying out for cheerleader in grades 6-7 play a major role in determining whether students in

grade 5 will be allowed to try out. Tryouts will be held in conjunction with the high school tryouts in accordance with the same rules as for the high school selection process.

3. – 7. Same as high school.
8. Cheerleaders who repeatedly violate the rules can be suspended or immediately removed from the cheerleading squad by the sponsor and/or principal on a temporary or permanent basis as appropriate.
9. Cheerleaders will be required to ride with the cheerleading squad to and from the games unless prior permission to deviate from the normal requirements has been obtained from the principal or sponsor.
10. Cheerleaders will furnish tights, shoes, and socks.
11. Uniforms will be purchased as appropriate in accordance with the recommendation of the sponsor and approval of the school administration.

Twirlers:

1. Twirlers must be passing at the time of tryouts in order to be eligible to participate.
2. A maximum of three twirlers will represent the Borden County Band. Twirler(s) will be selected at large from students in grades 8-11. No more than three independent judges with expertise in the fundamentals of twirling will be secured by the band director to conduct the selection process. The ranking of the judges will count 100% toward the selection process. In the event of a tie, the band director will secure one additional independent judge with expertise in the fundamentals of twirling to break the tie. Judges will also make the decision of whether candidates have adequate proficiency in twirling skills to serve as a representative of the Borden County Band.
3. The band director will determine the performing configuration for twirlers as related to whether twirlers perform as feature twirlers or as a group when more than one twirler is selected.
4. Twirlers must be eligible according to U.I.L. guidelines at the time twirling duties are to be performed.
5. One twirling uniform will be purchased by the school for each twirler, and all other uniforms will be provided by the twirler(s). Twirling uniforms should be tastefully modest. Uniforms will not be purchased or worn that have not been approved by the band director and the school administration.
6. Twirling tryouts will be conducted following the conclusion of the fifth six weeks of the school year prior to the year twirling duties are to be performed.
7. At least one week prior to the day twirling tryouts will be conducted, candidates for twirler must return the permission slips indicating their agreement to abide by all twirling and school rules.
8. School twirler(s) are a visible representative of the school and should demonstrate conduct in a manner that will dignify the Borden County School. The twirler(s) can be removed immediately by the band director and/or principal on a temporary or permanent basis as appropriate after having been found guilty of violating rules and policies of the school.

9. Unless prior permission has been obtained from the principal or sponsor, twirler(s) will be required to ride to and from the games with the band. Any deviation from this rule will be in accordance with the district rules pertaining to "School Trips."
10. During the summer prior to the school year twirling duties are to be performed, twirlers must attend a twirling camp and/or take private lessons from a qualified twirling instructor as approved and recommended by the band director. The school district will pay expenses associated with a twirling camp; however, individual twirlers will be responsible for private lessons.
11. Twirlers will be required to participate in the U.I.L. district contest during all years these respective individuals are high school students.

Junior High Twirlers

1. Twirlers must be passing at the time of tryouts in order to be eligible to participate.
2. There will be no election of junior high twirlers; however, students in grades 6-7 wishing to serve as twirler must perform a prepared routine demonstrating proficiency in the fundamentals of twirling with students in grades 5-7 serving as the audience. Following the conclusion of the fifth six weeks of the school year prior to the year twirling duties are to be performed, this routine will be performed in conjunction with cheerleading tryouts. The junior high twirling sponsor and the band director will determine whether junior high twirlers have adequate proficiency in twirling skills to serve as a junior high twirler. The Borden County I.S.D. Administration and the respective twirling sponsor will determine whether to allow students in grade 6 to serve as junior high twirlers based upon whether there are students willing to serve as twirlers in grades 7 and 8. It is recommended that junior high twirlers take twirling lessons from a qualified twirling instructor; however, lessons are not required and will not be paid for by the school district.
3. Individuals wishing to serve as junior high twirlers must be eligible according to U.I.L. guidelines at the time twirling duties are to be performed.
4. One twirling uniform will be purchased by the school for each twirler, and all other uniforms will be provided by the twirler. Twirling uniforms should be tastefully modest. Uniforms will not be purchased or worn that have not been approved by the junior high twirling sponsor. Uniforms must coordinate when more than one junior high twirler is allowed to serve.
5. Twirlers are visible representatives of the school and should demonstrate conduct in a manner that will dignify the Borden County School. Twirlers can be removed immediately by the junior high twirling sponsor and/or principal on a permanent basis as appropriate after having been found guilty of violating rules and policies of the school.
6. Unless prior permission has been obtained from the principal and/or sponsor, twirlers will be required to ride with the twirling sponsor to and from games.

FEES

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities, when membership or attendance is voluntary.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost or damaged library books and school-owned equipment.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.

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

Graduation Expenses

Because you and your child will incur expenses in order to participate in the traditions of graduation, such as the purchase of invitations, senior ring, and senior picture, you and your child should monitor his or her progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year. Juniors planning to go on the senior trip will need to pay their junior dues before classes begin in the fall.

FUND-RAISING

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

GRADE CLASSIFICATION

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

Units of Credit	Earned Grade Placement
6	10 (sophomore)
12	11 (junior)
18	12 (senior)

GRADING GUIDELINES

Grades will be:

A = 90 - 100
B = 80 - 89
C = 70 - 79
69 and below - Failing

To earn credit in a course, a student must receive a grade of 70 based upon course-level or grade-level standards. We accept credit awarded from other schools and states.

Six Weeks Grade

The six weeks grade for a course is determined at each teacher's discretion. Students will be notified at the beginning of each course. There should be a minimum of ten (10) daily grades for the six weeks daily average.

Semester Grade

The semester grade is an average of each of the three six-weeks grades and the final exam. The final exam grade is worth one-seventh ($1/7$) of the final average. Each of the three six-weeks grades is worth two-sevenths ($2/7$) of the final average.

Unexcused Absences

Each unexcused absence will result in three points being deducted from the six weeks grade.

Cheating, Plagiarism, Academic Dishonesty

Plagiarism is the use of another person's original ideas or writing as one's own without giving credit to the true author. Plagiarism will be considered cheating and the student will be subject to academic disciplinary action that may include loss of credit for the work in question. Teachers who have reason to believe a student has engaged in cheating or other academic dishonesty will determine the academic penalty to be assessed. Students found to have engaged in academic dishonesty will be subject to disciplinary penalties as well as academic penalties.

GRADUATION

Requirements for a Diploma

To receive a high school diploma from the district, a student must successfully complete the required number of credits and pass a statewide exit-level exam. Early graduates must complete all requirements during the spring semester to participate in the commencement exercise. Senior pictures are taken during the fall semester prior to the spring graduation ceremony. Early graduates are allowed to have their picture placed on the senior composite; however, early graduates must have their picture taken at the same time as the regular graduates in order for all pictures to match the senior pictures to be displayed on the yearly senior composite.

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

Graduation Programs

The district offers three different graduation plans as dictated by the State. Requirements fluctuate according to legislation passed during legislative sessions. Because of this, please contact the school counselor to receive updated graduation plans.

All students entering grade 9 are required to enroll in the Recommended High School Program or Advanced/Distinguished Achievement Program. Permission to enroll in the Minimum Graduation Program will be granted only if an agreement is reached among the student, the student's parent or person standing in parental relation, and the counselor or appropriate administrator.

Certificates of Coursework Completion

A certificate of coursework completion will be issued to a senior student who successfully completes state and local credit requirements for graduation but fails to perform satisfactorily on the exit-level tests. Those students will be allowed to participate in the graduation exercise. They will not, however, be allowed to go on the senior trip.

Students with Disabilities

Upon the recommendation of the admission, review, and dismissal committee, a student with disabilities may be permitted to graduate under the provisions of his or her individualized education program (IEP).

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

Graduation and Senior Activities

Baccalaureate Services and Commencement Exercises: The superintendent will contact all speakers and platform guests involved in the program for these graduation events.

Caps and Gowns: The school will pay rental on caps and gowns for graduation. *Students who wish to buy an extra tassel or cap must pay for them.*

Invitations: Graduation invitations are selected by the senior class members in the fall for spring delivery. Each student must pay for his or her own invitations.

Junior-Senior Banquet and Prom: It has been customary in Borden County High School for the Junior Class to honor the Senior Class with a banquet. After the banquet, the classes may have a prom. Students may or may not attend the prom. Once a student leaves the building, he or she will not be permitted to return. The banquet will be under the direction of class sponsors, and arrangements will be worked out by the students and sponsors.

If the Senior Class chooses to have a prom, it will be the responsibility of their parents to organize, decorate, fund, and sponsor the prom.

Rings: During the spring of their junior year, students may order a class ring signifying their senior year. Students must pay for their own rings. Rings will be delivered to students at the end of their junior year.

Trip: The following rules shall be adhered to concerning senior trip and funding:

1. The senior trip shall be considered a privilege granted by the Board. The senior class should not consider the trip a right.
2. A student must be classified as a senior at the beginning of the year to be eligible to participate in any trip activities or the senior trip in any given year.
3. A maximum of five days shall be allowed for the senior trip. No school days shall be allowed for the trip. The trip shall begin as soon as possible after school is dismissed for the summer.
4. Two administrators shall accompany students on all senior trips.
5. The names and number of the sponsors for the trip will be left to the discretion of the superintendent.
6. All money collected by classes will be used exclusively for the senior trip or other senior expenses that benefit the class as a whole. Class funds will not be prorated to class members who do not participate in the senior trip. Junior dues must be paid before classes begin in the fall.
7. The senior sponsors and the high school principal shall submit an outline plan of the trip to the superintendent for Board approval no later than the regular April meeting.
8. Trips are to be confined within the boundaries of the Continental United States. In addition, Las Vegas, Nevada, and New Orleans, Louisiana, are trip sites that are not allowed.
9. All students will remain with the group while on the trip, and they will be under the supervision of a sponsor at all times.
10. A student must have graduated before he or she will be eligible to go on the senior trip.
11. Students are required to abide by the same rules as while at school.
12. Students moving into the district at the start of the senior year will be allowed to attend the senior trip by paying a prorated share of all funds and by performing all other financial requirements relating to the senior trip.

Graduation Expenses

Because students and parents will incur expenses in order to participate in the traditions of graduation—such as the purchase of invitations, senior ring, and senior picture—both student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year. Juniors planning to go on the senior trip will need to pay their junior dues before classes begin in the fall.

State Scholarships and Grants

- Under the Texas Early High School Graduation Scholarship Program, students who complete the Recommended or Advanced/Distinguished Achievement High School Program may earn financial credits in varying amounts to apply toward college tuition. The amounts depend on the number of consecutive months in which the student completed graduation requirements and the number of early college credits earned and may be used at public or private higher education institutions within the state. The counselor can provide additional information about meeting the program's eligibility requirements.
- Students who have a financial need according to federal criteria and who complete the Recommended High School Program or Advanced/Distinguished Achievement Program may be eligible under the T.E.X.A.S. Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. For further information, see the principal or counselor.

HEALTH-RELATED MATTERS

Physical Activity for Students in Elementary and Middle School

The district will ensure that students in kindergarten through grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week.

Students in middle or junior high school shall engage in 30 minutes of moderate or vigorous physical activity per day for at least four semesters OR at least 225 minutes of moderate or vigorous physical activity within a two-week period for at least four semesters.

For additional information on the district's requirements and programs regarding elementary, middle, and junior high school student physical activity requirements, please see the principal.

School Health Advisory Council

During the preceding school year, the district's School Health Advisory Council held one meeting. Additional information regarding the district's School Health Advisory Council is available from the school nurse.

Physical Fitness Assessment

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

Vending Machines

The district has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines.

Other Health-Related Matters

Tobacco Prohibited

The district and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property and at school-sponsored and school-related activities.

Asbestos Management Plan

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the Superintendent's office. If you have any questions, please contact the Superintendent.

Pest Management Plan

The district applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact the Superintendent.

HOMELESS STUDENTS

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths:

Bart McMeans, Principal, Borden County School, P.O. Box 95, Gail, TX 79738.
(806) 756-4313

HOMEWORK

Homework will be expected of students throughout the school year. Teachers will use discretion on the amount of homework assigned in relation to grade level and topics each day. Parents can help by doing the following:

1. Setting up a study area in the home.
2. Setting up a regular study time.
3. Keeping the study area quiet and free of distractions.
4. Keeping the study area environment comfortable and well lighted.
5. Encouraging full use of study time each day; for example, if they finish homework before the time is up, have them read or read to them.
6. Discussing the homework and checking to see if it is completed and neat.

IMMUNIZATION

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

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

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

LAW ENFORCEMENT AGENCIES

Questioning of Students

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

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

Students Taken Into Custody

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

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.

- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.
- To comply with a properly issued directive to take a student into custody.

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

The principal will immediately notify the superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student's release to a law enforcement officer, any notification will most likely be after the fact.

Notification of Law Violations

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.

LOST AND FOUND

A lost and found department is maintained in the principal's office. When an article is found, it should be turned in to the office. Inquiry should be made there for lost articles. It is especially important that all textbooks that are found be turned in as soon as possible.

MAKEUP WORK

Routine and In-depth Makeup Work Assignments

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

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher.

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

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

DAEP or In-school Suspension Makeup Work

A student removed to a Disciplinary Alternative Education Program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, coursework needed to fulfill the student's high school graduation requirements. The district may provide the opportunity to complete the coursework through any alternative method, including a correspondence course, distance learning, or summer school.

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, distance learning, or summer school.

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

MARRIED STUDENTS

Married students enrolled in the Borden County public school shall be permitted to take part in all school activities.

MEDICINE AT SCHOOL

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

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

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

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

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

A limited number of over-the-counter medications are available in the nurse's office and can be given to students that have returned a consent form signed by a parent. The following list contains those medications that are available:

1. TYLENOL
2. CHILDREN'S TYLENOL
3. IBUPROFEN
4. BENADRYL
5. ROLAIDS
6. PEPTO BISMOL
7. HALL'S COUGH SUPPRESSANT
8. CHLORASEPTIC THROAT LOZENGES
9. SUDAFED
10. EMOTROL
11. IMODIUM

Psychotropic Drugs

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

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

PHYSICAL EXAMINATIONS / HEALTH SCREENINGS

Vision and Hearing Testing

Students are checked each year for visual and hearing defects, but any student may be referred by the teachers for such checking when symptoms or defects are observed. Parents are notified if tests indicate the child needs medical care. It is the parents' responsibility to refer the case to the physician.

Scoliosis Screening

Scoliosis screening will be done on an annual basis for students in 6th through 9th grade.

U.I.L. Participation

A student desiring to participate in the U.I.L. athletic competition shall submit annually a statement from a physician licensed to practice in the state indicating that the student has been examined and is physically able to participate in the athletic program.

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

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

One minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others.

PRAYER

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

PROMOTION AND RETENTION

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

Students in kindergarten through 8th grade must have a core average of 70 and must pass three of the four core subjects in order to promote. Summer school may be allowed at the students' and parents' expense to fulfill requirements, subject to administrative approval.

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

- In order to be promoted to grade 4, students must perform satisfactorily on the reading section of the grade 3 assessment in English or Spanish.
- In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessment in English or Spanish.
- In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessment in English.

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

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

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

RELEASE OF STUDENTS FROM SCHOOL

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

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

If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

Leaving School Grounds

No pupil will be permitted to leave the school during school hours except for the following reasons:

1. Illness or any other emergency of which the principal and teacher will be the judge.
2. Upon request from parents or guardian giving exact times and reason for request.
3. When his/her name appears on a list of pupils taking part in some school activity sponsored by the school.
4. Normal check out procedures through the high school office should be followed when permission to leave campus is obtained by an administrator.

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every six weeks.

At the end of the first three weeks of a grading period, parents will be mailed an interim progress report if their child's performance in all core courses. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent may be requested to schedule a conference with the teacher of that class or subject.

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

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

Tutorials may be required for a student who receives a grade lower than 70 in a class or subject.

Conferences

Students and parents may expect teachers to request a conference 1) if the student is not maintaining passing grades or achieving the expected level of performance, 2) if the student presents any other problem to the teacher, or 3) in any other case the teacher considers necessary.

A student or parent who wants information or wants to raise a question or concern is encouraged to confer with the appropriate teacher, counselor, or principal. A parent who wishes to confer with a teacher may call the office for an appointment during the teacher's conference period or request that the teacher call the parent during a conference period or at another mutually convenient time.

Grades

In grades K – 12, achievement is reported to parents as numerical grades.

SAFETY

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

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

Accident Insurance

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

Drills: Fire, Tornado, and Other Emergencies

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

Fire Drill Bells

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

Tornado Drill Bells

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

Emergency Medical Treatment and Information

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

Emergency School-Closing Information

The question of whether or not to have school is a difficult one and also a serious one. It is important to keep schools open if it is possible to do so safely. If several days are lost, then it will be necessary to make up the time during the year. There are times when it is not safe or reasonable to have school, and it becomes a problem to get information to the homes of the community. This decision usually has to be made early in the morning on the day involved. We will do the best we can by the following method: Information will be given to the following radio and television stations as early as possible (by 7:00 a.m., if it is possible to do so):

- KBST RADIO STATION, BIG SPRING (KBYG 1400 AM)
- KSNY RADIO STATION, SNYDER (1450 AM & FM)
- KYML RADIO STATION, LAMESA (KPET 690 AM)
- KLLL RADIO STATION, LUBBOCK (1590 AM & 96.3 FM)
- TV KCBD, Channel 11, Lubbock
- TV KLBK, Channel 13, Lubbock
- TV KMAC, Channel 28, Lubbock

Note: No announcement will be made unless school will be dismissed or the school day will be altered. For example, the delay of school or buses running late would be examples of when an attempt would be made to announce a modification of the school day to television stations and radio stations.

SAT, ACT, AND OTHER STANDARDIZED TESTS

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

SCHOOL FACILITIES

Care of Buildings and Equipment

The school buildings of the Borden County School were built by the community of which the pupil is a part. These buildings were put on campus at great expense. Today it is still more expensive to maintain them. The pupils must help keep down this expense by caring for the buildings and equipment. It is to the advantage of the pupil to have good equipment with which to work. The student should take part in taking care of the equipment available and, in this way, help a great deal in securing more and better equipment. Those who willingly mar or destroy school property will be expected to pay for the damage done.

Use by Students before and after School

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

The following areas are open to students before school:

- Locker areas
- Elementary hallway
- Cafeteria

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

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

Conduct before and after School

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

Use of Hallways during Class Time

Loitering or standing in the halls during class is not permitted.

Cafeteria Services

The district participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. The Borden County I.S.D. offers free meals to all students.

The district follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day.

Library

A library is maintained in the school for the use of the students. It is the center of activity in the school and contains a wealth of information and materials to use in solving many of the problems students will encounter. It contains hundreds of books that make enjoyable reading; students who fail to read good books are missing one of the greatest opportunities they will ever have. The library is maintained for your benefit, so you should make the most of using it. The library remains open throughout most of the day for your convenience. Trained library staff and assistants will be glad to assist the pupil in finding what he or she needs and wants.

There are a few library regulations. Those in effect have been found necessary if the library is to serve the greatest number most effectively. Briefly, the regulations are as follows:

1. All general reference books (encyclopedias, dictionaries, etc.) are to be used in the reading room and are never to be taken out without special permission from the librarian. There are a few sets of encyclopedias and dictionaries that may be checked out.
2. All other books may be checked out for two weeks and may be renewed one time.
3. Lost or damaged books must be paid for. Students are responsible for the care of all books checked out. Fines of five cents per day may be assessed against anyone who might keep books out after the "due date."
4. All students with overdue books are expected to return books well in advance of final examinations at mid-term and at the end of the school year.
5. Library periods for classes will be followed.

Meetings of Non-Curriculum Related Groups

Student-organized, student-led non-curriculum related groups are permitted to meet during the hours designated by the principal before and after school.

A list of these groups is available in the principal's office.

SEARCHES

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

When school officials have reasonable cause to believe a student has in his/her possession any object or thing in violation of school rules and that the possession thereof constitutes an immediate threat to the welfare and safety of the other students or to the order and discipline of the school, those officials shall have the right to make a reasonable search of the student or the student's property. Desks, lockers, and other places owned or controlled by the school district shall be considered jointly shared by the student and school district, and the school officials shall have the right to search such places when they have reasonable cause to believe that objects or things prohibited on school premises by the policies or by law are in areas to be searched. School officials may take possession of any object of a search if it is in open view of the school officials. Trained dogs may be used to sniff cars, lockers, and classrooms. The response of a trained dog to a locker, car, or a student's personal possessions provides reasonable cause for a search of the locker, car, or personal possessions.

Students' Desks and Lockers

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

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

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

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

Vehicles on Campus

Students driving automobiles and motorcycles to school will park them in the designated area. Students are expected to drive carefully at all times, and a valid driver's license is expected of all students who drive to school. The speed limit around the Borden County School is 10 miles per hour.

1. Students will not sit in vehicles before school or during the lunch period.
2. Vehicles will not be driven by the student after arriving at school unless given permission by the principal.
3. Driving on the school campus in a manner that will be unsafe for others will bring about the loss of the student's privilege of driving his/her vehicle to school. School employees will report violations to the school administration. Parents will be informed of their child's driving.
4. Students will not be allowed to drive a vehicle during the lunch hour.
5. Vehicles parked on school property are under the jurisdiction of the school.

The school reserves the right to search any vehicle if reasonable cause exists to do so. A student has full responsibility for the security and content of his or her vehicle and must make certain it is locked and that the keys are not given to others. A student will be held responsible for any prohibited objects or substances, such as alcohol, drugs, or weapons, that are found in his or her car and will be subject to disciplinary action by the district, as well as referral for criminal prosecution. Searches of vehicles may be conducted any time there is reasonable cause to do so, with or without the presence of the student.

(See student code of conduct concerning vehicles and searches.)

Trained Dogs

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

SPECIAL PROGRAMS

The district provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact the principal.

English as a Second Language (ESL)

The intent and purpose of the ESL Program is to identify limited English proficient (LEP) students; provide English as a second language (ESL) programs; ensure that LEP students are afforded full opportunity to master the essential skills and knowledge required by the state; and assess achievement of these students to ensure accountability for LEP students and the schools that serve them.

Career and Technology Education (CTE)

The purpose and intent of the program is to develop new and/or improve CTE programs with the full participation of individuals who are members of special populations. Funds shall be used to provide CTE programs of such size, scope, and quality as to be effective; integrate academic and CTE education; and provide equitable participation in CTE programs for special population students. The basis for planning and conducting Career and Technology Education in Texas is for students to have access through sequences of courses designed for a career concentration so students achieve both academic and occupational competencies.

Dyslexia

The Dyslexia program ensures that procedures for identifying students with dyslexia or a related disorder are in place and provides appropriate instructional services to the students in a remedial class setting on the identified student's campus.

The major instructional strategies should utilize individualized, intensive, multi-sensory methods, and contain writing and spelling components.

Gifted and Talented Education

The purpose of the state gifted and talented program is to identify students and provide programs for a child or youth who performs at or shows the potential for performing at a remarkably high level of accomplishment when compared to others of the same age, experience, or environment and who exhibits high performance capability in an intellectual, creative, or artistic area, possesses an unusual capacity for leadership, or excels in a specific field.

Title 1, Part A

The purpose and intent of the Title 1, Part A Program is to provide opportunities for children served to acquire the knowledge and skills contained in the challenging state content standards [Texas Essential Knowledge and Skills (TEKS)] and to meet the challenging state performance standards [Texas Assessment of Knowledge and Skills (TAKS)] developed for children. Title 1, Part A provides supplemental resources to help schools with high concentrations of students from low-income families provide high-quality education which will enable all children to meet the state student performance standards.

Title III, Language Instruction for Limited English Proficient and Immigrant Students

Eligible immigrant students are defined in Title III as pupils enrolled in kindergarten through grade 12 who (1) are foreign-born, and (2) have been enrolled in any United States school for three school years or less.

Title IV, Safe and Drug-Free Schools and Communities

The purpose of the Safe and Drug-Free Schools and Communities program is to support programs that prevent violence in and around schools; prevent the illegal use of alcohol, tobacco, and drugs; involve parents; and coordinate with related federal, state, community efforts and resources to promote safe and drug-free schools and communities.

Title VI, Part B, Section 6211, Rural Education Achievement Program (REAP)

The purpose of REAP Section 6211 is to address the unique needs of rural school districts that frequently (1) lack the personnel and resources needed to compete effectively for federal competitive grants; and (2) receive formula grant allocations in amounts too small to be effective in meeting their intended purposes.

Special Education

The purpose and intent of the program is to ensure that all students with disabilities have available a free, appropriate public education which includes special education and related services to meet their unique needs.

State Compensatory Education (SCE)

The purpose and intent of the program is to improve and enhance the regular education program for students who are at risk of dropping out of school. The role of the program in improving student achievement is to provide accelerated instruction and support programs for students in at-risk situations. Through appropriate compensatory and accelerated instruction services, students in at-risk situations will pass the state assessments and graduate from high school.

STERIODS

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

Students participating in UIL athletic competition may be subject to random steroid testing. More information on the UIL testing program may be found on the UIL Web site at http://www.uil.utexas.edu/athletics/health/steroid_information.html.

TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS)

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

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

TARDINESS

Upon the fourth tardy in a six weeks period, the student may be assigned to detention by the principal. Each tardy after that may be subject to further disciplinary action.

TEACHER WORKROOMS

Each of the buildings provides a workroom for teachers. No students are permitted in the workrooms unless they have administrative approval.

TELEPHONES

Students are not to use the telephone without permission from the principal or others in charge. Messages will be taken and delivered as urgency seems to warrant. They will not be delivered during class unless of an urgent nature. Students will not use the school telephones for social calls.

Displaying, turning on, or using a cellular telephone or other telecommunications device on school property during the school day is prohibited. Students must obtain permission to use cell phones during the day from an administrator.

TEXTBOOKS

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

TRANSPORTATION

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. However, the principal may make an exception to this requirement under the following circumstances:

- The parent personally requests that the student be permitted to ride with them.
- On scheduled trips, the parent presents a written request to the sponsor that the student be permitted to ride home with an adult designated by the parent.
- Under extenuating circumstances, a licensed student driver may follow the bus to a school-sponsored event. The student would then follow the bus to the event and, if reasonable, follow the bus to the point nearest to his/her home before leaving the escort of the bus. No other student may ride in this vehicle. A note or phone call from the parent to the principal would be necessary before the principal would consider allowing a student to follow the bus.
- Students traveling on school trips requiring a stay in a hotel/motel facility will adhere to the following rules:
 - Boys and girls will not be allowed in the same room at any time.
 - Students will not be allowed to leave the hotel/motel without a sponsor.
 - Students will report to their room for a room check at the assigned time.
 - Sponsors will check rooms and give instructions to the next day's activities.
 - All students will stay in their room after the room check.
 - If an emergency arises, students will call their sponsor.

Buses and Other School Vehicles

The Borden County I.S.D. makes school bus transportation available to all students living within the district. Students transferring from another district may be picked up and then dropped off at a designated bus stop within the Borden County School District boundaries. This service is provided at no cost to students.

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

- Follow the driver's directions at all times.
- Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
- Not stand.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
- Not smoke or use any form of tobacco.

- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.
- Wear seat belts in school vehicles when provided. When students ride in a district vehicle or passenger car, seat belts must be fastened at all times if available.

Misconduct will be punished in accordance with the student code of conduct; parents will be notified, and bus-riding privileges may be suspended.

Disciplinary sanctions and changes in transportation for a student with a disability will be made in accordance with the student's Individual Education Plan (IEP) or other individually designed program.

TUTORIALS

Tutorial sessions will be offered as needed to provide additional assistance for students who are having difficulty and score below 70 in a course or subject. Students whose grades fall below 75 in a grade-reporting period will attend tutorials.

A student must attend tutorial sessions as required by the district unless he or she is exempt under the compulsory attendance law.

VANDALISM

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

VIDEO CAMERAS

For safety purposes, video/audio equipment may be used to monitor student behavior on buses and in common areas on campus.

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

VISITORS TO THE SCHOOL

General Visitors

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

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

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

WITHDRAWING FROM SCHOOL

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. The parent may obtain a withdrawal form from the principal's office.

On the student's last day, the withdrawal form may be presented to each teacher for current grade averages and book clearance; to the librarian to ensure a clear library record; and finally, to the principal. A copy of the withdrawal form will be given to the student, and a copy will be placed in the student's permanent record.

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

GLOSSARY

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

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

Alternative assessment instrument, developed by the state, may be given to students in special education and students identified as limited English proficient.

ARD is the admission, review, and dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student's parents are part of the committee.

Attendance Review Committee is sometimes responsible for reviewing a student's absences when the student's attendance drops below 90 percent of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit lost because of absences.

DAEP stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the *Student Code of Conduct*. Students in the DAEP will be separated from students not assigned to the program. The DAEP will focus instruction on English language arts, mathematics, science, history, and self-discipline, and provide for students' educational and behavior needs, as well as supervision and counseling.

FERPA refers to the federal Family Educational Rights and Privacy Act that grants specific privacy protections to student records. The law contains certain exceptions, such as for directory information, unless a student's parent or a student 18 or older directs the school not to release directory information.

IEP is the written record of the Individualized Education Program prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts, such as a statement of the student's present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services to be provided, and program modifications or support by school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; modifications to state or districtwide tests, etc.

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

NCLB Act is the federal No Child Left Behind Act of 2001.

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

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

Section 504 is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined by an ARD committee to be eligible for special education services, appropriate regular educational services will be provided.

State-mandated tests are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion, and passing the grade 11 exit-level test is a condition of graduation. Students have multiple opportunities to take the tests if necessary for promotion or graduation.

Student Code of Conduct is developed with the advice of the district-level committee and adopted by the board; identifies the circumstances, consistent with law, when a student may be removed from the classroom or campus. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP. It outlines conditions for out-of-school suspension and for expulsion, and states whether self-defense is a consideration in suspension, DAEP placement, or expulsion. The *Student Code of Conduct* also addresses notice to the parent regarding a student's violation of one of its provisions.

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

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

APPENDIX A

NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOUR CHILD MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.

USES AND DISCLOSURES

Treatment: Your child's health information may be used by staff members or disclosed to other health care professionals for the purpose of evaluating your child's health, diagnosing medical conditions, and providing treatment. For example, results of diagnostic tests and procedures will be available in your child's IEP to all health professionals who may provide treatment or who may be consulted by staff members.

Payment/Reimbursement: Your child's health information may be used to seek payment/reimbursement from Medicaid under the School Health and Related Services (SHARS) program. For example: Medicaid will receive information on dates of service, the services provided, and the medical condition being treated.

INDIVIDUAL RIGHTS

You have certain rights under the federal privacy standards. These include:

- ✓ The right to request restrictions on the use and disclosure of your protected health information.
- ✓ The right to inspect and copy the protected health information.
- ✓ The right to amend or submit corrections to your protected health information.
- ✓ The right to receive an accounting of how and to whom the protected health information has been disclosed.
- ✓ The right to receive a printed copy of this notice.

Contact Person:

If you would like to inspect or copy the protected health information, make a comment or complaint, or for further information contact:

Title:	DIRECTOR OF SPECIAL EDUCATION
Name:	BECKY NIX
Address:	P.O. Box 95
City, State, Zip:	Gail, TX 79738
Telephone Number:	806-756-4313

APPENDIX B

ACKNOWLEDGMENT FORM

My child and I have received a copy of the Borden County I.S.D. Student Handbook for 2009-2010. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subjected to disciplinary consequences.

Regarding student records, I understand that federal law and state law require that "directory information" on my child be released by the district to anyone who requests it unless I object in writing to the release of any or all of this information. The objection must be filed within ten school days of the time this handbook was given to my child.

Directory information includes my child's:

- 1. Name,*
- 2. Address,*
- 3. Telephone number,*
- 4. Electronic mail address*
- 5. Date and place of birth,*
- 6. Photograph,*
- 7. Participation in officially recognized activities and sports,*
- 8. Weight and height of members of athletic teams,*
- 9. Dates of attendance,*
- 10. Grade level,*
- 11. Major field of study; degrees,*
- 12. Honors and awards received in school, and*
- 13. Most recent previous school attended.*

In exercising my right to limit release of this information, I have marked through the items of directory information listed that I direct the district to withhold about my child.

Student Name(s):

Student Signature(s):

Parent Signature: _____ Date: _____

APPENDIX C

PARENT'S RESPONSE REGARDING RELEASE OF STUDENT INFORMATION TO MILITARY RECRUITERS AND INSTITUTIONS OF HIGHER EDUCATION

Federal law requires that the district release to military recruiters and institutions of higher education, upon request, the name, address, and phone number of secondary school students enrolled in the district, unless the parent or eligible student directs the district not to release information to these types of requestors without prior written consent.

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

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

Parent signature _____

Date _____