

Acknowledgment Form

My child and I have reviewed a copy of the Agua Dulce Secondary Student Handbook and the *Student Code of Conduct* for 2016-2017. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the *Student Code of Conduct*.

Printed name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

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

**Acknowledgment of Electronic Distribution of
Student Handbook**

My child and I have been offered the option to receive a paper copy or to electronically access at www.adisd.net the Agua Dulce Secondary Student Handbook and the *Student Code of Conduct* for 2016-2017.

I have chosen to:

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

I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the *Student Code of Conduct*. If I have any questions regarding this handbook or the Code, I should direct those questions to the principal at cdaniels@adisd.net or at 361-998-2214.

Printed name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

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

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

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

This means that the district must give certain personal information (called "directory information") about your child to any person who requests it, unless you have told the district in writing not to do so. In addition, you have the right to tell the district that it may, or may not; use certain personal information about your child for specific school-sponsored purposes. The district is providing you this form so you can communicate your wishes about these issues. [See **Directory Information** on page 27 for more information.]

For the following school-sponsored purposes identified in FL (LOCAL)], Agua Dulce ISD has designated the following information as directory information:

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

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

Parent: Please circle one of the choices below:

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

Parent signature _____ Date _____

For all other purposes, Agua Dulce ISD has designated the following information as directory information:

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

Parent: Please circle one of the choices below:

I, parent of _____ (*student's name*), **(do give) (do not give)** the district permission to release the information in this list in response to a request unrelated to school-sponsored purposes.

Parent signature _____

Date _____

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

Federal law requires that the district release to military recruiters and institutions of higher education, upon request, the name, address, and phone number of secondary school students enrolled in the district, unless the parent or eligible student directs the district not to release information to these types of requestors without prior written consent. [See **Release of Student Information to Military Recruiters and Institutions of Higher Education** on page 27 for more information.]

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

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

Parent signature _____ Date _____

Dear Parent:

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

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

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

The following are activities requiring parental notice and consent or opt-out for the 2016–2017 school year. Please note that this notice and authority to consent transfer from the parent to the student when the student reaches 18 or is an emancipated minor under state law.

"A parent must sign and return this consent form no later than Aug. 31st, 2016 if you would permit your child to participate in this survey."

Parent's signature

Contact Dr. Chris Daniels at 998-2214, cdaniels@adisd.net if you do not want your child to participate in this activity."

If you wish to review any survey instrument or instructional material used in connection with any protected information survey, please submit a request to 1 Longhorn Drive, Agua Dulce, 78330. Dr. Chris Daniels will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

Date: 2016-2017 School Year

Grades: 6-12

Activity: Student-Based Commercial Services

Summary: The Agua Dulce Secondary collects, or allows businesses to collect, use, and discloses personal information on students; These businesses provide student-based products and services.

To consent: A parent must sign and return the consent form no later than Aug. 31st, 2016 if you would permit your child to participate in this activity.

Parent's signature

If you wish to review any survey instrument or instructional material used in connection with any marketing survey, please submit a request to Dr. Chris Daniels will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

NOTICES TO PARENTS

Statement of Nondiscrimination

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

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of gender: Mr. Wayne Kelly, Superintendent of Schools, PO Box 250 Agua Dulce, Texas 78330 361-998-2542.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Mr. Wayne Kelly, Superintendent of Schools, PO Box 250 Agua Dulce, Texas 78330 361-998-2542.
- All other concerns regarding discrimination: See the superintendent Mr. Wayne Kelly, Superintendent of Schools, PO Box 250 Agua Dulce, Texas 78330 361-998-2542.

Asbestos Management Plan

- The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations addressing asbestos, and is available in the Superintendent Office. If you have any questions, please contact Mr. Wayne Kelly, PO Box 250 Agua Dulce, Texas 78330 361-998-2542.

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 Dr. Chris Daniels, PO Box 250 Agua Dulce, Texas 78330 361-998-2214

Additional Notices

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

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

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

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PREFACE

To Students and Parents:

Welcome to school year 2016-2017! 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 Agua Dulce High School Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is divided into two sections:

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

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

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

Both students and parents should become familiar with the Agua Dulce ISD *Student Code of Conduct*, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found as an attachment to this handbook and posted on the district website or available in the principal’s office.

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

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

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

4. Consent/Opt-Out Form.

[See **Obtaining Information and Protecting Student Rights** on page 27 and **Directory Information** on page 27 for more information.]

Please note that references to policy codes are included so that parents can refer to current board policy. A copy of the district's policy manual is available for review in the school office or online at www.adisd.net.

SECTION I: REQUIRED NOTICES AND INFORMATION FOR PARENTS

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

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of gender: Mr. Wayne Kelly, Superintendent, One Longhorn Drive, 361-998-2542.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Mr. Wayne Kelly, Superintendent, One Longhorn Drive, 361-998-2542
- All other concerns regarding discrimination: See the superintendent Mr. Wayne Kelly, Superintendent, One Longhorn Drive, 361-998-2542.

PARENTAL INVOLVEMENT

Working Together

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child, if your child is entering ninth grade.

- Monitoring your child’s academic progress and contacting teachers as needed. [See **Academic Counseling** on page 38 and **Academic Programs** on page 33.]
- 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 361-998-2214 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page 63.]
- Becoming a school volunteer. [For further information, see policies at GKG and contact Tracy Quinney
- Participating in campus parent organizations. Parent organizations include: Agua Dulce Athletic Booster Club.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact Dr. Chris Daniels, 361-998-2214 or at cdaniels@adisd.esc2.net.
- Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction. [See policies at BDF, EHAA, FFA, and information in this handbook at **School Health Advisory Council** on page 56.]
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

PARENTAL RIGHTS

Obtaining Information and Protecting Student Rights

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

- Political affiliations or beliefs of the student or the student’s parent.
- Mental or psychological problems of the student or the student’s family.
- Sexual behavior or attitudes.
- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom the student has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or parents.

- Income, except when the information is required by law and will be used to determine the student’s eligibility to participate in a special program or to receive financial assistance under such a program.

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

“Opting Out” of Surveys and Activities

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

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.
- Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. [See policies EF and FFAA.]

Inspecting Surveys

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

Requesting Professional Qualifications of Teachers and Staff

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

Reviewing Instructional Materials

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

[Also see **Removing a Student from Human Sexuality Instruction** on page 22 for additional information.]

Displaying a Student's Artwork and Projects

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

Accessing Student Records

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

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

[See **Student Records** on page 25.]

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;
- When it relates to media coverage of the school.

Granting Permission to Receive Parenting and Paternity Awareness Instruction

As a parent, if your child is under the age of 14, you must grant permission for your child to receive instruction in the district's parenting and paternity awareness program or your child will not be allowed to participate in the instruction. This program, developed by the Office of the Texas Attorney General and the Texas State Board of Education, is incorporated into the district's health education classes.

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.

Removing a Student from Human Sexuality Instruction

As a part of the district's curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) is involved with the selection of course materials for such instruction.

State law requires that any instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus or acquired immune deficiency syndrome must:

- Present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;
- Emphasize that abstinence is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity;
- Direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is the most effective way to prevent pregnancy and sexually transmitted diseases; and
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

In accordance with state law, below is a summary of the district's curriculum regarding human sexuality instruction:

Abstinence Program

As a parent, you are entitled to review the curriculum materials. In addition, you may remove your child from any part of this instruction with no academic, disciplinary, or other penalties. You may also choose to become more involved with the development of curriculum used for this purpose by becoming a member of the district's SHAC. Please see the campus principal for additional information.

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

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See **Pledges of Allegiance and a Minute of Silence** on page 61 and policy EC (LEGAL).]

Excusing a Student from Reciting a Portion of the Declaration of Independence

You may request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the district determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK(LEGAL).]

Requesting Notices of Certain Student Misconduct

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her child’s misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. [See policy FO(LEGAL) and the *Student Code of Conduct*.]

Requesting Transfers for Your Child

As a parent, you have a right:

- To request the transfer of your child to another classroom or campus if your child has been determined by its designee to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the superintendent for information. [See policy FDB.]
[See **Bullying** on page 33, and policy FFI(LOCAL).]
- To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See the district’s (LOCAL) policy on School Safety Transfers.]
- To request the transfer of your child to a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See the district’s (LEGAL) and (LOCAL) policies on School Safety Transfers.]

Requesting Classroom Assignment for Multiple Birth Siblings

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

OTHER IMPORTANT INFORMATION FOR PARENTS

Parents of Students with Disabilities

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, see **Special Programs** on page 69 and contact Rachel Vardeman at 998-2542, ext. 326.

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 Rachel Vardeman at 998-2542, ext. 326.

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. [See policy FDB(LOCAL).]

Accommodations for Children of Military Families

Children of military families will be provided flexibility regarding certain district requirements, including:

- Immunization requirements.

- Grade level, course, or educational program placement.
- Eligibility requirements for participation in extracurricular activities.
- Graduation requirements.

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district.

Services for Title I Participants

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Mr. Wayne Kelly and may be contacted at 998-2542.

Student Records

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from a student’s records, the district must verify the identity of the person, including a parent or the student, requesting the information. For purposes of student records, an “eligible” student is one who is 18 or older OR who is attending an institution of postsecondary education.

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

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student’s education records.

Federal law requires that, as soon as a student becomes 18, is emancipated by a court, or enrolls in a post-secondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.

- District school officials who have what federal law refers to as a “legitimate educational interest” in a student’s records. School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support staff; a person or company with whom the district has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. “Legitimate educational interest” in a student’s records includes working with the student; considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official’s professional responsibility; or investigating or evaluating programs.
- Various governmental agencies.

- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.

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

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

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

A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The address of the superintendent's office is One Longhorn Drive Agua Dulce, Texas 78330.

The addresses of the principals' offices are: One Longhorn Drive Agua Dulce, Texas 78330.

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the principal. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNG(LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading policy. [See FINALITY OF GRADES at FNG(LEGAL), **Report Cards/Progress Reports and Conferences** on page 63, and **Student or Parent Complaints and Concerns** on page 35 for an overview of the process.]

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

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

teacher's personal notes about a student that are shared only with a substitute teacher—do not have to be made available to the parents or student.

Please note:

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

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

Directory Information

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

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

Directory Information for School-Sponsored Purposes

The district often needs to use student information for the following school-sponsored purposes: found in FL(LOCAL)].

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

Unless you object to the use of your child's information for these limited purposes, the school will not need to ask your permission each time the district wishes to use this information for the school-sponsored purposes listed 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 Dr. Chris Daniels at 361-98-2214.

ABSENCES/ATTENDANCE

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

Compulsory Attendance

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

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

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

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

A student in grades 3–8 will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and applicable subject area.

Exemptions to Compulsory Attendance

State law allows exemptions to the compulsory attendance requirements for several types of absences. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Service as an election clerk; and
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders.

In addition, a junior or senior student's absence of up to two days related to visiting a college or university may be considered an exemption, provided the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed.

Failure to Comply with Compulsory Attendance

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; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

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

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

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

Attendance for Credit

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

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

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

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for the reasons listed above at **Exemptions to Compulsory Attendance** 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 FNG(LOCAL).

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

Parent's Note After an Absence

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

Doctor's Note After an Absence for Illness

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

Driver License Attendance Verification

For a student between the ages of 16 and 18 to obtain a driver license, the Texas Department of Public Safety must be provided written parental consent to access the student's records for purposes of verifying 90 percent attendance for credit for the semester.

ACADEMIC PROGRAMS

The school counselor provides students and parent's information regarding academic programs to prepare for higher education and career choices. [For more information, see **Academic Counseling** on page 38 of this handbook and policies at EIF.]

AWARDS AND HONORS

The campus will promote student achievement and motivation with award assemblies organized by the principal at least once a semester.

BULLYING

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

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

CAREER AND TECHNOLOGY PROGRAMS

The District offers career and technology programs in Agricultural Science, Computer Education and Family and Consumer Science. Admission to these programs is based on registration as an eligible student in the Agua Dulce ISD.

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

CHILD SEXUAL ABUSE

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

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

A child who has experienced sexual abuse should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse, and it is important to be calm and

comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

As a parent, if your child is a victim of sexual abuse, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manage early intervention counseling programs. To find out what services may be available in your county, see The following Web sites might help you become more aware of child sexual abuse:

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

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

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

Reports may be made to:

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

CLASS RANK / TOP TEN PERCENT / HIGHEST RANKING STUDENT

[For further information, see policies at EIC.]

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

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

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

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

[For further information, see policies at EIC.]

CLASS SCHEDULES

Drop and Add Class Policy

Students in secondary classes will be allowed to drop and add classes the **first week** of each semester. Drop and Adds are not allowed after the **1st week** of class of each semester.

Changes in schedule must be for a good reason and application for change must adhere to the following guidelines:

- A written statement of reason for change verified by drop class teacher/parent/administration.

- Referral by drop class teacher.
- Approval by teacher of class to be added.
- Approval of counselor.
- In junior high, parent permission is required.
- Approval by the campus principal.

DUAL CREDIT COLLEGE COURSES

In addition to the programs offered by the district, grades 11–12 may earn college credit from the following: Del Mar College and/or Coastal Bend College. Eligibility laws apply through the Texas Education Code (TEC). Please see the school counselor for more help.

COMPLAINTS AND CONCERNS

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

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

COMPUTER RESOURCES

To prepare students for an increasingly technological society, the district has made an investment in computer technology for instructional purposes. Use of these computer resources is restricted to students working under a teacher’s supervision and for approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and their parents should be aware that e-mail and other electronic communications using district computers are not private and will be monitored by district staff. [For additional information, see policies at CQ.]

CONDUCT (Applicability of School Rules)

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

Corporal Punishment

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

If you do not want corporal punishment to be administered to your child as a method of student discipline, please submit a written statement to the campus principal stating this decision. A signed statement must be provided each year.

Disruptions

As identified by law, disruptions include the following:

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

Telecommunications Devices, Including Mobile Telephones

Students are not allowed to possess telecommunications devices, including mobile telephones during the instructional day. The possession and use of mobile telephones in locker rooms or restroom areas at any time during school hours is strictly prohibited.

A student who possesses a telecommunications device during the instructional day shall have the device confiscated. The parent may pick up the confiscated telecommunications device from the principal's office for a fee of \$15.

Confiscated telecommunications devices that are not retrieved by the student or student's parents will be disposed of after the notice required by law. [See policy FNCE.]

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

Other Electronic Devices

Students are not permitted to possess such items as video or audio recorders, DVD players, cameras, games, or other electronic devices at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the items and turn them in to the principal's office. A student who uses an unauthorized

electronic device during the instructional day shall have the device confiscated. The parent may pick up the confiscated electronic device from the principal's office for a fee of \$15.

The possession of electronic music devices will be permitted, at the teacher's discretion in the instructional setting only.

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

Unacceptable and Inappropriate Use of Technology Resources

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement.

In addition, any student who engages in conduct that results in a breach of the district's computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion.

Social Events

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest. A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

CONTAGIOUS DISEASES / CONDITIONS

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted. The school nurse or the principal's office can provide information from the Department of State Health Services regarding these diseases.

CORRESPONDENCE COURSES

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

[For further information, see policies at EEJC.]

COUNSELING

Academic Counseling

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures. Each spring, students in grades 9 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. A student who wishes to meet with the counselor should fill out a counseling request which can be picked up outside of the counselor's office.

Psychological Exams, Tests, or Treatment

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

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

CREDIT BY EXAM—If a Student Has Taken the Course

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

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

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

A student will be permitted to take an exam to earn credit for an academic course for which the student has had no prior instruction. The dates on which exams are scheduled during the 2016–2017 school year include:

Dates Scheduled:

1st semester—three days during the first full week of October for Grades 6-12

2nd semester—three days during the first full week of March for Grades 6-12

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

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

DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION

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

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

Dating Violence

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

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

Discrimination

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

Harassment

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

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

Sexual Harassment

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

There are reasonable instances where physical contact is permissible or necessary, such as for disciplinary or safety reasons. Physical contact for these reasons are not sexual harassment. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

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

Retaliation

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

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

Reporting Procedures

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

Investigation of Report

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

In the event prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy.

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary or corrective action will be taken to address the conduct. The district may take disciplinary action even if the conduct that is the subject of the complaint was not unlawful.

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

DISCRIMINATION

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 39.]

DISTANCE LEARNING

The Agua Dulce Secondary may not offer distance learning during the 2016-2017 school year.

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 yearbook is available to students.

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

[See **Directory Information for School-Sponsored Purposes** on page 27.]

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 within two school days.

The principal has designated the office bulletin board as the location for approved non-school materials to be placed for voluntary viewing by students. [See policies at FNAA.]

A student may appeal a principal's decision in accordance with policy FNG(LOCAL). Any student who posts non-school material without prior approval will be subject to disciplinary action in accordance with the *Student Code of Conduct*. Materials displayed without the principal's approval will be removed.

Non-school Materials...from others

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

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD(LOCAL) or a noncurricular-related student group meeting held in accordance with FNAB(LOCAL).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

All non-school materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.

DRESS AND GROOMING

The district's dress code is established to teach grooming and hygiene, prevents disruptions, and minimizes safety hazards. The District reserves the right to alter the dress code rules as deemed necessary to respond to unexpected changes in fashion in order to maintain an orderly environment conducive to learning. Students are subject to the same rules of dress and grooming at all school sponsored events. For more information see Conduct before and after School page 66. The principal shall have the authority to decide whether any new style, trend, or fad in dress and grooming not specified in the handbook violates the campus dress code.

The District prohibits clothing that displays pictures, emblems, or writings that are lewd, inappropriate, offensive, vulgar, or obscene, or that advertises or depicts tobacco products, alcohol, drugs, and/or any other substances prohibited under policy FNCF (L). Students will properly wear their clothes and comply with the following:

School Appropriate tops:

Shirts/blouses must be short or long-sleeved in any solid or striped color. Students will wear polo or oxford type shirt buttoned modestly. Only Longhorn Spirit and college related t-shirts will be allowed. Tee-shirts associated with school clubs or organizations are also allowed. Oversized shirts that fall lower than the mid-thigh are not allowed.

School Appropriate bottoms:

Student may wear jeans, slacks, khakis, shorts, capris, and athletic pants, in any color. Skirts and dresses may not be 3" above the knees (see Special Occasion section below). Pajamas and tightly fitted sweat pants or tights are not allowed. No appropriate school bottoms will have holes that reveal skin or distracting patches on them. Minor frays are allowed; however they may not be present on the buttocks or crotch areas.

Outerwear/ Shoes

Jackets, hoodies, or any other outerwear worn will be either school logo items or solid color. Logos or print designs no larger than a quarter will be allowed. Jackets and hoodies must be worn open/unzipped while inside school buildings. Students will wear clean and appropriate shoes that include tennis shoes, boots, flip-flops, flats, casual shoes, and dressy shoes. Inappropriate shoes include: house/pajama shoes, costume shoes, steel toes (unless authorized by a club sponsor or teacher for a specific task), shoes with sharp spikes or lewd designs, boots that rise above the knee, and athletic cleats in the buildings.

Earrings nail color, hazardous jewelry, make-up, and tattoos:

Students will not be allowed to have any type of visible body piercing rings, openers, clear spacers, studs, or tattoos. Earrings are permitted for girls; however no more than three earrings and/or studs may be worn, and may only be worn in

the ear. Boys may not wear earrings or color their nails. Nail color implies the use of nail polish or the application of any other material including ink, marker, pain, or white out. Girls' makeup must be modest and proper as deemed by the administration. Application of makeup shall not be allowed in the classroom. Black lipstick and nail polish are not permitted. No hazardous or inappropriate jewelry shall be worn.

First Offense: Staff member will pick up the piercing, turn it in to the office, and student/parent pays a \$5 fine to retrieve it. Teacher/staff documentation is kept on file for future reference.

Second Offense: An office referral and a parent must pick up the piercing and pay a \$5 fine.

Third Offense: A referral and piercing will be kept for remainder of the school year.

Hair/Shaving

Hair shall be clean and neatly groomed/combed. Students who participate in athletics must conform to the grooming and safety standards set by the Head Football Coach/Athletic Director. No shocking hair colors will be permitted. Shocking colors including greens, blues, pinks, maroons, bright reds, purples, orange, and white will not be permitted. Any hairstyle that may be distracting in the classroom will be subject to the administrator's decision.

Boys may not have facial hair and may not have sideburns longer than below the ear. Boys may not have designs, symbols, ponytails, tails, or braids. Boys' hair shall be on the length that will not reach the bottom of a standard shirt collar and may not go over the eye brows or past the middle of the ear.

Hats, Bandannas, and Sweatbands:

Bandannas and sweatbands are not permitted on all school property or sponsored events. Students may not wear caps, hats, or other head coverings on school property except at outside events, such as football games. If worn improperly or inside any school-related building, the cap, hat, or other head covering will be confiscated with the following consequences:

First Offense: Staff member will pick up the cap, turn it in to the office, and student/parent will pay a \$5 fine to retrieve it.

Second Offense: A referral and the student/parent pay a \$5 fine.

Third Offense: A referral and the property will be kept for the remainder of school year.

Dress Standards for Special Occasions:

Dress code for special occasions such as homecoming, prom, commencement, and the athletic banquet will be communicated by the sponsors and the administration to parents and students in a letter. Dresses shall be appropriate in length by not exceeding 3 inches above the knee, and shall not be strapless, backless, or have a revealing slit on the upper thighs.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

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

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

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

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

[For further information, see policies at FM and FO. For student-organized, student-led groups, see **Meetings of Noncurricular-Related Groups** on page 66.]

Offices and Elections

See individual organizations constitutions for requirements.

FEES

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. A student, however, is expected to provide his or her

own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See **Buses and Other School Vehicles** on page 71.]
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.

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

FUND-RAISING

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least 10 days before the event. [For further information, see policies at FJ and GE.]

GANG-FREE ZONES

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

GRADE CLASSIFICATION

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

Credits Earned	Classification
5	Grade 10 (sophomore)
10	Grade 11 (Junior)
15	Grade 12 (Senior)

GRADING GUIDELINES

In grades 6–12, achievement is reported to parents as:

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 a written unsatisfactory progress report if their child's performance in any course is below 74. The teacher will also have a student signed copy of the progress report in their files to show that the student was made aware of their status in each class. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. [See **Working Together** on page 18 for how to schedule a conference.]

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

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

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 74 in a class or subject.

Report cards and unsatisfactory progress reports must be signed by the parent and should be returned to the school secretary within 5 days.

In grades six (6) through twelve (12) academic achievements shall be reported to parents as numerical grades on the report card.

SECONDARY GRADING POLICY

A six weeks average shall be determined by using daily grades, quizzes, projects, and tests. Tests may be weekly, chapter, unit or topic.

- There must be a minimum of 16 grades per six weeks including 3 test grades. Short six weeks of 5 weeks or less will require 2 test grades and 10 daily/quiz grades.
- There must be a minimum of three (3) tests given per six weeks, one of which may be a cumulative six weeks test.
- Accelerated Reader will be used as a daily grade by the English/Reading teachers in grades 6-12.
- Test grades will account for 70% of the six weeks' grade. Daily work and quizzes will account for 30% of the six weeks' grade.

The formula for computing the semester grade (grades 6-12) for classes will be as follows:

1^{st} six weeks grade + 2^{nd} six weeks grade + 3^{rd} six weeks grade + Semester Exam
Divided by 4 = Semester Grade Average

1. Late work policy: Homework may be turned in late at the teacher's discretion according to their classroom policies that are to be handed to each student at the beginning of the school year.
2. Grades 6-12 will administer semester tests.
3. Research Projects/ Long Range Assignments
 - a. Long term assignments given by a teacher, such as research papers, projects, essays, are due on the date assigned as per published timelines given at the beginning of the assignment.
 - b. Students who are absent on the due date need to get the assignments to the teacher or a late grade will be assessed.
4. Pre-AP/ AP Guidelines
 - a. Enrollment into any Pre-AP/AP class is primarily based on the teacher's discretion based on the following criteria: a grade of 75 or better in the previous grade level subject, passing the previous subject grade level TAKS exam, and completion of the summer project by the first school day. Any written request by a parent/guardian for their student to enroll in a Pre-AP/AP class will be honored despite the criteria guidelines, except the completion of the summer project.
 - b. Any student in an AP class may fail once within a school year with a grade no lower than a 60, but the student will be placed on probation for that class, and a parent conference will be held with the teacher. Any AP student on probation will be allowed to apply for a waiver for UIL eligibility purposes.
 - c. The only classes that may utilize the waiver are those that carry an AP status, not Pre-AP status. This means that the course is being taught by a

teacher who has met all of the standards as set forth by the College Board (i.e. approved syllabus).

- d. The waiver process will be conducted on a case by case basis that will allow the teacher to recommend to the administration that the aforementioned student has made a legitimate effort to be successful in the class. If the teacher so chooses not to support the waiver, the administration will honor the request of the teacher. All waivers will be documented and signed by the teacher, student, parent, and principal. Only one exemption may be used per year. Only one exemption may be used per year. If the teacher chooses not to support the waiver, the principal will review the case and waiver guidelines in deciding whether a student made a “legitimate effort.” The waiver guidelines include the following: absences, disciplinary history with the teacher, grades and work habits in the class, overall average for the class, and any special circumstances relating to the failure.
 - e. Should the student fail twice in one year, he/she could remain in the class, but the AP weighting would no longer apply to his/her grade, and UIL eligibility will be suspended for 3 weeks. (The student would receive regular grade status instead of AP grade status.) If an equivalent class, not AP is scheduled, the student shall be removed to said class if failing at mid-term. There is no AP Nova net class, and any student failing an AP class more than once is in danger of failing the course for the year. At the completion of the second failure, the student will not be allowed to utilize the local exemption an AP class.
5. Algebra I for 8th graders
- a. Eighth grade algebra students will be eligible to enroll in Algebra I for high school credit if the following criteria are met: the student has a 7th grade math yearly average of at least an 80, a passing or better 7th grade Math STAAR Exam score, 7th and 8th grade teacher recommendations, and the acceptance of an academic contract in which the student is required to take a 5th math class during their senior year at ADISD. Students failing at the 1st progress report or 1st six weeks report may be withdrawn from the class.

Semester Exam Exemption

High school students of the Agua Dulce Secondary may qualify for semester exam exemptions if any of the following guidelines are met:

1. Have a GPA of 90% or better and have no more than 3 absences in the class.
2. Have a GPA between 80% or better and have no more than 2 absences in the class.
3. Have a GPA between 75% or better and have no more than 1 absence in the class.
4. Have a GPA between 70% or better and have no absences.

All absences, except UIL or school related ones, will count in determining eligibility.

Re-teach-Retest Policy

The Re-teach-retest Grading policy for failing work is as follows: The failing grade may be changed to a 70 if the work is mastered under a teacher’s supervision. Mastery is considered to be a re-test grade of at least a 70 or better. A grade of 70 is not assessed simply because a student comes in for re-teach and retest. A student must attend a re-teach tutorial prior to being given a re-test. The student must attend the re-teach tutorial within two days of receiving the graded exam. The test must be taken within three days after the completion of the re-teach tutorial.

The following conversion table is used to convert from a numerical score to a letter grade for students moving into the district with letter grades:

90 – 100	A
80 – 89	B
75 – 79	C
70-74	D
69 or below	F (Failing)

AR RULES & GRADING POLICY

English Teachers in Grades 6-12 will be using the Accelerated Reading Program (AR) to monitor independent reading practice. However, it is important to understand that **class-time alone will not be sufficient to provide the necessary time for independent reading practice.** Students should be reading in their free time at school and at home.

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY!

AR Goals:

To encourage independent reading practice at a level that will challenge each individual while ensuring success in order to promote his/her maximum reading level growth.

JR. HIGH AR Grading Policy: A daily grade will be given for the number of points earned each six weeks, based on the following scale: *

Points - Grade				
1 -40	6 - 65	11 - 90	16 - 96	21 - 102
2 - 45	7 - 70	12 - 92	17 - 97	22 - 104
3 - 50	8 - 75	13 - 93	18 - 98	23 - 106
4 - 55	9 - 80	14 - 94	19 - 99	24 - 108
5 - 60	10 - 85	15 - 95	20 - 100	25 - 110

*This scale may be adjusted as needed according to the library schedule.

Freshmen/Sophomores	(High School)	Juniors/Seniors	
25 points = 110	14 = 91	25 pts = 105	14=90
24 = 105	13 = 90	24 = 100	13=85
23=100	12 = 85	23 = 99	12 =80
22 = 99	11 = 80	22 = 98	11 =75

21 = 98	10 = 75	21 = 97	10=70
20 = 97	9 = 70	20 = 96	9 =65
19 = 96	8 = 65	19= 95	8 =60
18 = 95	7 = 60	18=94	7 =55
17 =94	6 = 55	17 = 93	6 =50
16 = 93	5 = 50	16 = 92	5 =45
15 = 92	4 = 45	15 = 91	4 = 40
	1-3 = 40		1-3 =35

AR Rules:

1. The last day to take an AR test each six weeks period will generally be the next to the last day of the six weeks unless circumstances require another date.
2. Tests may not be taken after 3:30 on the last testing day of each six weeks period. Tests may not be taken after the end of students' class on the last testing day of each six weeks period.
3. Students may take only one AR test per day.
4. Students who take a test on a book they have not read in its entirety will receive a zero on AR for the six weeks. If you make comments that are overheard by a teacher that state or imply that you have not read the book on which you took a test over, it will be assumed that you cheated, and you will be given a zero.
5. All students will be required to have and **keep up with** a book log. You will record the book title and beginning and ending pages read on each date the book is read. Each entry must be initialed by a teacher, parent, or guardian who has observed you reading the book. High school students are not required to keep a reading log.
6. AR books and reading logs are to be brought to class **daily**. Students who do not come to class with an AR book and/or who do not read their AR books at the designated times will be given an alternative assignment. **The AR teacher must see you reading the books you test over.**
7. Before students change AR books, they must read at least 30 pages of the book and conference with me. Students will not be allowed to go to the library during class time unless they take and pass an AR test during that particular period, they have had a conference with me, or they have an AR privilege pass. (see AR Rewards)
8. The number of **average** AR points accumulated during the six weeks will be added to a low daily grade(s). AR points and tests grades will be reported in progress reports.
9. All students and parents/guardians must sign the AR Rules & Grading Policy and turn it in. Students who do not sign and turn it in will receive a zero for AR each six weeks period until they do turn it in.

Junior High AR Rewards:

The ultimate reward of any reading program is the ability to read better and faster---making every day reading easier. The greatest thing you can do for yourself in life is to learn to read well. I encourage you to become one of the elite who read not only for pleasure but also for the power that comes with it. In this age of written information, the ability to read will enable you to become a lifelong learner who will continue to grow through self-education. That is why the AR program has become such an important part of your education at Agua Dulce I.S.D.

To encourage you toward becoming lifelong readers, you will be rewarded with AR grades and bonus points. In addition, you will be able to earn other rewards based on the number of points that you and your classmates earn.

Each six weeks:

Each class will compete for the highest points per student. The class with the highest points will be rewarded with free time and special treats during a designated class day.

*Any individual student who earns at least 30 points in a six weeks period may earn the same reward whether or not his/her class wins the competition.

The top five point earners in each grade level will be recognized. Individuals will also be recognized for achieving various AR Certification levels.

End-of-the-Year:

The top five point earners in each grade level will be recognized.

Each student who earns **100 points** or more will earn a ticket to the **AR AWARDS CELEBRATION!!**

End of Year

Students with 100+ AR points for the year and no referrals in their English class are eligible for the AR trip at the end of the year.

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 the statewide exit-level exams.

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, Biology, and United States History. A student who does not pass the exit-level assessment will have additional opportunities to take the test.

Passing Algebra I, Biology, English I & II, and US History STAAR End-of Course exam under House Bill 5 are required to receive a high school diploma for students who entered high school on or after the 2011-12 school year.

Graduation Requirement Changes

As of August 2013, finalized changes to the Texas State Graduation Requirements are still being reviewed by the State Board of Education. However, some of the following requirements are already in place.

- Effective in 2013-14, students must pass five EOC exams in order to graduate: Algebra I, Biology, English I (including reading and writing in a single exam), English II (including reading and writing in a single exam), and US History.

High school graduation requirements: To graduate under the foundation program, students must complete:

- Four credits in English (English I-III and one advanced course)
- Three credits in math (Algebra I, geometry, and one advanced course)
- Three credits in science (biology, and either two advanced courses, or one advanced course and one integrated physics and chemistry course)
- Three credits in social studies (US history, .5 government, .5 economics, and world geography and/or world history)
- Two credits in the same foreign language or a computer programming language, with SBOE to adopt exceptions for students with disabilities or who are otherwise unlikely to complete this requirement
- One credit in fine arts
- One credit in PE, absent an exception (may be an approved private program)
- Five electives

Distinguished level of achievement: A student earns a distinguished level of achievement in the high school foundation program if the student completes:

- four credits in math, including geometry, Algebra I and II, and another advanced math course (or CTE course, as permitted by SBOE rule)
- four credits in science, including biology, and either two advanced courses, or one advanced course and one integrated physics and chemistry course (or CTE course, as permitted by SBOE rule)
- the remaining foundation program credits, and
- at least one endorsement (all of which must require two additional elective credits)

All districts must offer Algebra II to be accredited.

Endorsements: The endorsements are STEM, business and industry, public services, arts and humanities, and multidisciplinary studies. If a school district offers only one endorsement, it must be multidisciplinary studies.

Certificates of Coursework Completion

A certificate of coursework completion will not 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.

Graduation Programs

The district offers the graduation programs listed below. All students entering grade 9 are required to enroll in the Recommended Program or Advanced/Distinguished Achievement Program. Permission to enroll in the Minimum Program will be granted

only if a written agreement is reached among the student, the student’s parent or person standing in parental relation, and the counselor or appropriate administrator. In order for a student to take courses under the Minimum Program, the student must be at least 16 years of age; have completed at least two credits each in English language arts, math, science, and social studies courses that are required for graduation; or have failed grade 9 one or more times. [See policy EIF(LEGAL).]

Effective with ninth graders in the 2011–2012 school year, in addition to the credit and course requirements for each program, performance on EOC assessments will be linked to a student’s eligible graduation program. To graduate, a student must meet a satisfactory score set by the Texas Education Agency (TEA) for each content area: English I & II, Algebra I, Biology, and US History. A student who does not make the satisfactory required score on any individual assessment will be required to have academic remediation and will have to retake that assessment.

All students must meet the following credit and course requirements for graduation under the programs listed:

Courses	Number of credits Minimum Program	Number of credits Recommended Program	Number of credits Advanced/Distinguished Achievement Program
English/Language Arts	4	4	4
Mathematics	3	4	4
Science	3	4	4
Social Studies	3.5	3.5	3.5
Economics	0.5	0.5	0.5
Physical Education*	1	1	1
Speech	0.5	0.5	0.5
Language other than English		2	3
Fine Arts	1 (effective for grade 9 in 2010–2011 school year and thereafter)	1	1
Locally required courses			
Electives	7.5 credits (prior to 2010–2011) 6.5 credits (2010–2011 and thereafter)	5.5 credits	4.5 credits

Courses	Number of credits Minimum Program	Number of credits Recommended Program	Number of credits Advanced/Distinguished Achievement Program
	thereafter)		
Miscellaneous			Completion of 4 Advanced Measures**
TOTAL	22 credits	26 credits	26 credits

* A student who is unable to participate in physical activity due to a disability or illness may be able to substitute a course in English language arts, mathematics, science, or social studies for the required credit of physical education. This determination will be made by the student’s ARD committee, Section 504 committee, or other campus committee, as applicable.

** A student graduating under the Advanced/Distinguished Achievement Program must also achieve a combination of four of the following advanced measures:

5. An original research project or other project that is related to the required curriculum. These projects must be judged by a panel of professionals or conducted under the direction of a mentor and reported to an appropriate audience. Please note that no more than two of the four advanced measures may be received from this option.
6. Test data where a student receives:
 1. A score of three or above on an Advanced Placement (AP) exam;
 2. A score of four or above on an International Baccalaureate (IB) exam; or
 3. A score on the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) that qualifies the student for recognition as a commended scholar or higher by the College Board and National Merit Scholarship Corporation, as part of the National Hispanic Recognition Program (NHRP) of the College Board, or as part of the National Achievement Scholarship Program of the National Merit Scholarship Corporation. The PSAT/NMSQT score will count as only one advanced measure regardless of the number of honors received by the student.
7. College academic courses, including those taken for dual credit, and advanced technical courses, including locally articulated courses, provided the student scores the equivalent of a 3.0 or higher.

Information regarding specific courses required or offered in each curriculum area, along with a description of advanced measures available to students in the Advanced/Distinguished Achievement Program from the options listed above, will be distributed to students each spring in order to enroll in courses for the upcoming school year.

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

Certificates of Coursework Completion

A certificate of coursework completion will not be issued to a student who has successfully completed state and local credit requirements for graduation but has not yet demonstrated satisfactory performance on the state-mandated tests required for graduation.

Students with Disabilities

Upon the recommendation of the admission, review, and dismissal (ARD) committee, a student with disabilities who receives special education services may be permitted to graduate under the provisions of his or her 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.

Please also be aware that if an ARD committee places a student with a disability on a modified curriculum in a subject area, the student will be automatically placed in the Minimum Program, in accordance with state rules.

If a student receiving special education services is scheduled to graduate under the Minimum Program or in accordance with the provisions of his or her IEP, the student's ARD committee will determine whether the general EOC assessment is an accurate measure of the student's achievement and progress or whether an alternative assessment is more appropriate. STAAR Modified and STAAR Alternate are the alternative assessments currently allowed by the state. [See **Standardized Testing** for additional information.] If a student takes the STAAR Modified or STAAR Alternate assessment, the student's ARD committee will determine whether the score on an EOC assessment will count as 15 percent of a student's final grade, as well as whether successful performance and a cumulative score on the EOC assessments will be required for graduation.

Students with Disabilities

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

A student who receives special education services and has completed four years of high school, but has not met the requirements of his or her IEP, may participate in graduation

ceremonies and receive a certificate of attendance. Even if the student participates in graduation ceremonies to receive the certificate of attendance, he or she may remain enrolled to complete the IEP and earn his or her high school diploma; however, the student will only be allowed to participate in one graduation ceremony.

Graduation Activities

Graduation activities will include:

Graduation Ceremonies

(Baccalaureate Service and Commencement Exercise)

The principal shall meet with the senior class. The administration shall retain the right to add to, delete, or modify the ceremonies to meet the established procedures and high standards of the District.

Senior Trip

The senior class may be allowed a Senior Trip during the school year but may be limited by the guidelines set by the high school principal. No overnight trips **unless approved by the school board**. The school will furnish a bus if permission is granted by the high school principal to take a Senior Trip. The senior class must finance the expenses of the trip.

This trip is considered a school trip and all students will be subject to all rules and regulations of the school and be under direct control of the sponsors and administration. At least one male and one female senior sponsor selected by the high school principal must accompany the students on this trip. Seniors may be prohibited from participating in the senior trip for violations of the Student Code of Conduct, the general organization code of conduct, and/or violations of state or federal laws.

Graduation Speakers

Graduating students will be given an opportunity to provide opening and closing remarks during the graduation ceremony. The only eligible students who may speak must be graduating seniors, and may be a student council or class officer. Any student was assigned to disciplinary placement at any time during the spring semester, will not be eligible to speak at graduation. [See district policy FNA(LOCAL) at OPENING AND CLOSING REMARKS]

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

In addition to the opening and closing remarks, the valedictorian and salutatorian may also have speaking roles at the graduation ceremony.[For student speakers at other school events, see **STUDENT SPEAKERS** on page 70.

[See FNA(LOCAL) STUDEN RIGHTS AND RESPONSIBILITIES.]

Graduation Expenses

Because students and parents will incur expenses in order to participate in the traditions of graduation—such as the purchase of invitations, senior ring, cap and gown, and senior picture—both student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year. [See **Fees** on page 45.]

State Scholarships and Grants

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

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

- Agua Dulce High School Scholarships
 1. Agua Dulce Drama Club
 2. Lillian Swilling Scholarships
 3. National Honor Society Local Chapter
 4. Hoskins-Abkes Local Scholarship (Every 4 Years)
 5. ATPE Teachers Local Chapter
 6. Coca Cola scholars Program
 7. R. C. Easley National Scholarship
 8. National Merit Scholarship Notified in mid-April
 9. Minnie Piper Scholarship
 10. Ford Motor Company Scholarship
 11. CP&L Scholarships
 12. The Sam Walton Community Scholarship
 13. Nueces Police Department
 14. TAMS
 15. UT Engineers Scholarship
 16. Nueces County A& M Association
 17. Fina All-State Scholar-Athlete
 18. Nueces Electric Cooperative
 19. Duke University Honors Scholars
 20. Early High School Graduation Scholarship Program (3 Year Graduate)
 21. Robert C. Byrd Honors Scholarship Program
 22. National Assn. of Secondary School Principals
 23. National Honor Society Scholarship

- 24. American Legion Oratorical Contest
- 25. Discover Card Tribute Award Program
- 26. 4 - H Scholarships
- 27. Toyota Scholarship
- 28. Livestock Show Scholarships
- 29. FFA Scholarships
- The district participates in all scholarships offered by the individual Colleges and University

HARASSMENT

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 39.]

HEALTH-RELATED MATTERS

Physical Activity for Students in Elementary and Middle School

In accordance with policies at EHAB, EHAC, EHBG, and FFA, the district will ensure that students in full-day prekindergarten 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 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

The district's School Health Advisory Council will hold at least one annual meeting. Additional information regarding the district's School Health Advisory Council is available from the district's school nurse. [See also policies at BDF and EHAA.]

[See **Removing a Student from Human Sexuality Instruction** on page 22 for additional information.]

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 principal to obtain the results of his or her child's physical fitness assessment conducted during the school year.

Vending Machines

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

Other Health-Related Matters

Tobacco Prohibited

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

Asbestos Management Plan

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations, and is available in the Superintendent Office. If you have any questions, please contact Lorena Moreno at 361-998-2542.

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 Dr. Chris Daniels at 361-998-2214, ext. 322.

HOMELESS STUDENTS

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Rachel Vardeman, at 361-998-2542.

HOMEWORK

Homework may be assigned by the teacher as part of the normal formative assessment of each student's progress at 30% of the total average. See Make-up work policy p. 63.

Late work policy

Late work, not make-up work from excused absences, may be turned in late at the teacher's discretion according to their classroom policies that are to be handed to each student at the beginning of the school year.

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

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

LAW ENFORCEMENT AGENCIES

Questioning of Students

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

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

Students Taken Into Custody

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

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

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

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

Notification of Law Violations

The district is required by state law to notify:

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

[For further information, see policies FL(LEGAL) and GRA(LEGAL).]

MAKEUP WORK

Routine and In-depth Makeup Work Assignments Because of Absence

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 permitted to make up tests and to turn in projects due in any class missed because of an excused 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. Teachers may assign make-up work in advance of an expected absence and require students to complete the assignment by the original deadline for the class.

A student will be responsible for obtaining and completing the makeup work within the time period specified in this section. The Agua Dulce Secondary Campus policy for make-up work is one day for every day of an excused absence. Any missed grade for an unexcused absence or a failure to meet the deadline for an excused absence shall be a zero. [For further information, see policy EIAB(LOCAL).]

DAEP Makeup Work

A student removed to a disciplinary alternative education program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, a foundation curriculum course in which the student was enrolled at the time of removal. The district may provide the opportunity to complete the course through an alternative method, including a correspondence course, distance learning, or summer

school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA(LEGAL).]

In-school Suspension Makeup Work

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, distance learning, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FO(LEGAL).]

MEDICINE AT SCHOOL

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

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

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

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

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

Psychotropic Drugs

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

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

NONTRADITIONAL ACADEMIC PROGRAMS

[See **Requirements for a Diploma** on page 52.]

PHYSICAL EXAMINATIONS / HEALTH SCREENINGS

A student desiring to participate in the UIL athletic program shall submit a statement from a health care provider authorized under UIL rules indicating that the student has been examined and is physically able to participate in the athletic program. This examination is required in the first year of middle school competition and the first and third years of high school competition. In other years, the student shall complete a medical appraisal form. A student may be required to have a physical examination based on answers to the appraisal form. [For further information, see policy FFAA(Local)]

The District will also do vision, hearing, acanthosis Nigerians, and spinal screens as required by law. [For further information, see policy FFAA(Legal)]

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. [See **Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags** on page 22.]

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

PRAYER

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

PROMOTION AND RETENTION

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by the district. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

In grades 6 and 8, promotion is based on [refer to your EIE(LOCAL)]. In addition, at certain grade levels a student—with limited exceptions—will be required to pass the State of Texas Assessments of Academic Readiness (STAAR), if the student is enrolled in a public Texas school on any day between January 1 and the date of the first administration of the STAAR.*

- 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.

The state will mandate SSI rules for promotion in the 2013-2014 school year, 8th graders will be subject to those rules.

If a student in grade 5 or 8 is enrolled in a course that earns high school credit and for which an end-of-course (EOC) assessment will be administered or in a course intended for students above the student's current grade level in which the student will be administered a state mandated assessment, the student will not be subject to the promotion requirements described above for the relevant grade 5 or 8 assessment. However, the student's score on the EOC assessment will be used in determining whether the student meets the minimum cumulative score required for graduation.

If a student is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state mandated assessment, the student will only be required to take an applicable state mandated assessment for the course in which he or she is enrolled.

[See **Standardized Testing** on page 71.]

Parents of a student in grades 3–8 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. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year.

This year a student in grade 5 or 8 will have two additional opportunities to take a failed assessment. 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 and the student must complete additional special instruction before beginning the next grade level. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policies at EIE.]

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

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

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.

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every 6 weeks.

At the end of the first three weeks of a grading period, parents will be given a written progress report if their child's performance in any course is near or below 74, or is below the expected level of performance. The teacher will have a student signed copy of the progress report in their files to demonstrate that the student was aware of his/her status in

each class. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. [See **Working Together** on page 18 for how to schedule a conference.]

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

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

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

Report cards and unsatisfactory progress reports must be signed by the parent and should be returned to the school within 3 days.

RETALIATION

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 39.]

SAFETY

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

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

Accident Insurance

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

Drills: Fire, Tornado, and Other Emergencies

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

Fire Drill Bells

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

Tornado Drill Bells

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

Emergency Medical Treatment and Information

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

Emergency School-Closing Information

The superintendent of schools, in conjunction with the other school employees, will decide if school must be closed and will have the announcement about the closing of

School broadcast on the local radio and television stations. Students and parents are advised to listen to the radio and television reports to hear reports about Agua Dulce ISD. The following TV stations will be notified: KIII, KRIS, KZTV. The following radio stations will be notified: K-99, C-101, 03.9., Z-95, and 103.7. Please do not call the school since the announcement will be made over the radio and television stations.

STANDARDIZED TESTING

SAT/ACT (Scholastic Aptitude Test and American College Test)

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.

The ACT or SAT may be available at no cost to students. In addition, students in grades 8 and 10 may have the opportunity to take the corresponding preparation assessments at no charge. Please check with the counselor for details.

STAAR (State of Texas Assessments of Academic Readiness)

Grades 3–8

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated assessments, such as the STAAR, in the following subjects:

- Mathematics, annually in grades 3–8
- Reading, annually in grades 3–8
- Writing, including spelling and grammar, in grades 4 and 7
- Science in grades 5 and 8
- Social Studies in grade 8

Successful performance on the reading and math assessments in grades 5 and 8 is required by law in order for the student to be promoted to the next grade level. See **Promotion and Retention** on page 63 for additional information.

STAAR Modified and STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student’s ARD committee.

STAAR-L is a linguistically accommodated assessment that is available for certain limited English proficient (LEP) students, as determined by the student’s Language Proficiency Assessment Committee (LPAC).

End-of-Course (EOC) Assessments for Students in Grades 9–12

Beginning with ninth graders of the 2011–2012 school year, end-of-course (EOC) assessments will be administered and required for graduation for the following courses:

- Algebra I, English I, English II
- Biology, United States History

Satisfactory performance on the applicable assessments will be required for graduation and will also affect the plan under which the student may graduate.

Normally, there will be three testing windows during the year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months. In each content area (English language arts, mathematics, science, and social studies), a student must achieve a cumulative score. To determine whether the student meets the cumulative score, the student’s EOC assessment scores in each content area will be added together. If the student’s total score on the assessments within the content area is not equal to or greater than the cumulative score set by TEA, the student may retake any of the assessments in that content area until the student achieves the cumulative score. A student who does not achieve the minimum required score on any individual assessment will be required to retake that assessment.

A student may choose to retake an EOC assessment in situations other than those listed above as well.

STAAR Modified and STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student’s ARD committee. These particular EOC assessments may have different testing windows than the general assessments, and the ARD committee will determine whether successful performance on the assessments will be required for graduation.

STAAR-L, which is a linguistically accommodated assessment, will be available for students who have been determined to be limited English proficient (LEP) and who require this type of testing accommodation.

Also see **Course Credit** on page 38, **Grading Guidelines** on page 47, and **Graduation** on page 53 for additional information.

TARDINESS

Students must be in their classrooms when the tardy bell rings. Students who are tardy from the time the tardy bell rings until the first 15 minutes of the class will be counted tardy. Students who enter the classroom after 15 minutes will be counted absent except in the second period (ADA period) of the instructional day.

SCHOOL FACILITIES

Use By Students Before and After School

The following areas are open to students before school beginning at 7:45 a.m.

- Foyer
- Library
- Teacher classrooms for tutorials
- Office

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 events, athletic practices, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the ***Student Code of Conduct*** or any stricter standards of behavior established by the sponsor for extracurricular participants.

Use of Hallways During Class Time

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

Open Campus

The Agua Dulce Secondary does allow only senior students (12th Grade) the privilege to leave campus for lunch during the school day as long as they are not tardy or have an unexcused absence upon returning to campus. Senior students are required to sign out in the front office before they leave, and sign back in upon their return to campus. *Senior students who fail to follow these guidelines may get their privilege temporarily or permanently suspended.*

Students who are in the 6th, 7th, 8th, 9th, 10th, and 11th Grade have a closed campus, and are not allowed to leave campus during lunch or any part of the school day unless checked out by a *parent or legal guardian* in the front office. Students who fail to follow these rules will be disciplined according to the Student Code of Conduct.

Cafeteria Services

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

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

Library

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

- 7:30 AM – 8:00 AM

Meetings of Noncurricular-Related Groups

Student-organized, student-led noncurricular-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of policy FNAB(LOCAL).

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

SEARCHES

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

Students' Desks and Lockers

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

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

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

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

Vehicles on Campus

Students are required to show proof of insurance and a driver's license in order obtain a parking permit and to park at school. Parking permits will be available at a cost of \$2. Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the permission of the student. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others. [See also the *Student Code of Conduct*.]

Trained Dogs

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

Metal Detectors

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

Drug-Testing Notification Letter

To: Student Athletes, Cheerleaders, Parents and/or Guardian
From: **Dr. Chris Daniels**—Agua Dulce School Principal
Re: Mandatory Student Athlete / Cheerleading Drug Testing Program

The purpose of this letter is to inform you of the Agua Dulce ISD drug testing policy for student athletes and cheerleaders. This policy, and the program that supports it,

is designed not for the punitive measures but to eliminate the potential threat to the student's health and safety that can occur if students are using or under the influence of alcohol is designed to deter drugs and alcohol use to help students live drug free lives. Please note the following key points of the program. A licensed medical facility approved by the Board shall conduct all testing for the presence of drugs in student urine sample and hair follicles. Drugs specifically tested for shall include alcohol , amphetamines , barbiturates , benzodiazepines , cocaine/metabolite , marijuana , methadone , opiates phencyclidine , propoxyphene , hallucinogens steroids , and other controlled substance or dangerous drugs , and all other illegal or addictive drugs . Presumptive positive test results will immediately be retested by the licensed medical facility to ensure accuracy prior to notifying the district administration.

All student athletes and cheerleader will be tested within 30 days of enrollment and will be subject to monthly random drug testing. Approximately 10% of student will be tested each month during the school year. If a student athlete/cheerleader tests positive, he/she will be required to automatically be tested each month for one calendar year from the date of the positive test. The parent may request a review of the positive test result by the school district Medical Review Officer. The results of the Medical Review Officer when reported to school district officials will be final. The deadline for the development of a counseling assistance program with in fourteen calendar days of the first positive test results remain in effect.

The high school principal shall schedule a meeting with the counselor, the parent or guardian, and the student to develop a counseling plan of assistance for the student within fourteen days of the initial notification pf a positive test by the campus test by the campus principal. The student athlete/cheerleader will be required to participate in a weekly counselling session with the Agua Dulce ISD Director of Curriculum, cheerleader will be required Service for one year , or may obtain a private counselling plan ,, if approved by the campus principal , and paid for by the parent.

The student athlete/cheerleader will be removed from cheerleading or athletic teams(s) for one calendar year if the student athlete/cheerleader does not participate and complete the one year counseling assistance program, the student athlete/cheerleader must have a negative urine/hair follicle test each time is administered. If an athlete/cheerleader tests positive a second time, the student athlete/cheerleader will be removed from cheerleader or the athletic team and will not be allowed to practice or participate in a sport for thirty days. If a student athlete/cheerleader test positive for a third time, the student athlete/cheerleader will be removed from cheerleading or the athletic team and will not be allowed to practice or participate in a sponsor(s) or cheerleading for one calendar year.

The student athlete/cheerleader must remain in the athletic program to maintain eligibility and will then be allowed to try out for an athletic team or cheerleading at the end of thirty day or one year suspension from all cheerleading or athletic teams.

During the test administration, students will remain under school supervision until an adequate sample (approximately 30 ml) is provided. If a student has not provided a sample by the end of the school day (3:35p.m.), then the student will be ineligible to participate until a negative sample is provided at the next random test. Students will have up to seven hours, or by 3:35p.m., to provide an adequate sample. They will have access to their school materials during that time. The cut-off level for a positive marijuana test result is 50mg/ml. This level is in compliance with the Department of Transportation and National Institute of Drug Abuse standards.

Any sample registering below 92 degrees Fahrenheit will be rejected. Also, if the lab technician suspects tampering has occurred, the sample will be rejected and another sample must be provided. If tampering occurs in a direct attempt by the student not to comply with the policy, then, in the absence of extenuating circumstances, the student will be removed from the team or cheerleading by the high school principal. Students will be asked to empty their pockets before entering the bathroom. Female students will be supervised by the female school nurse aide or designated female employee.

Agua Dulce ISD Student Drug Testing Authorization

Student Name _____
 Parent \ Guardian Name _____ Date _____

I acknowledge that I have received a copy of the Agua Dulce Independent School District mandatory student drug testing policy for athletic/cheerleading – Grades 7-12 FNA (Local). I recognize and understand that I could be asked to provide a urine or hair follicle sample for drug analysis. I consent to any testing conducted as part of this policy.

Listed below are the prescription drugs and dosages my son / daughter takes on a regular permanent basis:

Drug Name	Dosage	Drug Name	Dosage
My son / daughter does not take any prescription medication on a regular/permanent basis.			
Student Signature _____		Date _____	
Parent / Guardian Signature _____		Date _____	

Agua Dulce Independent School District
 PO Box 250
 Agua Dulce Texas 78330
Agua Dulce ISD
Student Drug Testing
Consent Form

By our signatures below, we agree to participate in the Agua Dulce ISD mandatory drug-testing program for athletes/cheerleaders participating in interscholastic athletics or cheerleading. We understand that the failure by either of us to sign this form shall result in removal of the privilege of participation in interscholastic athletics practice and

competition or cheerleading. If either of us is unclear about any aspect of the drug testing policy or program, it is our individual responsibility to contact the high school principal at 361 998-2214.

_____	_____
(Student's Name – Printed)	Students Signature
_____	_____
(Parent / Guardian Signature)	(Date)

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

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

SPECIAL PROGRAMS

The district provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact Rachel Vardeman, at 998-2214.

STEROIDS

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

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

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

STUDENT SPEAKERS

The district provides students the opportunity to introduce the following school events: daily announcements and high school football games [See FNA(LOCAL)]. Students are eligible to introduce these events if they are juniors or seniors, are volunteers, and have not been placed in a disciplinary setting that day. [See FNA(LOCAL)].

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

As determined by the principal, students who have been selected for special honors, such as captain of an athletic team, student council officers, leaders of school-sponsored

organizations, homecoming king or queen, or prom king or queen may also address school audiences at designated events.

[See FNA(LOCAL).]

SUMMER SCHOOL

Summer school may be offered by the school district on a cost basis as determined by the superintendent and or by a grant.

TARDINESS

A student who is tardy to class will be assigned to detention. A student with more than 3 tardies will be subject to an administrative referral by the principal, in accordance with the *Student Code of Conduct*.

TEXTBOOKS, ELECTRONIC TEXTBOOKS, AND TECHNOLOGICAL EQUIPMENT

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. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or paid for by the parent; however, the student will be provided textbooks and equipment for use at school during the school day.

TRANSFERS

[See **Requesting Transfers for Your Child**, on page 23, and **Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education**, on page 24, for other transfer options.]

TRANSPORTATION

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent.

In order to be eligible for a trip during school hours, a student must be passing the most recent progress or six weeks report and have 90% attendance. A student may request a waiver from the principal if they do not meet any of the two criteria.

Buses and Other School Vehicles

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

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact Gail Shepler at 361-998-2542.

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

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

- Follow the driver's directions at all times.
- Enter and leave the bus or van in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the bus, van, or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus or van.
- Not possess or use any form of tobacco on school buses.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten their seat belts, if available.
- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.

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

VANDALISM

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

VIDEO CAMERAS

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

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

VISITORS TO THE SCHOOL

General Visitors

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

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

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

Visitors Participating in Special Programs for Students

On High School Career Day, the district invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

WITHDRAWING FROM SCHOOL

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

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

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

GLOSSARY

Accelerated instruction is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level and/or as a result of a student not meeting the passing standard on a state-mandated assessment.

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

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

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

DAEP stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the *Student Code of Conduct*.

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

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

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

LAT stands for Linguistically Accommodated Testing, which is an assessment process for recent immigrant English language learners who are required to be assessed in certain grades and subjects under the NCLB Act.

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

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

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

Section 504 is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

State-mandated assessments are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion, and

passing the grade 11 exit-level test is a condition of graduation. Students have multiple opportunities to take the tests if necessary for promotion or graduation.

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

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

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

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

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

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

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

APPENDIX I:
Acknowledgment Form—Amendment

My child and I have received a copy of the Agua Dulce Secondary *Student Handbook* 2016 – 2017.

Print name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

**APPENDIX II:
Use of Student Work in District Publications**

Occasionally, the Agua Dulce ISD wishes to display or publish student artwork or special projects on the district's Web site and in district publications. The district agrees to only use these student projects in this manner.

Parent: Please circle one of the choices below:

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

Parent signature: _____

Date: _____

APPENDIX II: ACCEPTABLE USE POLICY TERMS AND CONDITIONS FOR USE

AGUA DULCE INDEPENDENT SCHOOL DISTRICT TELECOMMUNICATIONS NETWORK

Please read the following carefully before signing the attached contract.

PURPOSE:

Agua Dulce Independent School District (ADISD) offers a telecommunications network ("the network") to students and educator's people for the sole purpose of education. The network is funded by local resources and the school district leverages funds from Universal Services Administration Company-School and Library division (E-rate). We at ADISD are proud to provide these services and believe that these resources offer a vast, unique, and diverse resource to our District. Services include a local network connecting every computer by wire or wireless in the district to promote rapid sharing and transferring of information.

While the connection to the outside world has many benefits, there are also perils associated with the connection to the rest of the world. Sensitive information must be preserved, individual rights must be respected and the equipment must be protected from external and internal damage. ADISD has taken precautions, which restrict user access to information and controversial materials. However, on a global network, it is impossible to control all materials. To maintain a healthy environment on "the network", proper conduct and strict adherence to guidelines by the end user are required. In general this requires ethical, efficient and legal utilization of the resources. Users who violate any of these provisions will be punished and may lose their account and denied access in the future.

Read this entire document before signing.

TERMS AND CONDITIONS:

1. The user agreement form consists of three parts. The form must be signed and the appropriate options selected every year by all users. Copies will be turned into the campus principal and/or superintendent. Network resources will not be provided if the form is not turned in.

ACCEPTABLE USE POLICY: Failure to sign or selecting the option to reject this statement will prevent the user account from being activated.

INTERNET AGREEMENT: Not signing the Internet Agreement statement will not prevent the user from accessing network resources; however, account access to the Internet will be prevented.

DIGITAL IMAGE AGREEMENT: Prior to having their image used in a post on a web page or transmitted in any manner, an individual must sign and agree to this statement. Full student names will not be posted on a website that is available outside the school district. The district will not use the website to post addresses or phone numbers of students.

2. IDENTIFICATION. All network users are required to use a pre-assigned username and password to access the network and resources. Do not use or allow others to use account information that is not your own. A "log-in" is identified by the account name and password, the individual will be held responsible for all actions of his/her account. Use of another user's credential is considered a violation of this policy.

3. PRIVILEGES. The use of "the network" is a privilege not a right. Inappropriate use may result in permanent cancellation of those privileges. Based on the acceptable use policies in this document, the system administrator may close an account when necessary. The administration or the School Board may direct the system administrator to deny, revoke or suspend specific accounts.

4. USER GUIDELINES. All use of "the network" must be in support of education. Any use of "the network" for commercial or for-profit purposes is expressly prohibited. Extensive use of "the network" for personal and private business is prohibited. Attempting to circumvent network security is prohibited. Use of personal devices on the network is prohibited.

A. NETIQUETTE - Each user is expected to abide by the generally accepted rules of network etiquette. These include but are not limited to:

Be polite. Do not write or send abusive messages or materials to others.

Use appropriate language. Do not swear; use vulgarities or other inappropriate language. Typing e-mail in capital letters is considered rude.

Do not reveal address or phone numbers to people on the Internet.

Do not use "the network" in such a way that would disrupt services to others.

Electronic Mail (e-mail) is not guaranteed to be private. Do not send information via e-mail that is private. Messages relating to or in support of illegal activities may be reported to the authorities.

□ All communications and information accessible via "the network" should be assumed to be public property.

B. SECURITY - If you discover a possible security problem, immediately report the problem to the system administrator. DO NOT demonstrate the problem to others. Users are prohibited from "hacking" or "breaching network security" of this or any other network. Any user identified as a security risk may have the account disabled.

C. COPYRIGHT - Respect and protect the intellectual property of others. Users will not use "the network" or its components to violate the copyright of any material. Please check the copyright rules of the materials you are using.

D. HARASSMENT- No user will use "the network" to send hate mail or to send messages or materials that are pornographic, derogatory, bullying/Cyber bullying or discriminatory in nature. Students should report threatening or discomfoting material to the campus principal, to the bullying hotline at 361.998.5555, or bullying link on the schools website www.adisd.net.

E. SOFTWARE - The software that the district believes is important to the education of the students is provided with your computer. If additional education software is required, notify the campus principal to schedule deployment.

F. INAPPROPRIATE MATERIALS - ADISD prohibits the access, viewing, transmission, copying, creation or publication of software, text, or video images that are pornographic or vulgar. Such acts are violations of the code of conduct and in some cases a violation of public law.

G. OVERUSE/ABUSE – While the resources of the network are adequate they are limited. Users should respect

H. CONTENT FILTERING – To be in compliance with Child Internet Protection Act or (CIPA), the Protecting children in the 21 Century Act, and the Neighborhood Child Internet Protection Act (NCIPA) ADISD with our ISP Filter access to the internet to insure the online safety our children.

I. Internet Safety Training for Students/Staff – ADISD will also conduct a training session with all students in the first 4 weeks of school on the following: appropriate behavior online, interacting with other individuals on social networking websites, and chat rooms, cyber bullying awareness and response.

5. RELIABILITY - ADISD and its collaborative partners make no warranty for the service it is providing. ADISD will not be responsible for any damages suffered because of loss of data, inappropriate information or interruption of service. Use of "the network" is at your own risk. ADISD is not responsible for the accuracy or quality of information that is obtained from sources on the Internet.

6. SAFE USE OF EQUIPMENT - To provide for a safe work and educational environment, always use technology equipment in a safe and appropriate manner.

Electrical circuits should not be overloaded.

In most areas, special power outlets are provided for computer use. DO NOT use these outlets for devices other than computers, monitors or speakers.

Do not overload electrical circuits by using power strips or surge protectors.

Except in very temporary situations cables should not be run across the floor where people walk; in these cases the cords should be protected from wear with an appropriate cover and the cover should be attached to the floor to prevent tripping. Failure to follow these rules may result in removal of network equipment.

7. VANDALISM- Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data, "the network", the equipment or the software that is associated with "the network". This includes developing or loading a virus. ADISD may file criminal charges on individuals that vandalize any property of ADISD.

8. UPDATING INFORMATION - In the event that your user information changes, please notify the system administrator by e-mail at toms@adisd.net. Name changes will not be made to user accounts while school is in session.

9. RECOMMENDED DISCIPLINE.

The violations listed are not all-inclusive, but are representative and illustrative. A user who commits an act of misconduct, which is not specifically listed, may also be subjected to disciplinary action. If a student is receiving Special Education Services, applicable State and Federal guidelines may be followed. A. Appropriate actions for offenses that are deemed Misuse of Access Privileges may include:

FIRST OFFENSE-

- Counseling provided on proper procedure prior to being permitted to access computer
- Confiscation of Inappropriate Materials
- Restitution/Restoration
- Teacher/Administrator conference
- Assignment to ISS (for student)

SECOND OFFENSE-

- Loss of Internet privileges for three weeks
- Confiscation of Inappropriate Materials
- Teacher/Administrator conference
- Restitution/Restoration
- Assignment to ISS (for students)

THIRD OFFENSE -

- Loss of Internet privileges for the remainder of the year
- Confiscation of Inappropriate Materials
- Teacher/Administrator conference
- Restitution/Restoration

These are guidelines an equitable system of discipline will be enforced by a campus administrator.

AGUA DULCE INDEPENDENT SCHOOL DISTRICT USER AGREEMENT FORM

Read the policy before you sign. This system was selected to provide you with the best method of customizing the use of "the network" to your needs. The signature of a parent or guardian is required for students. Select the appropriate options by initialing in the space provided. After initialing an option for each of the statements, sign and date the form at the bottom. Agua Dulce Independent School District will not place student information in public areas of "the network" or the Internet.

ACCEPTABLE USE POLICY STATEMENT Initial

I have read the Agua Dulce Independent School District Telecommunications Network Terms and Conditions and will abide by the

stated terms and conditions. I understand I will be allowed to utilize network services provided by Agua Dulce Independent School District. I further understand that violation of the regulations is unethical and may constitute a criminal offense. I understand that Agua Dulce I. S. D. monitors all activities on the network. Should I commit any violation my access privileges may be revoked, disciplinary and possible legal action may be taken.

OR

I have read the Agua Dulce Independent School District Telecommunications Network Terms and Conditions and do not wish to have access to telecommunication. Initial

INTERNET AGREEMENT STATEMENT Initial Here

I have read the Agua Dulce Independent School District Telecommunications Network Terms and Conditions and I wish to be given access to the Internet. I understand that Agua Dulce Independent School District does implements measures that are designed to protect me from viewing material that is inappropriate; however, there is no guarantee that all of the material on the Internet is appropriate. I understand that it is my responsibility to use the Internet for educational purposes only and to follow rules of etiquette that apply for the Internet.

OR

I have read the Agua Dulce Independent School District Telecommunications Network Terms and Conditions and do not wish to have access to the Internet. Initial

PHOTOGRAPH AND DIGITAL IMAGE STATEMENT

Initial here

I will allow Agua Dulce to use my photograph/digital image in publications (electronic or other). Agua Dulce will use the image in an appropriate manner that actually depicts me without altering the photograph. I understand that beyond the original publication of my image, Agua Dulce Independent School District is not responsible for the use of my photograph/digital image. I further understand that Agua Dulce Independent School District reserves the right to use my photograph/digital image for future use provided it is not altered or used in an inappropriate manner.

OR

I do not wish to have my photograph publicly used in any form.

Initial Here _____

SIGNATURES

Print Name _____

User Signature _____

Date _____

Parent/Guardian if user is a student

Parent/Guardian Signature _____

Date _____

Phone Number you can be reached in case of
emergency _____

Email Address we can contact you for changes or school
events _____