

Flour Bluff Independent School District



Student/Parent Handbook 2009-2010

2505 Waldron Road
Corpus Christi, Texas 78418
(361) 694-9200
www.flourbluffschoools.net

Table of Contents

SUPERINTENDENT’S LETTER	
BOARD OF TRUSTEES AND ADMINISTRATION	
PREFACE	1
NONDISCRIMINATION	2
SECTION I: REQUIRED NOTICES AND INFORMATION FOR PARENTS	2
PARENTAL INVOLVEMENT	2
PARENTAL RIGHTS	3
Obtaining Information and Protecting Students Rights	
Opting Out of Surveys and Activities	
Displaying a Student's Artwork and Projects	
Requesting Professional Qualifications of Teachers and Staff	
Reviewing Instructional Materials	
Inspecting Surveys	
Accessing Student Records	
Granting Permission to Video or Audio Record a Student	
Removing a Student Temporarily from the Classroom	
Excusing a Student From Reciting the Pledges	
Excusing a Student from Reciting a Portion of the Declaration of Independence	
Requesting Notices of Certain Student Misconduct	
Requesting Transfers for Your Child	
Requesting Classroom Assignment for Multiple Birth Siblings	
Other Important Information for Parents	
Directory Information	
Bacterial Meningitis	
SECTION II: INFORMATION FOR STUDENTS AND PARENTS	10
ABSTINENCE EDUCATION	11
ABSENCES/ATTENDANCE	11
ACADEMIC PROGRAMS	13
ADDRESS CHANGE	14
AWARDS/HONORS	14
BOARD OF TRUSTEES	14
BULLYING	14
CAREER AND TECHNOLOGY EDUCATION	14
CLASS RANK/TOP TEN PERCENT/HIGHEST-RANKING STUDENT	15
CLASS SCHEDULES	16

COLLEGE/DUAL-CREDIT COURSES	16
COMPLAINTS AND CONCERNS.....	17
COMPUTER RESOURCES	17
CONDUCT	18
CONTAGIOUS DISEASES/CONDITIONS	20
CORRESPONDENCE COURSES	21
COUNSELING	21
CREDIT BY EXAM.....	22
DATING VIOLENCE, DISCRIMINATION, HARASSMENT AND RETALIATION	22
DISTANCE LEARNING	24
DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS.....	24
DRESS AND GROOMING	26
EXTRACURRICULAR CLUBS, ACTIVITIES AND ORGANIZATIONS.....	26
FEES.....	27
FIELD TRIPS.....	28
FUNDRAISING.....	28
GRADE CLASSIFICATION	28
GRADING GUIDELINES.....	29
GRADUATION	29
HARASSMENT AND FREEDOM FROM DISRIMINATION	32
HEALTH-RELATED MATTERS	32
HOMELESS STUDENTS	34
HOMESCHOOL, NON-ACCREDITED, NON-PUBLIC SCHOOL.....	34
HOMEWORK	34
IDENTIFICATION.....	34
IMMUNIZATION.....	34
LAW ENFORCMENT AGENCIES.....	35
LIBRARY	36
LOST AND FOUND AND UNATTENDED ITEMS	37
MAKE-UP WORK.....	38
MASTERY OF TEKS.....	38
MEDICINE AT SCHOOL	39
MEETINGS OF NON-CURRICULUM RELATED GROUPS.....	40
NON-TRADITIONAL ACADEMIC PROGRAMS	40
PHYSICAL EXAMINATIONS/HEALTH SCREENINGS	40
PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE	41
PRAYER	41
PROMOTION AND RETENION	41

RECYCLING PROGRAM	43
REGISTRATION	43
RELEASE OF STUDENTS FROM SCHOOL	43
REPORT CARDS, PROGRESS REPORTS AND CONFERENCES	44
RETALIATION	44
SAFE AND DRUG-FREE SCHOOLS	44
SAFETY	45
SAT, ACT AND OTHER STANDARDIZED TESTS	46
SCHOOL FACILITIES.....	46
SCHOOL NUTRITION GUIDELINES/INFORMATION	47
SEARCHES	50
SEX-OFFENDER'S REGISTRATION ACT	51
SPECIAL PROGRAMS	51
STEROIDS.....	52
STUDENT SPEAKERS.....	53
SUMMER SCHOOL.....	53
TAKS.....	53
TARDINESS	54
TECHNOLOGY	54
TEXTBOOKS.....	55
TRANSFER CREDITS.....	55
TRANSPORTATION	56
VANDALISM	57
VIDEO CAMERAS AND VIDEOTAPING OF STUDENTS.....	57
VISITORS TO THE SCHOOL.....	57
WITHDRAWING FROM SCHOOL	58
GLOSSARY	59

DISTRICT CALENDAR

DISTRICT DRESS CODE

CONSENT/OPT-OUT FORM

**STUDENT AGREEMENT FOR ACCEPTABLE USE OF THE ELECTRONIC
COMMUNICATIONS SYSTEM**

**NOTICES REGARDING DIRECTORY INFORMATION AND PARENT'S RESPONSE
REGARDING RELEASE OF STUDENT INFORMATION**

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

USE OF STUDENT WORK IN DISTRICT PUBLICATIONS

**ACKNOWLEDGEMENT OF DISTRIBUTION OF STUDENT/PARENT HANDBOOKS AND
THE STUDENT CODE OF CONDUCT**



Superintendent's Message

Welcome to a new school year, 2009-2010

Flour Bluff Independent School District is truly the *Home of the World's Greatest Kids*, and we are also the home of great parents, teachers, administrators, and staff.

As we begin this new year, I want you to know the Board and I are committed to the parents and students of our Flour Bluff/Padre Island/NAS community. Our school district is an outstanding district, but we are always seeking to improve. We welcome your participation in your children's education as well as our district improvement efforts.

If ever I can be of assistance at the district level, please do not hesitate to call upon me to help or to listen to your ideas.

Education is our profession, but service to our community is our goal.

Dr. Julie Carbajal

Superintendent

**Student/Parent Handbook
2009-2010**

**Flour Bluff Independent School District
“Home of the World’s Greatest Kids!”**

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Linda Barganski, Elementary Principal

Cindy Holder, Primary Principal

Annette Hughes, Early Childhood Center Principal

Ron Fisher, Director of District Safety and Security

Sherry Miller, ACE Assistant Principal/Math Intervention Specialist

Ann Helms, SDGC Assistant Principal

PREFACE

To Students and Parents:

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

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

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

Section II—INFORMATION FOR PARENTS AND STUDENTS 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 Flour Bluff I.S.D. *Student Code of Conduct*, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found at each campus and on the district’s website at www.flourbluffschoools.net.

The Student/Parent 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/Parent Handbook provisions will be made available to students and parents through the website, newsletters and other communications.

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

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

Also, please complete and return to your child’s campus the following required forms:

1. The Parental Acknowledgment Form;
2. Student Directory Information Form;
3. Release of Information to Military Recruiters and Institutions of Higher Learning Forms; and
4. Consent/Opt-Out Forms. [See **Obtaining Information and Protecting Student Rights and Directory Information** 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.flourbluffschoools.net.

SECTION I: REQUIRED NOTICES AND INFORMATION FOR PARENTS

This section of the Flour Bluff I.S.D. Student/Parent 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, Flour Bluff I.S.D. does not discriminate on the basis of race, religion, color, national origin, gender, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. [See FB (LOCAL) and FFH (LOCAL)]

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:
Dr. Audra Ude, Assistant Superintendent for Curriculum and Instruction at (361) 694-9220, 2505 Waldron Rd., Corpus Christi, TX 78418.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability, Dr. Alicia Needham, Director of Instruction at (361) 694-9223, 2505 Waldron Rd., Corpus Christi, TX 78418.
- All other concerns regarding discrimination: See the superintendent, Dr. Julie Carbajal at (361) 694-9205, 2505 Waldron Rd., Corpus Christi, TX 78418.

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 your child completes all homework assignments and special projects. Be sure your child comes to school each day prepared, rested, and ready to learn.
- Becoming 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 or is taking high school credit courses at an earlier age/grade level.
[High School credit courses offered at the Junior High count toward the student's Grade Point Average (GPA).]

- Monitoring your child’s academic progress and contacting teachers as needed. [See **Academic Counseling** and **Academic Programs.**]
- 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 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.**]
- Becoming a school volunteer. [For further information, see policy GKG and contact your Campus Principal or Curriculum Supervisor.]
- Participating in parent organizations. Parent organizations include: PTA, Booster Clubs, Operation Graduation, etc.
- 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 the Superintendent’s office.
- Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction. [See policies BDF, EHAA, FFA and information in this handbook at **School Health Advisory Council.**]
- Attending board meetings to learn more about district operations. [See policies BE and BED for more information.] Board meetings are generally held the last Thursday of the month at 6:00 p.m. in the FBISD Administration Building.

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.]

“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 nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. [See policies EF and FF AA.] Two new assessments have been added by state law—a physical fitness assessment and a Type 2 diabetes risk assessment.

Displaying a Student’s Artwork and Projects

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

Requesting Professional Qualifications of Teachers and Staff

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

Reviewing Instructional Materials

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

Inspecting Surveys

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

Accessing Student Records

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

- Attendance records,
- Test scores,
- Grades,
- Disciplinary records,
- Counseling records,
- Psychological records,
- Applications for admission,

- Health and immunization information,
- Other medical records,
- Teacher and counselor evaluations,
- Reports of behavioral patterns, and
- State assessment instruments that have been administered to your child.

[See **Student Records.**]

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 cocurricular or extracurricular activity; or
- When it relates to media coverage of the school.

Removing a Student Temporarily from the Classroom

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

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

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

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.]

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 your child's misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. [See policy and the **Student Code of Conduct.**]

Requesting Transfers for Your Child

As a parent, you have a right:

- To request the transfer of your child to another classroom or campus if your child has been determined by the principal to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the principal for information. [See policy FDB.]
- To request the transfer of your child to attend a safe public school in the District if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDD(LOCAL).]
- To request the transfer of your child to another campus or neighboring district, if your child has been the victim of 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 policy FDD.]

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** and contact Sharon Chapman, Director of Special Education at 694-9231.

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 about 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 Sharon Chapman, Director of Special Education at 694-9231.

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

Services for Title I Participants

The Director of Special Programs, who works with parents of students participating in Title I programs is Berta Longoria, and she may be contacted at 694-9223.

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 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 postsecondary 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. "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 and educational record to fulfill the official's professional responsibility, or investigating or evaluating programs. 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, volunteer or therapist; a parent or student serving on a school committee; or a parent or student assisting a school official or staff in the performance of his or her duties).
- Various governmental agencies.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll in which he or she is already enrolled.

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

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

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

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate, or 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 defined by 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 **Report Cards/Progress Reports and Conferences**, and **Student or Parent Complaints and Concerns** for an overview of the process.]

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 2505 Waldron Road, Corpus Christi, TX 78418.

The address(es) of the principals' offices are:

2505 Waldron Road, Corpus Christi, TX 78418

The District's policy regarding student records found in policy FL (LEGAL) and (LOCAL) is available from the principal's or superintendent's office or on the District website at www.flourbluffschoools.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.

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 10 schools days of your child’s first day of instruction for this school year. [See the “Notice Regarding Directory Information and Parent’s Response Regarding Release of Student Information” included in this handbook.]

Directory Information for School-Sponsored Purposes

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

- Awards and recognitions
- District/campus publications
- Yearbooks, newsletters, news releases, academic/athletic/fine arts programs

For these specific school-sponsored purposes, the district would like to use your child’s directory information, per 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 Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the Web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Department of State Health Services, <http://www.dshs.state.tx.us>.

[See FFAD (LEGAL).]

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 questions about a specific school-related issue. Should you be unable to find the information on a particular topic,

please contact your child's principal at the campus office. This section includes information on graduation programs and requirements; options for earning course credit; extracurricular activities and other school-related organizations; and awards, honors, and scholarships.

ABSTINENCE EDUCATION

Instruction in human sexuality will focus on ABSTINENCE from sexual activity as the logical and intelligent choice of behavior in relationship to all sexual activity for unmarried persons of school age. Adolescents are directed to a standard of behavior in which abstinence from sexual activity before marriage is the only 100% effective way to prevent pregnancy, sexually transmitted diseases, and infection with human immunodeficiency virus or acquired immune deficiency syndrome.

ABSENCES/ATTENDANCE

Regular school attendance is essential for the 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, 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 6 and 18 attend school as well as any applicable accelerated instruction programs, extended year programs, or tutorial sessions, 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.]

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

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

Parents must provide written documentation regarding the reason for the student's absence within 3 days of the absence. When a student's absence for personal illness exceeds four consecutive days, the student shall present a statement from a physician or health clinic verifying the illness or condition that caused the student's extended absence from school. If the student has established a questionable pattern of absences, the attendance committee may also require a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances. The campus principal will review and determine if the absence is excused or unexcused per board policy. [See FEC (LOCAL).]

The law requires specific notice to parents if their child has unexcused absences for three days or parts of days within a four-week period. This notice must:

- Inform the parents of their duty to monitor and require their child's attendance at school;
- Advise them of the possibility of prosecution for contributing to nonattendance;
- Request a conference between the parents and school officials to discuss the absences; [See Policy **FEA**]

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.

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 state 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 religious holy days and documented health-care appointments will be considered days of attendance for this purpose. [See policy **FEB**.]
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.

- The committee will consider whether the absences were for reasons over which the student or the student’s parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the Texas Essential Knowledge and Skills (TEKS), 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.

Excused absences do not automatically count toward days of attendance for purposes of receiving credit under Education Code 25.092.

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 4 consecutive days because of a personal illness must bring a statement from a doctor or health care clinic verifying the illness or condition that caused the student’s extended absence from school. [See FEC (LOCAL).]

Driver License Attendance Verification

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

ACADEMIC PROGRAMS

The school counselor provides students and parents’ information regarding academic programs to prepare for higher education and career choices. [For more information, see policy EIF.] [See **Academic Counseling.**]

ADDRESS CHANGE

It is the responsibility of each student/parent to notify the school immediately of any changes in information, such as: address, telephone number(s), emergency card information, etc. The campus attendance office should be contacted to report changes.

AWARDS AND HONORS

[See **Academic Counseling.**]

To encourage academic excellence, the District recognizes students for academic achievement. Each campus recognizes students in a manner deemed appropriate according to the following schedule:

The Honor Roll will be compiled at the end of each six weeks. The All A Honor Roll will include all students whose average is 90 or above in all classes. The A/B Honor Roll will include all students whose average is 80 or above in all classes.

At the end of the school year, students who have maintained the All A or the All A/B Honor Roll will be recognized.

Special achievements may be recognized at School Board meetings and assemblies.

Students who transfer into the District may receive credit for past accomplishments by presenting a letter of recommendation from their previous school.

All merit awards are granted in accordance with U.I.L. rules. The awards are furnished by the school district.

Students who attend school daily will be eligible for perfect attendance awards. A student will not be penalized for a partial absence due to a documented medical appointment. Guidelines for awarding perfect attendance may vary per campus due to differences in schedules. [See also **Class Rank** and **Academic Counseling**.]

BOARD OF TRUSTEES

The Board of Trustees is composed of seven members elected to a specific position for staggered three-year terms. The Board normally meets the last Thursday of each month, unless otherwise announced. Numerous special meetings and workshops are also held.

Meetings are usually held in the Board Room of the Administration Building at 2505 Waldron Road. Most meetings start at 6:00 p.m.

All Board meetings are public meetings and are announced in advance according to law. Meeting notices are posted in the Administration Building and when feasible, in the newspaper, on the marquee, and the district website. The public is invited and encouraged to attend. Anyone who wishes to speak to the Board may contact the Superintendent's office to make arrangements or register on the sheet at the door. The Board may take action only on items listed on the agenda for action. There are some restrictions as to what may be said in public meetings, under the Privacy Act.

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 policy FFI.)

CAREER AND TECHNOLOGY EDUCATION PROGRAMS

The District offers career and technology programs in Global/Geographic Information Systems, Health Science Technology, Internetworking Technology (CISCO), Computer Maintenance, Law Enforcement/Protective Services, Family and Consumer Sciences, Fire Science, Business Computer Information Systems, Marketing, Small Engines/Transportation Services, Aircraft Mechanics, Welding, Cosmetology, Drafting/Engineering, Instrumentation and Plant Processes, Accounting, Heating, Ventilation and Air Conditioning, Hospitality and Food Production,

Management and Services, Career Connections, Ready, Set, Teach!, Culinary Arts, and Court Reporting. Recently, a Project Lead the Way strand has been added to provide Engineering courses for our students. Admission to these programs is based on career interest and aptitude. For students served by special programs, the review committee (i.e. ARD, 504, or LPAC) will determine the appropriateness of the course and any needed modifications/accommodations for the student, with parent input.

Flour Bluff 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.

CLASS RANK / TOP TEN PERCENT / HIGHEST-RANKING STUDENT

To be eligible for valedictorian or salutatorian, a student shall have completed the last three semesters of academic work at Flour Bluff High School. In the event of a tie in grade point average for valedictorian, the student having taken the greatest number of advanced or honors courses shall be awarded the position. Should further resolution be necessary, the student having the greatest number of credits shall be designated as valedictorian.

Class ranking and the identification of the valedictorian and salutatorian shall be calculated at the end of the fifth six-week grading period. The grades for the fourth and fifth six-week grading periods shall be averaged for the spring semester grade.

Graduating in the Top Ten Percent no longer is the sole criterion guaranteeing Automatic Admission to a four-year public college or university in the state. In addition to graduating in the Top Ten Percent, Education Code 51.803 now requires that a graduate complete the Recommended or Distinguished Achievement Plan. Some students in the Top Ten Percent may also be required to demonstrate leadership skills to be considered for admission. 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.
- Further requirements have been set by the Texas Legislature and will be made available to students through the district website at www.flourbluffschoools.net, upon receipt of the details.

Students and parents should contact the counselor for further information about the application process and deadlines. ***Students will be required to meet the Recommended or Distinguished Achievement Plan requirements to be ranked in the Top Ten Percent.*** The GPA shall be reported on the student's transcript as required by TEA and made available in accordance with the application deadline when requested by the student. Students on the Minimum Plan (requires special permission through a committee) will be ranked just below the Top Ten Percent, in order of GPA when the Top Ten Percent rank is conducted for Automatic Admission purposes.

High School courses are classified as Honors/Advanced or Regular and weighted accordingly for class ranking purposes. **Courses taken for High School credit in Junior High count in the Grade Point Average (GPA).**

The Texas Higher Education Coordinating Board's Committee on Participation and Success is currently considering proposed rules to establish a standard method for calculating a student's grade point average to determine which students are in the Top Ten Percent. Graduating seniors who have maintained a cumulative average of 90 or above, and are on the Recommended or

Distinguished Achievement Plan, shall be recognized as graduating with academic distinction. No rounding up is used in this calculation.

Coursework transferred from non-accredited, non-public schools, including home schools, shall not be used in determining rank in class, grade point average or academic average.

Weighted values for class ranking are listed in board policy and the **Graduation and Career Planning Guide** and shall be recorded on the local academic achievement record. *The grade weight scale is based on a 100-point scale. Weighted courses will earn an additional 10 points.* [For further information, see policies at **EIC.**] [See **Graduation Requirements.**]

Each high school posts in the offices of each counselor and principal and in each administrative building appropriate signs indicating the substance of Education Code 51.803. Counselors and class advisors will explain the substance of the Automatic Admission statute to students. The district will also provide each eligible senior, at the beginning of the senior year, a written notice of eligibility and a detailed explanation of the statute. See EIC(LEGAL).

Students who transfer high school credits for courses designated as Advanced Placement, Pre-Advanced Placement, Dual Credit or Advanced Credit from accredited institutions shall receive weighted credits counted toward the GPA **as approved by the District Board of Trustees.** The Board-approved weighted courses are provided annually in the District's High School Graduation and Career Planning Guide. Grades from non-accredited non-public schools, including homeschools, shall not be used in determining class rank, grade point average, or academic average. Students/parents are required to provide proof of accreditation status for institutions providing high school level instruction, other than public schools, at the time of enrollment in the District. [See FDA (LOCAL)]

[For further information, see policies at **EIC.**]

CLASS SCHEDULES

Central Administration Building	7:30 a.m. - 4:30 p.m.
Early Childhood Center:	
Pre-K	7:45 a.m. - 10:45 a.m.
	11:45 a.m. - 2:45 p.m.
Kindergarten	7:45 a.m. - 2:45 p.m.
Primary (1-2)	7:45 a.m. - 2:50 p.m.
Elementary (3-4)	7:45 a.m. - 2:50 p.m.
Intermediate (5-6)	7:55 a.m. - 3:35 p.m.
Junior High (7-8)	8:20 a.m. - 3:35 p.m.
High School (9-12)	8:30 a.m. - 3:45 p.m.
ACE (9-12)	8:30 a.m. - 3:45 p.m.
SDGC (Multigrade)	7:30 a.m. - 4:30 p.m.

COLLEGE/DUAL-CREDIT COURSES

Dual Credit Coursework is offered through Del Mar College, Texas A & M University—Corpus Christi or other approved institutions. Courses will be offered with sufficient enrollment and finalization of contracts with Del Mar College, TAMUCC or the approved institution. For a list of Dual Credit courses, see the counselor or the **Flour Bluff High School Graduation and Career Planning Guide.** The student is responsible for meeting the entrance criteria set by the college and completing the course with a passing grade. Upon completion of the course, the student is responsible for requesting an official transcript from the college and submitting it to the Flour Bluff High School Registrar's Office in order to receive credit. The grade will be computed in the GPA. The student must submit an application to their high school counselor no

later than one week prior to the college registration date. (The application is available in the **Flour Bluff High School Graduation and Career Planning Guide** or may be obtained from the high school counselors.)

Contact information for the colleges is as follows:

Del Mar College: Office of Admissions and Registrar
101 Baldwin Blvd.
Corpus Christi, Texas 78404
Contact the Dual Credit Coordinator at:
(361) Phone:(361) 698-1634
FAX: (361) 698-2351
dualcredit@delmar.edu
www.delmar.edu/dualcredit

Texas A & M University—Corpus Christi: Office of Admissions and Registrar
6300 Ocean Drive
Corpus Christi, Texas 78412
<http://www.tamucc.edu>
Also, contact the University Outreach Office at:
Phone: 361-825-5967
Fax: 361-825-2384
email: Joseph.Miller@tamucc.edu

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 the policy may be obtained in the superintendent's office at 2505 Waldron Road, Corpus Christi, Texas 78418 or on the district's website at www.flourbluffschoools.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 present 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 their parents will be asked to sign a user agreement regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and their parents should be aware that e-mail using District computers is not private and will be monitored by District staff. The District will not tolerate:

- Oral or written threats to cause harm or bodily injury to another student, District employee, volunteer, or school property, including threats made using the Internet or other computer resources at school. Students may be disciplined for threats made outside of school if the threat causes a material or substantial disruption at school.

- Sending or posting electronic messages that are abusive, obscene, sexually oriented, harassing or illegal.
- Attempting to or successfully accessing or circumventing passwords or other security-related information of the District, employees, or other students.
- Attempting to alter, destroy, or disable District computer equipment, District data, the data of other users of the District’s computer system, or other networks connected to the District’s system, including uploading or creating computer viruses.

Students and parents should be aware that postings on Internet sites, such as MySpace, YouTube, etc. represent the individual to the broader public. Universities/colleges, potential/current employers, members of the community, members of the school environment, etc. may view this type of information in making decisions impacting the student.

[For additional information, see policy CQ and the **District Student Code of Conduct.**]

CONDUCT

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- Demonstrate courtesy—even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet district or campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of other students, teachers, and other district staff.
- Respect the property of others, including district property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.
- Avoid violations of the Student Code of 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 the standards. The district has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

To achieve the best possible learning environment for all students, the Student Code of Conduct and other campus rules will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with classes and school-sponsored activities. The District has disciplinary authority over a student in accordance with the Student Code of Conduct.

Corporal Punishment

Corporal punishment—spanking or paddling the student—may not 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. However, a student may be reasonably prevented from causing harm to oneself or others. [See policy FO]

Academic Dishonesty / Cheating / Plagiarism

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

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 and Other Electronic Devices

Students are not permitted to possess such items as radios, CD players, MP3 players, video or audio recorders, DVD players, cameras, games, or other electronic devices at school, unless prior permission has been obtained from the principal. Cell phones are permitted for extracurricular activities outside the regular school day. Cell phones are not to be on or utilized during the instructional day. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items. Any disciplinary action will be in accordance with the Student Code of Conduct. **The district will not be responsible for any lost, damages or stolen items.**

For safety purposes, the district permits students to possess telecommunications devices, including mobile telephones, for extracurricular activities outside the school day; however these devices must remain turned off during the instructional day, including during all testing. The use of mobile telephones in locker rooms/dressing areas or restroom areas at any time while at school or at a school-related or school-sponsored event is strictly prohibited. During state

assessment, College Board/Advanced Placement assessments and other appropriate assessments, telecommunications devices are strictly prohibited from being on the person testing. These items must be turned off and given to the test administrators until after testing is completed and the assessments are secured.

A student who uses a telecommunications device during the school 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.

Repeat violations will be handled in accordance with the Student Code of Conduct. [See policy FNCE.] Confiscated telecommunications devices that are not retrieved by the student or student's parent will be disposed of after the notice required by law. **Any disciplinary action will be in accordance with the Student Code of Conduct and may include confiscation of the device. The district will not be responsible for any lost, damages or stolen items.**

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. Among the more common of the diseases are the following:

[See <http://www.dshs.state.tx.us/schoolhealth/chap8.pdf>]

Amebiasis	Hepatitis A (acute)	Ringworm of the scalp
Campylobacteriosis	Impetigo	Rubella (German Measles), including congenital
Chicken pox (varicella)	Infectious mononucleosis	Salmonellosis, including typhoid fever
Common cold with fever	Influenza	Scabies
Fifth disease (Erythema Infectiosum)	Measles (Rubeola)	Shigellosis
Gastroenteritis, Viral	Meningitis, Bacterial	Streptococcal disease, invasive (group A or B)
Giardiasis	Mumps	Tuberculosis, Pulmonary
Head Lice (Pediculosis)	Pinkeye (Conjunctivitis)	Whooping Cough (Pertussis)

CORRESPONDENCE COURSES

The District permits students to take correspondence courses —by mail or via the Internet—for credit toward high school graduation. Texas Tech University and the University of Texas are the only two institutions currently approved by the Texas Commissioner of Education to offer correspondence credit for students enrolled in a public school. Registration, payment and meeting the curricular expectations and deadlines for these courses are the responsibility of the student toward meeting graduation requirements. Should courses not be completed successfully and officially reported to the school district, the student will receive no credit.

Students are advised to take no more than 2 credits at a time through correspondence coursework, due to the demands of the coursework and the need for the student to be self-paced and self-motivated to complete the course successfully. Correspondence courses require approval of the principal or principal's designee, when the student is enrolled in the district.

For students assigned to the Student Development and Guidance Center or expelled to the Nueces County Juvenile Justice Alternative Education Center—this option may be utilized as an alternative to get caught up on credits.

[For further information, see policies at **EEJC and EHDE.**]

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 5 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.

Counselors provide detailed information about the importance of higher education to parents and students, during the students' freshman and senior years in high school and at any time information is requested. Counselors serving students below high school level must advise parents and students about courses to prepare for higher education, as well as availability of financial aid.

To plan for the future, each student must 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, training school, military, 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. [See policies **EJ** and **EIC**]

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 visit the guidance office at the campus of attendance.

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 policies **FFE** 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. The exams will be ordered from the University of Texas or Texas Tech University by the school district. The district will determine if another source is appropriate, if the exam is not available from either of these institutions. Prior instruction may include, for example, incomplete coursework due to a failed course, homeschooling, correspondence courses, or independent study supervised by a teacher.

The counselor, principal or Director of Instruction/Director of Special Programs will determine if the student can 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 or to circumvent attendance requirements.

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

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

A student will be permitted to take an exam to earn credit for an academic course for which the student has had no prior instruction. Exams are offered in August and June of each year. However, tests may be ordered throughout the year, as applications are received and will be administered on the campus at an appropriate time, as determined by the school counselor. Placement in the next course will not occur after the first two weeks of the course, in the regular school year, due to loss of curriculum/instruction in the course.

A student will earn credit with a passing score of at least 90 on each 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 may honor a request by a parent to administer a test on a date other than the published dates. After the first testing opportunity on a given subject area test, the parent will be responsible for paying an appropriate fee to the district for purchasing the test from a university approved by the State Board of Education. 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 (currently Texas Tech University or the University of Texas.) [For further information, see policy **EEJB**.]

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 conducted 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 website at www.flourbluffschoools.net.

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 accommodations; threatening or intimidating conduct; offensive jokes, name-calling, slurs or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or 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 other student is prohibited. Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

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

Retaliation

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

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

Reporting Procedures

Any student who believes that he or she has experienced dating violence, discrimination, harassment or retaliation should immediately report the problem to a teacher, counselor, principal, or other district employee. The report may be made by the student's parent. See policy FFH for the appropriate district 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 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). [See **Dating Violence, Discrimination, Harassment and Retaliation.**]

DISTANCE LEARNING

Flour Bluff I.S.D. offers certain courses by distance learning, dependent upon the availability of the course, enrollment and need. [For a complete listing of available courses, see the counselor or the **Graduation and Career Planning Guide.**]

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

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

The school newspaper and the yearbook are available to students.

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

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

Nonschool 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 nonschool material must include the name of the sponsoring person or organization. The decision regarding approval will be made in two school days.

The principal has designated the office as the location for approved nonschool materials to be placed for voluntary viewing by students. See policy **FNAA**.

A student may appeal a principal's decision in accordance with policy **FNG(LOCAL)**. Any student who posts nonschool 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.

Nonschool Materials ... from others

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the District or by a District-affiliated school-support organization will not be sold, circulated, distributed, or posted on any District premises by any District employee or by persons or groups not associated with the District, except as permitted by policies at GKDA. To be considered for distribution, any nonschool 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 Assistant Superintendent for prior review. The Assistant Superintendent will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate District complaint policy. [See policies **DGBA**, **FNG**, or **GF**.]

Prior review will not be required for:

- Distribution of materials by and 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 noncurriculum-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 nonschool materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.

Advertising

Advertising in school publications may be accepted from bonafide business firms. However, the following types of advertising are prohibited:

- Alcoholic beverages or tobacco products,
- Advertisements for patent medicine, health treatments, salacious literature, joke devices, firearms, lotteries, or any other items prohibited by postal law.
- Materials that are designed to solicit funds, unless approved by the Superintendent or designee.

- Literature that in any manner and in any part thereof promotes, favors, or opposes the candidacy of any candidate for election at any annual school election, or the adoption of any bond issue, proposal, or any public question submitted at any general, municipal or school election.
- Literature that is obscene or creates a reasonable belief that a substantial interference with or material disruption of normal school operation will occur.

DRESS AND GROOMING

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

- The District Dress Code found in the *Student Code of Conduct* and the Campus and District Student/Parent Handbooks.

The school has the right to ask a student to change his/her dress or personal grooming habits if it is deemed inappropriate or disruptive to the educational environment. Administrators will make the final determination as to what constitutes appropriate attire. Parents, who have difficulty providing clothing or shoes for their children, should contact the campus counselor for assistance.

The Junior High, Intermediate and Elementary campuses utilize a standardized dress code. School identification badges must be worn in front and above the waist for all High School and Junior High students.

[Please contact the Junior High, Intermediate or Elementary School offices for further information.] [Consult each **campus handbook** for further guidelines.] [Refer to the **Student Code of Conduct** regarding dress code.]

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.

Students must be enrolled full-time to participate in UIL activities. Students must abide by organizational expectations, constitutions, handbooks, etc. to remain eligible to participate in the organization/activity. Participation may be impacted by behavior. [See the **Student Code of Conduct**.]

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—other than an advanced placement or international baccalaureate course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or a foreign language—may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.

- A student is allowed in a school year up to 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.
- 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 **FM** and **FO** and the *District Student Code of Conduct*. For student organized, student-led groups, see **Meetings of Noncurriculum-Related Groups**.]

Offices and Elections

Guidelines governing procedures for participation in offices and elections may be found in campus student/parent handbooks or organizational procedures. Please contact your campus principal for further information.

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.**]
- 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 campus principal. [For further information, see policy **FP.**]

FIELD TRIPS

Parent permission slips are required for all field trips. Secondary students must be passing all classes in order to participate. Rules for participation vary from one campus to another.

Students must abide by all procedures and conduct rules of the organization as well as the district policy.

The following conditions must be met in order to participate in a school-sponsored trip:

- The student must satisfy the eligibility requirements.
- They must have not been absent more than eight days in any subject in the immediate past 30 school days prior to the trip.
- Discipline records reviewed by the administrative staff prior to the trip must reflect satisfactory student conduct.

Students must make-up work missed while on field trips and other school approved activities.

FUND-RAISING

Student and/or parent groups or classes may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least 30 days before the event.

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

GRADE CLASSIFICATION

After the ninth grade, students are classified according to the number of credits earned toward graduation. Certain core credits are required to be reclassified.

Students starting ninth grade in 2005-2006 and beyond will be classified accordingly:

<u>Credits Earned</u>	<u>Classification</u>
6 (3 core credits)	Grade 10 (Sophomore)
12 (7 core credits)	Grade 11 (Junior)
17	Grade 12 (Senior)

[See the **Graduation and Career Planning Guide** for further details.]

GRADING GUIDELINES

In grades Pre-K–12, achievement is reported to parents as:

Pre-kindergarten through 2nd Grade

Achievement or progress in pre-kindergarten and kindergarten shall be reported to parents as achievement of the Texas Essential Knowledge and Skills (K-12)/Standards (PK), using the following terms:

- 4 = Exceeding Expectations
- 3 = Meeting Expectations
- 2 = Making Progress Toward Mastery
- 1 = Experiencing Difficulty
- NA = Not Assessed
- Blank = Skill Not Yet Introduced
- I = Introduced Skill
- W = Working on Skill
- M = Mastered Skill

In **grades 1 and 2** progress will also be reported and evaluated for promotion on:

- Reading at the student’s grade level on Standardized assessments.
- Grade level performance on required local mathematics assessments.

Grades 3 - 12

In grades 3 – 12, achievement shall be reported to parents as numerical grades.

Grades should reflect mastery of skills and content based on the Texas Essential Knowledge and Skills (TEKS). To receive credit for a course, a student must receive a grade of 70 based upon course-level or grade-level standards. Six weeks numerical averages will be reported with 50 as the lowest grade earned. High school students will earn credits by semester (.5 units). Campus guidelines for determining grades (grade averaging policies) are available in each building and are referenced in the campus student/parent handbooks.

Grades will not be reduced for disciplinary reasons except in cases of academic dishonesty, or as permitted by other policies relating to absences or late work.

At the high school level, exemptions from semester exams may be earned based on attendance and grades or performance on state assessments. [See **HS Student/Parent Handbook**]

Parents are notified in writing of the student’s grades each six weeks. Progress reports are sent home after the end of the third week of each six weeks. [See **Report Cards, Progress Reports, and Conferences**]

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 statewide exit-level examinations.

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

Soon, TEA will require each student to successfully complete requirements for End-of-Course (EOC) state assessments in place of the Exit Level TAKS examination. There will be a total of 12 EOC exams. Students will be required to participate in field testing for the EOC examinations, in accordance with TEA requirements. [Additional helpful information regarding graduation may be found in the “Student Guide to Graduation,” available on the TEA website www.tea.state.tx.us/student.assessment/resources/grad/grad_broch.pdf]

Graduation Programs

The District offers the graduation programs listed below. All students entering grade 9 are required to enroll in the Recommended High School Program or Advanced/Distinguished Achievement (Advanced) Program. [The Legislature may be adjusting the names of these graduation plans.] Permission to enroll in the Minimum Graduation Program will be granted only if an agreement is reached among the student, the student’s parent or person standing in parental relation, and the counselor or appropriate administrator. Universities and colleges expect students to complete the requirements of the Recommended or Distinguished Achievement Plans and many scholarship opportunities are dependent upon completion of one of these two graduation plans. [See policy **EIF**.]

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

	<u>Number of Credits</u>
• Minimum Graduation Plan	24
• Recommended High School Program	24
• Advanced/Distinguished Achievement Program	24

Beginning with the 2007-2008 school year, a student entering the ninth grade must meet the following credit requirements for graduation. To graduate under either of these programs, an incoming ninth grade student will have to earn an additional credit in math and an additional credit in science. The credit requirements for the various programs for students entering the ninth grade during this school year are provided below:

	<u>Number of Credits</u>
• Minimum Graduation Plan	26
• Recommended High School Program	26
• Advanced/Distinguished Achievement Program	26

4 X 4 Curriculum:

The coursework required for students starting 9th grade in 2007-2008 and beyond, is commonly called the “4 X 4 Curriculum.” The curriculum requires students to take 4 credits of Mathematics, 4 credits of English Language Arts, 4 credits of Science and 4 credits of Social

Studies for graduation. [See your counselor and the **Graduation and Career Planning Guide** for additional details.]

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 career and technology, the district will offer the course for the following year either by teleconference or at the school from which the transfers were requested.

Students in a Disciplinary Placement or Expulsion at the Time of Graduation

Education Code 37.006 (g) prohibits students who have been placed in a DAEP for state-mandated removal reasons from participating in school activities, such as graduation. The district will review behavior to determine if the student will be allowed to participate in graduation ceremonies for students placed in a DAEP for locally defined reasons. (See the *Student Code of Conduct*.)

Students who are expelled from the district at the time of graduation will not be allowed to participate in the graduation ceremony.

Students with Disabilities

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

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

[See FMH(LEGAL)]

Graduation Activities

Graduation activities will include:

- Formal Graduation/Commencement Ceremony
- Honors Banquet
- Senior Pictures
- Operation Graduation (Organized and sponsored by a parent group)

Graduation Expenses

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

Graduation Speakers

Graduating students will be given an opportunity to provide opening and closing remarks during the graduation ceremony. Only those students who are eligible per board policy will be allowed to give these remarks; however, if the student was assigned to a disciplinary placement at any time during the spring semester, he or she will not be eligible to speak at graduation.

Students eligible to give the opening and closing remarks will be notified by the principal and given an opportunity to volunteer. [See FNA (LOCAL).]

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 Texas higher education institutions within the state. The counselor can provide additional information about meeting the program's eligibility requirements.

An otherwise eligible student who graduates in no more than 36 months receives \$2,000 for use toward tuition and required fees. If he/she also graduates with at least 15 semester credit hours of college credit, he/she may receive an additional \$1,000.

An otherwise eligible student who graduates in more than 36 months but no more than 41 months receives \$500 for use toward tuition and required fees. If he/she also graduates with at least 30 semester credit hours of college credit, he/she may receive an additional \$1,000.

An otherwise eligible student who graduates in more than 41 months but no more than 45 months can receive \$1,000 if he/she graduates with at least 30 semester credit hours of college credit.

- 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 TEXAS Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. [For further information, see the principal or counselor and policy EJ.]

HARASSMENT AND FREEDOM FROM DISCRIMINATION

(See Dating Violence, Discrimination, Harassment, and Retaliation.)

HEALTH-RELATED MATTERS

Physical Activity for Students in Elementary Grades and Middle School

In accordance with EHAB, EHAC, and FFA, the district will ensure that students in kindergarten through grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week.

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

The district offers at least 30 minutes of moderate or vigorous physical activity per day for at least four semesters to students in grades 6-8 as a part of their daily class schedule to meet district physical education requirements for these grades. A class period is approximately 50 minutes per day. 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.

Physical Education classes are offered for each grade level PK-12.

The policy information may also be found on the district's website at www.flourbluffschools.net.

School Health Advisory Council

During the preceding school year, the district's School Health Advisory Council, held 3 meetings. Additional information regarding the district's School Health Advisory Council is available from Dr. Alicia Needham, Director of Instruction, or Berta Longoria, Director of Special Programs at 694-9223. [See also policies **BDF** and **EHAA**.]

Physical Fitness Assessment

Annually, the district will conduct a physical fitness assessment of students in grades 3–12. At the end of the school year, a parent may submit a written request to the campus 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 campus principal.

[See policies **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 policy **GKA**.]

Asbestos Management Plan

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the Maintenance Director's office. If you have any questions, please contact Dale Mecom at (361) 694-9703.

Pest Management Plan

The District periodically applies pesticides inside buildings. 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 Dale Mecom, Maintenance Director at (361) 694-9703.

Alcohol, Drugs, and Weapons

Under state and federal law, a student is not allowed to possess, sell, give, or use alcohol, illegal drugs, guns, or other weapons on school property or at a school-related or school-sanctioned activity, on or off school property. Having any of these items in a privately owned vehicle that the student has driven to school and parked on district property is also prohibited.

HOMELESS STUDENTS

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, who coordinates services for homeless students, and Parent Involvement Coordinator, who works with parents of students participating in Title I programs, Berta Longoria, Director of Special Programs (361) 694-9223.

HOMESCHOOL/NON-ACCREDITED, NON-PUBLIC SCHOOL

Students who enroll from home school or non-accredited, non-public schools shall be evaluated to determine appropriate placement. Students in grades K-8 shall be assessed utilizing a district approved achievement test to determine appropriate grade level placement. Records from the previous school(s) shall also be reviewed. Transcripts for students in grades 9-12 will be reviewed to determine appropriate placement in coursework. Grades for high school credit coursework from home school and non-accredited, non-public schools will not be used in calculating class rank.

HOMEWORK

Students will receive homework assignments as appropriate. Homework is an integral part of the learning process to support, enrich and reinforce topics covered in class. Parents can help students by providing the time, place, cooperation, and encouragement needed to complete the assignments. Information on policies and procedures is available from the teacher or the campus office.

IDENTIFICATION

Students and employees are expected to wear school identification badges for school and school-related events. Parents and visitors are welcome to visit the campuses are required to sign-in at the campus office where they will receive an identification badge to wear while on campus. This measure assists the staff in maintaining safety and security.

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 (TDSHS), Immunization Branch, can be honored by the District. This form may be obtained by writing the DSHS Immunization Branch (MC1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at <https://webds.dshs.state.tx.us/immco/affidavit.shtm>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

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

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

<http://www.dshs.state.tx.us/immunize/school/default.shtm>]

Education code 38.001 sets the standard for an exemption for religious beliefs that were based on beliefs and practices of a recognized church or which the student is a member to “reasons of conscience, including a religious belief.” In order to qualify under this standard, a parent must use only an official form obtained in writing from the Department of State Health Services, Immunizations Division, 1100 West 49th Street, Austin, TX 78756. The form must be notarized and submitted to the principal or nurse within 90 days of notarization. Each child in the family must have a separate form.

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 policy **GRA (LEGAL)**.]

Gangs and Other Prohibited Organizations

- Under state law, a student is prohibited from membership or involvement in a public school fraternity, sorority, secret society, or gang.

Hazing Activities

State law also prohibits a student from participating in any hazing activities. A student is guilty of hazing when he or she takes direct hazing action; encourages or assists someone else to take action; recklessly permits such action; has knowledge of planned action or action that has occurred without reporting that knowledge in writing to a school official.

Laser Pointers

Students are not permitted to possess or use laser pointers while on school property, while using district transportation, or while attending school-sponsored or school-related activities, whether on or off school property. Laser pointers will be confiscated and students will be disciplined according to the *Student Code of Conduct*.

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 times designated by the campus principal.

The District has entered into an intergovernmental agreement with the City of Corpus Christi to have a joint library located on school property next to the High School. This library is the Flour

Bluff Branch Library of the Corpus Christi Public Library, now called the Janet F. Harte Public Library, and serves also as the Flour Bluff High School Library. As a joint library, it offers up to 74 hours of service per week, during the school year, to the schools and the community. The Harte Library is a valuable resource for the entire school district during and after school hours.

High School students will use their student I.D.'s during school hours to access the resources in the library and in the Library Research Classrooms located in rooms 804 and 806 in the High School. After school hours, students from all FBISD schools will need a public library card to check out materials, but will not need to have a public library card in order to use the resources of the library. Faculty and staff from campuses other than the High School should contact the High School Librarian if they wish to use their district I.D.'s to check out materials during school hours. In the Harte Library, materials from the High School Library are intershelved with materials from the public library. Parents of High School students may contact the High School Librarian if they wish to restrict their student's checkout privileges during school hours.

The intergovernmental agreement between the District and the City of Corpus Christi includes a stipulation that 50 parking spaces be available at all times when the joint library is open. The parking spaces in front of and to the south of the Harte Library building which are marked with the letter "L" are reserved for patrons of the Harte Library, and are not intended for the use of students, faculty or visitors to the High School.

The normal schedule for the Harte Library during the school year is:

Monday-Thursday	7:45 a.m. to 9:00 p.m. (Open to public at 10 a.m.)
Friday	7:45 a.m. to 6:00 p.m. (Open to public at 10 a.m.)
Saturday	10 a.m. to 6:00 p.m.
Sunday	2 p.m. to 6:00 p.m.

Students may come to the library during the school day on a Library Pass. Each student should have an individual pass with a clearly stated purpose for coming to the library. Students are responsible for having their student IDs and for signing in at the back door to the Library and leaving the Library Pass at the circulation desk until returning to class. During the school day, students must use the back door (the High School door) of the Library. This includes students who leave school early because they do not have a fifth, sixth, or seventh period class.

All faculty, staff, students and parents with Internet access are now able to access the online catalog of the Corpus Christi Public Library, which includes the FBHS materials in the Harte Library. The catalog web address is www.library.ci.corpus-christi.tx.us.

Students check out individual copies of classroom novels from the Media Center located in Room 406 of the High School. Student IDs are required in order to checkout a classroom novel and the student's library records must be clear.

LOST AND FOUND and UNATTENDED ITEMS

Lost and found articles should be reported as quickly as possible to the teacher and to the campus office where a lost and found department is maintained. Articles left on the school bus may be picked up at the transportation office. If articles are marked with the student's name and homeroom or address, it is much easier to return them. Please clearly mark clothing, books, or anything else brought to school. Articles left for an extensive period of time are donated to charity.

Items left unattended will be examined by school employees for safety purposes and to determine the owner of the items. Students are responsible for keeping their items under their supervision and in their possession.

MAKEUP WORK

Routine and In-depth Makeup Work Assignments

For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the Texas Essential Knowledge and Skills (TEKS) or in meeting subject or course requirements.

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. [For further information, see policy EIAB.] The student is allowed one day per day of absence to make up missed work.

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

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

DAEP 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 in which the student was enrolled at the time of removal. The district may provide the opportunity to complete the course through any 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 **FEA (LEGAL)**.]

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

MASTERY OF TEXAS ESSENTIAL KNOWLEDGE AND SKILLS

The district goal is for every student to master all essential knowledge and skills specified for each grade level and/or course. Each student is instructed, given application and practice of the concept, and tested for mastery. If a student fails to demonstrate mastery, re-teaching and retesting, using various strategies and methods, will be provided for the student. Programs and procedures vary from one grade level to another and from one student to another, in order to meet the specific needs for successful mastery of the skills. Extended day, tutorials, and other intervention methods are utilized. Students, who do not master the TAKS tests are required to participate in TAKS classes in order to prepare them to pass the test and graduate. Parents are

encouraged to work closely with school personnel. Please contact the school counselor for additional information or help.

MEDICINE AT SCHOOL

All medication must immediately be delivered to the school nurse upon arrival to the school. Please see the *Student Code of Conduct*.

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 authorization must be on file with the school nurse. 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. A student with diabetes who needs treatment or care at school must have a Diabetes Management and Treatment Plan (DMTP) developed by the physician and parent. A copy is to be provided to the school; from this, the principal, nurse, parent or guardian, physician, and teachers are to develop an individualized health plan for the student. The parent or guardian must sign an authorization for care to be given. 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**.]

MEETINGS OF NON-CURRICULUM RELATED GROUPS

Student-organized, student-led noncurriculum-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.

NONTRADITIONAL ACADEMIC PROGRAMS

[See **Requirements for a Diploma**.]

Alternative academic programs include:

- Alternative Center for Education (ACE), an alternative instructional delivery program for at-risk high school students who are a year or more behind in the accumulation of credits,
- Student Discipline and Guidance Center (SDGC), a student discipline center which combines behavioral modification and maintenance of academic skills,
- Texas Assessment of Knowledge and Skills (TAKS) classes, a remedial program for students who have demonstrated non-mastery on any sub-test of the TAKS test,
- An evening GED and Adult Literacy program for adults wanting to earn a GED or English language learners through Corpus Christi ISD.

Identification and placement procedures are in place to determine which at-risk students qualify for these alternative programs. Information regarding these programs may be obtained at the campus office.

PHYSICAL EXAMINATIONS / HEALTH SCREENINGS

A school nurse or health paraprofessional is available at each campus throughout the school day, in case of illness or accident. The nurse also checks immunization records and provides such services as vision and hearing screening, and height, weight, and blood pressure checks. The nurse or health paraprofessional administers first-aid but does not diagnose illness. Emergency medical information is required for each student. Every effort is made to locate parents in the event of an emergency. Parents must therefore provide a current address and telephone number, so that they may be reached. The district is required to have emergency information on file.

Student medication may be administered at the health room, under the following guidelines:

- The parent must bring the medication to the school nurse and complete a form indicating permission to administer the medication.
- Students are not allowed to carry ANY type of medication, including prescription drugs, over-the-counter medication, items such as Tylenol, cough drops, etc.

- The district must receive a written request to administer medication from the parent, noting the time and dosage to give (annually, if the length of medication warrants it).
- Medication must be in the original container with the student’s name on it and indicate the required dosage and intervals.

[See **Medicine at School.**]

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 United States and Texas Flags.**]

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

PRAYER

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

PROMOTION AND RETENTION

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards. The student must also meet attendance requirements. [See **EIE (LOCAL)** and campus handbooks.]

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

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

Parents of a student in grades 3, 5, or 8 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. Such students will have two additional opportunities to take the test. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student’s parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on

standards previously established by the District, the decision of the committee must be unanimous. Parents of students in grades 1-8 who do not perform satisfactorily on their exams will be notified that their child will participate in special instructional programs designed to improve performance. 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 test or is determined by the district as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented by a guidance counselor, teacher, or other staff member designated by the principal. The plan will, among other items, identify the student's educational goals, address the parent's educational expectations for the student, and outline an intensive instruction program for the student. [For additional information, see the counselor or principal and policy **EIF (LEGAL)**.]

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

Soon, End-of-Course testing will be phased in as an Exit Level graduation requirement. Currently, 12 End-of-Course tests are being developed.

Elementary

In grades PK-K promotion to the next grade level shall be based on satisfactory completion of curricular grade level requirements.

In grades 1-2 promotion to the next grade level shall be based on satisfactory completion of curricular grade level requirements, reading at the student's grade level and performance at grade level in mathematics.

In grades 3-6, promotion to the next grade level shall be based on attaining the following:

- An overall average of 70 or above for all subject areas, which shall be derived by averaging the final score for language arts (reading, language arts, spelling), mathematics, science, and social studies;
- An overall average of 70 or above in language arts and mathematics, and;
- Reading at the student's grade level.

Junior High

In grades 7-8, promotion to the next grade level shall be based on an overall average of 70 or above for the year- derived by averaging the final numerical scores for all core courses taken (Math, English Language Arts, Science and Social Studies) - and a grade of 70 or above in the following areas:

- Language Arts (English is averaged with one semester of reading on a 2/3-1/3 ratio; two semesters of reading on a 50/50 ratio);
- Mathematics;

High School

Course credit shall be earned based on a grade of 70 or above on course-level standards (Texas Essential Knowledge and Skills (TEKS) and local objectives). Grade-level advancement is determined by credits. [For further information, see policies at **EHBC**, **EI**, and **EIE**. Exit-level assessment testing for high school graduation purposes may be found at **Graduation**.]

RECYCLING PROGRAM

Flour Bluff I.S.D. has implemented a solid waste recycling program as required under the United States Senate Bill 1340. The Bill requires that materials such as paper, cans, and other materials be collected and recycled. All employees and students are encouraged to participate in this program. Educational programs to refine improve and promote recycling are stressed at all levels.

REGISTRATION

To register in the Flour Bluff School District, a student must be able to fulfill the following requirements:

The student must be a legal resident or approved transfer student of the District. The following items are accepted as proof of residency, as long as they are current:

- An original driver's license
- A recent bill with the current correct address of service
- A notarized rental agreement or lease agreement
- A letter from a government agency with the correct address and/or
- A contract on a house (with an approved loan and signed by the buyer and seller)

The district reserves the right to verify the residence of students.

- Children, who are between the ages of four and six, entering any of the district's programs, must present proof of birth date before completing registration.
- Transfer students need evidence of honorable dismissal from their previous school, such as a transcript or report card.
- Parents are requested to furnish the student's social security number at registration.
- All immunizations must be completed at the time of registration. Signatures or rubber stamp validation of health records by a physician or by a public health clinic are required. Free and/or reduced price immunizations are available through the Nueces County Health Department.

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 be signed out by his or her parent that morning and follow the campus sign-out procedures before leaving the campus. Only high school level students may bring a note from the parent to be released early for an appointment. 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.

Late Arrival to School

A student who is tardy to class without written permission of a staff member or a properly excused written notice from the parent will be assigned to detention hall. Repeated instances of tardiness will result in more disciplinary action. [See **Attendance for Credit** and the **District Student Code of Conduct**.]

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.

All students receive progress reports each 3 weeks, regardless of performance. At the end of the first three weeks of a grading period, parents will be given a written unsatisfactory progress report if their child's performance in any course (in English language arts, mathematics, science, or social studies) is near or below 70, or is below the expected level of performance. 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** for how to schedule a conference.]

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

SAFE AND DRUG FREE SCHOOLS

Flour Bluff I.S.D. is committed to being a drug-free/weapon-free school and to promoting safe and drug-free lives. We strive to have safe schools with a peaceful and cooperative environment. In order to accomplish this, the district has adopted a no tolerance program. [Refer to the **Student Code of Conduct**]

Flour Bluff School Board adopted the drug-free/weapon free school zone policy, which applies to an area 1,000 feet from the school campus.

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

Lockdown Drills

Students and staff practice conducting lockdown and reverse lockdown drills at least one time per semester.

The district has implemented a multi-hazard operations plan and trained district staff and students in conducting drills for preparedness.

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

In the event of bad weather days, the Superintendent and staff members will carefully consider whether or not it would be in the best interest of students to close the school. This decision is a very important one, as several factors must be considered, such as road safety, the availability of utilities, and supervision for young students. This may involve consulting the police and sheriff's departments, weather stations, and transportation authorities. Should an emergency occur, please assume that school will usually be open and consult one of the following sources to obtain accurate information:

Radio:

KZFM Z-95	KNCN C-101.3	KOUL 103.7
KRYS K-99.1	KSAB 99.9	KMXR 93.9
KEDT 90.3	KRAD 105.5	KLITE 96.5
KUNO 1400	KRYS 1360	KEYS 1440

Television:

KIII (Channel 3/5)	KRIS (Channel 6/7)
KZTV (Channel 10/12)	KORO (Channel 28)

Should school be closed, the school day must be made up later in the year on one of the designated "bad weather" days. [Please consult the **school calendar** in the front of the handbook for designated dates.

SAT, ACT, AND OTHER STANDARDIZED TESTS

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

SCHOOL FACILITIES

Use By Students Before and After School

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

The following areas are open to students before school.

- Designated classrooms for tutorials
- Designated classrooms for other school-related activities
- The cafeteria
- Other areas as designated by the campus principal

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 rehearsal, club meetings, athletic practice, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the *Student Code of Conduct* or any stricter 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*.

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. Applications are available at registration or you may see your campus principal or cafeteria staff to apply. [See **School Nutrition Guidelines/Information** below.]

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)**.]

SCHOOL NUTRITION GUIDELINES/INFORMATION

FBISD School Nutrition, in association with school administrators, will strictly monitor the foods made available to students to ensure proper nutrition and food safety. In March 2004, the **Texas Department of Agriculture** introduced regulations for schools participating in the National School Lunch Program in response to our nation's and state's escalating childhood obesity statistics and obesity-related health implications.

Overview of the Texas Public School Nutrition Policy:

Elementary Schools (grades EE – 6)

- Students in grades PK through 6 may not be provided access to Foods of Minimal Nutritional Value (FMNV) or candy (refer to *Definitions*) by vendors, parents, students, or any FBISD employee or contracted employee at any time.

- Vendors, parents, students, or any FBISD employee or contracted employee may not provide access to competitive foods (refer to *Definitions*) at any time to students in grades PK through 6. Arrangements for celebrations in the classroom may be made through the cafeteria manager or the School Nutrition Office (694-9034).
- French fries may not exceed 3 ounces per serving, may only be served once a week, and students may only purchase one serving at a time.

Junior High School (grades 7-8)

- Students in grades 7 through 8 may not be provided access to Foods of Minimal Nutritional Value (FMNV) or candy (refer to *Definitions*) by vendors, parents, students, or any FBISD employee or contracted employee until after the last lunch period.
- Vendors, parents, students, or any FBISD employee or contracted employee may not provide access to competitive foods (refer to *Definitions*) during meal times at the Junior High School. Arrangements for celebrations in the classroom may be made through the cafeteria manager or the School Nutrition Office (694-9034).
- French fries may not exceed 3 ounces per serving, may only be served three times a week, and students may only purchase one serving at a time.

High Schools (grades 9-12)

- No FMNVs (refer to *Definitions*) are allowed during meal times in areas where reimbursable meals are served and/or consumed.
- No competitive foods (refer to *Definitions*) are allowed during meal times in areas where reimbursable meals are served and/or consumed.
- Schools must expressly prohibit the sale of sugared and/or carbonated beverages.
- French fries may not exceed 3 ounces per serving, and students may only purchase one serving at a time.

All Grade Levels

- At Flour Bluff ISD, all schools have eliminated deep-fat frying as a method of on-site preparation.
- At Flour Bluff ISD, all schools offer a variety of fruits and vegetables daily on all service lines.
- At Flour Bluff ISD, all schools offer 2 percent, 1 percent or skim milk at all points where milk is served.
- Portion size restrictions have been placed on chips, certain snacks and sweets, milk and fruit drinks.
- Limits have been placed on fats and sugar per serving.
- The district includes a request for trans fat information in all product specifications and, has reduced the purchase of any products containing trans fats.
- All fruit and/or vegetable juices contain 100 percent real fruit and/or vegetable juices.

Food and Nutrition Division Revised 6/1/04

DEFINITIONS

The following definitions apply to the Texas Public School Nutrition Policy:

- **Competitive Foods:** Foods and beverages sold or made available to students that compete with the school's operation of the National School Lunch Program, School Breakfast Program and/or After School Snack Program.

This definition includes, but is not limited to, food and beverages sold or provided **in vending machines, in school stores, in the classroom or as part of school fundraisers**. School fundraisers include food sold by school administrators or staff (principals, coaches, teachers, etc.), students or student groups, parents or parent groups, or any other person, company or organization. **Arrangements for celebrations in the classroom (grades PK – 8) may be made through the cafeteria manager or the School Nutrition Office (694-9034).**

- **FMNV:** Foods of Minimal Nutritional Value: Refers to the four categories of foods and beverages (soda water, water ices, chewing gum, and certain candies) that are restricted by the U. S. Department of Agriculture under the child nutrition programs. (See Section VI.)

Please be observant of changes on your school menu. We strive to offer affordable, quality, healthy meals to the students of Flour Bluff I.S.D. in our efforts toward promoting healthy lifestyles. For questions regarding this policy, school meals, or general nutrition guidelines for your family, please contact the School Nutrition Office at 694-9034.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington D.C. 20250-9410 or call 202/720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

If you feel you have been discriminated against, you may file a complaint with the Director of School nutrition at 694-9034. We, in conjunction with the Superintendent’s Office, will investigate ALL allegations of discrimination, and address concerns within 10 business days of the complaint.

Cafeterias are provided for the use of all students on each campus. Pleasant dining rules are to be observed in accordance with campus guidelines and directives. Food and beverage will only be allowed in designated areas. Each student is expected to clean up after oneself by returning trays to the designated area and disposing of trash in trash receptacles.

The district food service provides nutritious breakfasts and lunches at the following prices:

Breakfast	PK-4	Free (Served in the classroom)	
	5-12	Regular Price	1.00
		Reduced Price	.30
	Adult	A La Carte Prices	
Lunches	PK-K	Regular Price	1.50
	1 – 4	Regular Price	1.75
	5 – 12	Regular Price	2.00
		Reduced	.40
	Adult	Price	2.50
Extra Milk		.45	

Students in Grades 7-12 are not allowed to charge any meals. However, an alternate meal is offered. Students in Grades 5-6 may charge a maximum of 3 meals, and Pre-K through 4th may

be allowed to charge a maximum of 5 meals. An alternate meal will be offered to students after the maximum number of charges has been accumulated. Cashiers in each cafeteria make every effort to notify parents when students are charging meals, but it remains the responsibility of students and parents to send money to school for meals. The school nutrition department has the right to not allow charging at designated times. Parents will be notified in advance.

Students from families whose income falls within the income eligibility guidelines established by the USDA will receive free or reduced-price meals. Application forms may be obtained from the principal's office at each school. New forms must be completed each year.

Checks are accepted for meal purchases only in the cafeteria. A parent may pay for any time period necessary from one day to a full year. It is acceptable to write one check for several children, provided the students' names and grades are clearly marked on the check or an accompanying note, to assist the cafeteria staff in crediting the proper accounts.

Secondary students will be expected to carry their I.D. badges at all times while at school or school-related functions. I.D. badges will be utilized in the cafeteria for meal purchases.

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, whether or not a student is present.

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

Vehicles on Campus

Vehicles parked on school property are under the jurisdiction of the school and while at school or school-related activities. 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*.]

All vehicles on school property must be registered and display an appropriate staff, student or visitor parking tag.

Failure to comply with the *Student Code of Conduct* and safe driving expectations may result in revocation of driving privileges.

Trained Dogs

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including alcohol and drugs. 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. The objective of this program is to maintain a safe school environment, which is conducive to education.

These visits shall be unannounced. Dogs will sniff vacant classrooms and common areas, areas around school lockers and parked vehicles on school property. The dogs will not be used with students. Should the dog alert in any of these areas, school officials would conduct a search in accordance with Board policy, **FNF (LOCAL)**.

Metal Detectors

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

Drug-Testing

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

SEX-OFFENDER'S REGISTRATION ACT (Ashley's Law)

Senate Bill 267 requires law enforcement officials to inform school superintendents when sex offenders reside in (or move to) their district.

**The Sex Offenders' Registration Act covers only those individuals convicted on or after September, 1995.

SPECIAL PROGRAMS

The district provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organizations. A student or parent with questions about these programs should contact the campus principal or Dr. Alicia Needham, Director of Instruction or Berta Longoria, Director of Special Programs at (361) 694-9223.

Dyslexia Program

Supportive assistance in general education classes, remedial instruction, and/or multi-sensory programming is available for students displaying dyslexia or related disorder characteristics. The district coordinates instruction, provides staff training and student assistance as needed through the dyslexia program. Students who have been formally identified as dyslexic or having other related disorders may be referred to special education for placement consideration.

English as a Second Language/Bilingual Program

Students who are English language learners are served through an English as a Second Language or Bilingual Program. A home language survey is completed for each new student, to determine whether or not the student needs to be assessed in the area of English proficiency. When the language testing reveals a deficiency, the student is placed in the ESL program, with parent permission, where instruction in the English language is provided.

Gifted and Talented Instruction

The gifted and talented program, called Students Accelerating in Innovative Learning (S.A.I.L.) in Flour Bluff I.S.D., is provided for students in grades K-12. Students may be nominated and then are assessed at designated times (August, May) to determine eligibility for entry into the program, using a battery of assessment instruments, such as an achievement test, ability test,

teacher evaluation, grades and subject specific indicators. The program challenges students beyond the regular curriculum in each of the four core academic content areas for which the student qualifies: Language Arts/Reading (K-12), Mathematics (K-12), Science (1-12), Social Studies (1-12). For nomination forms, eligibility criteria, program information or entry and exit criteria, please see your campus principal.

Title I Schoolwide Instruction

Title I federal funds are utilized to support schoolwide instruction for students in grades PK-6.

Section 504

Instruction in general education classes with supplemental/supportive services is available for disabled non-special education students who have been approved by the campus 504 review committee for services. Disabled students under Section 504 of the Rehabilitation Act of 1973 are students who 1) have a physical or mental impairment which substantially limits one or more of their major life activities, such as learning; 2) have a record of such an impairment; or 3) are regarded as having such an impairment. Please see the campus principal for further information.

Special Education

Instructional programming and related services are available on each school campus for disabled students who have been approved for the program by an Admission, Review, and Dismissal Committee. In addition, direct supportive services are available for hearing impairment and visually impaired children from birth through age three. Eligible students for special education are the autistic, deaf-blind, emotionally disturbed, learning disabled, hearing impaired, mentally retarded, multiple handicapped, orthopedically disabled, other health impaired, speech impaired and/or visually impaired.

Services for 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 contact Sharon Chapman, Director of Special Education at (361) 694-9231.

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 website at http://www.uil.utexas.edu/athletics/health/steroid_information.html.

Annually, the district communicates with students regarding the health risks associated with the use of steroids. Signs reflecting the prohibition of steroids, in accordance with Education Code 38.008, are also posted in conspicuous locations such as the gymnasium and locations where physical education classes are conducted.

STUDENT SPEAKERS

Based on House Bill 3678, the FBISD School Board will soon be developing a local policy on student speakers that:

- Does not discriminate against a student's voluntary expression of a religious viewpoint;
- Provides for a method, based on neutral criteria, to select student speakers for graduation and other school events;
- Ensures that a student does not engage in obscene, vulgar, offensively lewd, or indecent speech;
- States, in writing, orally, or both, that the student's speech does not reflect the endorsement, sponsorship, position, or expression of the district.

The district provides students the opportunity to introduce events such as graduation, assemblies, announcements, etc. as determined by the campus principal. A student who is eligible and wishes to introduce one of the school events should submit his or her name to the principal during the first week of the fall and/or spring semester. Students will be selected in accordance with the appropriate events. If the student declines or becomes ineligible, then he/she will not speak at the event.

SUMMER SCHOOL

A tuition-based summer school is offered for students in grades 9-12. Courses provided are dependent upon enrollment and availability of the course and a teacher. The junior high provides a remedial program in the areas of language, math, science and social studies. Students in grades K-6 may attend summer school, if they meet the eligibility guidelines. Extended services are available for students with disabilities as determined by the Admission, Review, and Dismissal Committee. An ESL program is provided for students who qualify and will be in Kindergarten or Grade 1, dependent upon sufficient enrollment. [For additional information, the appropriate campus principal should be contacted.]

TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS)

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

- Grade 3 Reading and Mathematics
- Grade 4 Reading, Mathematics and Writing
- Grade 5 Reading, Mathematics and Science
- Grade 6 Reading and Mathematics
- Grade 7 Reading, Mathematics and Writing
- Grade 8 Reading, Mathematics, Science and Social Studies
- Grade 9 Reading and Mathematics
- Grade 10 English Language Arts, Mathematics, Science and Social Studies
- Exit (11th) English Language Arts, Mathematics, Science and Social Studies

- Any other subject and grade required by federal law
- Dependent upon eligibility, some students make take the TAKS-Accommodated, TAKS-Modified or TAKS-Alternative tests in place of the TAKS test.

[See policy **EKB (LEGAL)**.]

TARDINESS

A student who is tardy to class more than 10 minutes will be counted absent. A student who is tardy to class will be assigned detention hall or referred to the office for multiple violations. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the Student Code of Conduct. [See campus handbook.] [See the **Student Code of Conduct**.]

TECHNOLOGY

Access to the district’s data processing and communications resources is a privilege, not a right. Before access to students is granted, all users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the resources and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with district policies [see **Student Code of Conduct**]. Violations of law may result in criminal prosecution as well as disciplinary action by the district.

Upon receipt of a signed agreement, each student shall be allowed to use computer resources solely for instructional purposes. District resource usage shall not be for the purpose of personal business or profit, religious activities, political activities, gambling, chain letters, broadcasting messages of a personal nature, or sexual and inappropriate material.

Copyright software or data shall not be placed on, or distributed by, any district resource without the permission of the copyright holder and obtained in accordance with applicable copyright laws and district policy.

District resources shall not be used for illegal purposes or in support of illegal activities or for any other activity prohibited by district policy or guidelines.

No original work created by any student shall be posted on a district web page unless the district has received written consent from the student and the student’s parent.

Students shall retain all rights to work they create that becomes an accessible resource.

No personally identifiable information about a student will be posted on a district web page unless the district has received written consent from the student’s parent. An exception may be made for “directory information” as allowed by the Family Education Records Privacy Act (FERPA) and district policy.

Students shall not distribute personal information about themselves or others by means of district resources.

Students shall not gain unauthorized access to district resources.

Forgery, attempted forgery, or sabotage of another user’s data, e-mail, account, or password, by way of exposure, deletion, or modification is prohibited.

Swearing, vulgarity, ethnic or racial slurs, or any other inappropriate or inflammatory language shall be prohibited.

Electronic mail transmissions and district resource usage is not private and may be monitored at any time by designated district staff, to ensure appropriate use.

Participation in electronic chat rooms, by students, using district resources is prohibited.

The district shall not be liable for a user's inappropriate use of district resources, violation of copyright laws, mistakes, negligence, incurred costs, or other violations. The district will cooperate fully with law enforcement officials in any investigation concerning to or relating to misuse of the district's resources.

Any student identified as a security risk or having previously violated the law, district policy, or district regulations may be denied access to district data processing and communications resources. (See attached **Data Processing and Communications Resources Regulations**.) [See the full district policy at **CQ (Local)**]

TEXTBOOKS

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

It is the responsibility of the student to protect books by keeping them covered, clean, and neatly stored. Lost or ruined books must be paid for and replaced immediately.

Students shall not loan textbooks and other material, which has been loaned by the school. Students will be responsible for books left in the classroom with or without the teacher's permission. The following regulations must be observed in regard to textbooks.

- ❖ Cover each book.
- ❖ Write the student name in ink on the label provided on the inside cover.
- ❖ Keep the corners and edges of the book pages clean and straight.
- ❖ Do not make notes or write in textbooks.
- ❖ Do not fold pages in the book or bend the book backwards in order to protect the spine of the book.
- ❖ Be responsible for books at all times.

TRANSFER CREDITS

Students who transfer high school credits for courses designated as Advanced Placement, Pre-Advanced Placement, Dual Credit or Advanced Credit from accredited institutions shall receive weighted credits counted toward the GPA as approved by the District Board of Trustees. The Board-approved weighted courses are provided annually in the *District's High School Graduation and Career Planning Guide*.

Grades from non-accredited non-public schools, including homeschools, shall not be used in determining class rank, grade point average, or academic average. Students/parents are required to provide proof of accreditation status for institutions providing high school level instruction, other than public schools, at the time of enrollment in the District. [See **EIC and FDA (LOCAL)**.]

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. The district shall not be liable for any injuries that occur to students riding in vehicles that are not provided by the school.

Buses and Other School Vehicles

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

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 further information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact the campus principal. Students and parents must still meet eligibility criteria to enroll in the school district.

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, alcohol or drugs on school buses.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten their seat belts.
- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.

Students and teachers will be trained in safety procedures for evacuating a school bus during an emergency.

When students ride in a district van, passenger car or bus equipped with seat belts, seat belts must be fastened at all times.

Riding the bus is a privilege and privileges may be suspended. Misconduct will be punished in accordance with the *Student Code of Conduct*. Bus drivers are authorized to assign seats. Bus conduct reports are sent from the transportation department to the principal's office where appropriate action may be taken. Parents will be notified.

Students with contagious diseases or conditions will not be allowed to ride the bus while contagious. [See **Communicable Diseases/Conditions**] Students with headlice/lice will not be allowed to ride the bus until the condition has been treated and a school nurse clears the student.

Separate elementary and secondary routes are provided. Secondary students may not ride the early routes provided for the elementary students.

Transportation for students with disabilities is provided in accordance with the provisions of the student's Individual Education Plan (IEP), under IDEA or for students who qualify for special transportation in accordance with Section 504. [See **School Sponsored Travel.**]

Vehicles on Campus

Vehicles parked on school property are under the jurisdiction of the school. The school may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. A student has full responsibility for the security of his or her vehicle and must make certain that it is locked and that the keys are not given to others. Student identification tags for vehicles must be prominently displayed, as required by campus policy, at all times. Students are expected to drive responsibly while on campus or will risk loss of the privilege to drive to school. Campus policies and the District *Student Code of Conduct* must be followed. [See also the *Student Code of Conduct*.]

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 AND VIDEO RECORDING OF STUDENTS

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

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

VISITORS TO THE SCHOOL

General Visitors

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

Visitors will be required to show a government-issued form of identification containing the person's photograph. All visitors are required to sign in at the office and obtain a visitor's badge. Background checks will be conducted regarding sexual offender offenses.

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 and College Day, at Flour Bluff I.S.D., 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 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.

Students are required to attend school and are expected to enroll in the school within their attendance zone within a couple of days. The school from which the student is withdrawn will continue to follow-up on the student until verification of enrollment in the next school is received.

GLOSSARY

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

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

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

FERPA refers to the federal Family Educational Rights and Privacy Act that grants specific privacy protections to student records. The law contains certain exceptions, such as for directory information, unless the 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, and program modifications or support by school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; modifications 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 Disciplinary Alternative Education Program (DAEP), ISS removes the student from the regular classroom.

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

Personal Graduation Plan (PGP) is a requirement 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 the second 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 Act (IDEA). General education with appropriate instructional accommodations will be provided.

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

Student Code of Conduct, 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 Disciplinary Alternative Education Program. It outlines conditions for out-of-school suspension and for expulsion, and states whether self-defense is a consideration in suspension, DAEP placement, or expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

TAKS is short for the Texas Assessment of Knowledge and Skills, the state's current standardized achievement test given to students in certain grade levels and 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-Alternative is a 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 non-profit organization that oversees educational extracurricular academic, athletic, and music contests.

**Insert District Calendar
(2 Pages)**

**Insert District Dress Code
(4 Pages)**

FLOUR BLUFF INDEPENDENT SCHOOL DISTRICT CONSENT/OPT-OUT FORM FOR 2009-2010

To Parents:

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

- Political affiliations or beliefs of the student or student's parent;
- Mental or psychological problems of the student or student's family;
- Sex behavior or attitudes;
- Illegal, antisocial, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- 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 also applies to the collection, disclosure, or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings with the exception of hearing, vision, or scoliosis screenings, or any other screenings/exams required by state law.

Following are activities requiring parental notice and consent or opt-out for the 2009-2010 school year. Please note that this notice and authority to consent transfer from parent to student when the student reaches 18 or is an emancipated minor under state law.

- The Great Body Shop Grades K-6
 - Curriculum that focuses on Safety, Nutrition, Violence Prevention, Growth & Development, Substance Abuse, Consumer Health and Exercise.
- Choosing the Best Grades 6-12
 - Curriculum used through science/health instruction to promote abstinence until marriage and good decision making.
- Teen Aid Curriculum Grades 6-12
 - Curriculum used through health instruction to promote abstinence until marriage and good decision-making.

Instruction occurs throughout the year, dependent upon when the student receives health instruction.

Notice will be sent requesting parent permission prior to the presentation.

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to Dr. Alicia Needham, Director of Instruction, 2505 Waldron Rd., Corpus Christi, TX 78418. Dr. Needham 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.

STUDENT AGREEMENT FOR ACCEPTABLE USE OF THE ELECTRONIC COMMUNICATIONS SYSTEM

You are being given access to the District's electronic communications system. Through this system, you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. You will have access to hundreds of databases, libraries, and computer services all over the world. With this educational opportunity comes responsibility. It is important that you read the District policy, administrative regulations, and agreement form and ask questions if you need help in understanding them. Inappropriate system use will result in the loss of the privilege to use this educational tool. Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across areas of adult content and some material you (or your parents) might find objectionable. While the District will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

RULES FOR APPROPRIATE USE

- You may be assigned an individual account, and you are responsible for not sharing the password for that account with others.
- The account is to be used only for identified educational purposes.
- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.
- Remember that people who receive e-mails from you with a school address might think your message represents the school's point of view.

INAPPROPRIATE USES

- Using the system for any illegal purpose
- Disabling or attempting to disable any Internet filtering device
- Encrypting communications to avoid security review
- Accessing another user's account
- Posting personal information about yourself or others (such as addresses and phone numbers)
- Downloading or using copyrighted information without permission from the copyright holder
- Intentionally introducing a virus to the computer system
- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal
- Wasting school resources through the improper use of the computer system
- Gaining unauthorized access to restricted information or resources

CONSEQUENCES FOR INAPPROPRIATE USE

- Suspension of access to the system;
- Revocation of the computer system account; or
- Other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws.

NOTICES 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 Flour Bluff 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 your 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.

Flour Bluff I.S.D. 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**
- **Enrollment status**
- **Participation in officially recognized activities and sports**
- **Weight and height, if a member of an athletic team**

Directory information identified only for limited school-sponsored purposes, such as yearbook, campus/district newspapers, campus/district publications, The Buzz, etc., remains otherwise confidential and will not be released to the public without the consent of the parent or eligible student.

**FLOUR BLUFF INDEPENDENT SCHOOL DISTRICT STUDENT AGREEMENT FOR
ACCEPTABLE USE OF THE ELECTRONIC COMMUNICATIONS SYSTEM**

The student agreement must be renewed each academic year.

STUDENT (Print) Name _____ Grade in 09-10: _____

Campus: _____ ID# _____

I understand that my computer use is not private and that the District will monitor my activity on the computer system. I have read the District's electronic communications system policy and administrative regulations and agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of system access.

Student's signature _____ Date _____

PARENT or GUARDIAN:

___ I do not give permission for my child to participate in the District's electronic communications system.

Print parent or guardian name _____

Parent or guardian signature _____ Date _____

I have read the District's electronic communications system policy and administrative regulations. In consideration for the privilege of my child using the District's electronic communications system, and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system, including, without limitation, the type of damage identified in the District's policy and administrative regulations.

___ I give permission for my child to participate in the District's electronic communications system and certify that the information contained on this form is correct.

Print parent or guardian name _____

Parent or guardian signature _____

Home address _____

Date _____ Phone number _____

**NOTICES REGARDING DIRECTORY INFORMATION
AND PARENT’S RESPONSE REGARDING
RELEASE OF STUDENT INFORMATION**

Parent: Please mark one of the choices below:

I, the parent of _____

(print student’s name)

_____ do give _____ do not give

the district permission to use directory information for my child, for specified **school-sponsored purposes**.

(Examples: school newspaper, yearbook, The Latest Buzz, HiveKeeper, athletic programs, academic programs, campus newsletters, district website, etc. This includes photographs, video, articles, etc.)

Parent signature: _____ Date _____



Parent: Please mark one of the choices below:

I, the parent of _____

(print student’s name)

_____ do give _____ do not give

the district permission to release directory information in response to a request **unrelated to school-sponsored purposes**.

(Examples: Caller Times, Padre Moon, TV stations – KIII – KRIS – KZTV- KORO – KEDT, South Texas Football Magazine, etc. This includes photographs, video, articles, etc.)

Parent signature: _____ Date _____

Parent name: (print) _____

Student name: (print) _____

Grade level 09-10: _____ Campus: _____

**FLOUR BLUFF INDEPENDENT SCHOOL DISTRICT
ACKNOWLEDGMENT OF DISTRIBUTION OF THE STUDENT/PARENT
HANDBOOKS AND STUDENT CODE OF CONDUCT
2009-2010**

My child and I have been offered the option to receive a paper copy or to electronically access the 2009-2010 District and Campus handbooks and FBISD Student Code of Conduct (SCOC) at www.flourbluffschoools.net.

I have chosen to: (select one)

Receive a paper copy of the Student Handbooks and Student Code of Conduct.

Accept responsibility for accessing the Student Handbooks and Student Code of Conduct by visiting the Web address listed above.

I understand that the district and campus handbooks and FBISD SCOC contain 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 the handbooks or SCOC, I should direct those questions to the principal at my campus.

Student Name: _____ (please print)

Student Signature: _____

Campus of Attendance in 09-10: _____

Grade Level in 09-10: _____

Parent Name: _____ (please print)

Parent Signature: _____

Date: _____