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# PREFACE

To Students and Parents:

Welcome to school year 2011–2012! 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 Denver City Independent School District 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—PARENTAL RIGHTS AND RESPONSIBILITIES**—with 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—OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS**—organized alphabetically by topic for quick access when searching for information on a specific issue.

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

Both students and parents should become familiar with the Denver City ISD Student Code of Conduct, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found as an attachment to this handbook, posted in each campus library, in the campus principal’s office, or on the Denver City ISD web site at [www.dcid.org](http://www.dcid.org)

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

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

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

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

1. Parental Acknowledgment Form/Student Directory Information and Release of Student Information Form;
2. Release of Information to Military Recruiters and Institutions of Higher Education Form; and
3. Use of Student Work in District Publications

[See **Obtaining Information and Protecting Student Rights** on page 3 and **Directory Information** on page 11 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.dcid.org](http://www.dcid.org).

## SECTION I: PARENTAL RIGHTS AND RESPONSIBILITIES

This section of the Denver City ISD Student Handbook includes information on topics of particular interest to you as a parent.

### PARENTAL INVOLVEMENT

#### Working Together

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child once your child begins enrolling in courses that earn high school credit.
- Monitoring your child's academic progress and contacting teachers as needed. [See **Academic Counseling** on page 18 and **Academic Programs** on page 14.]
- 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 on your child's campus for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page 55.]
- Becoming a school volunteer. [For further information, see policies at GKG and contact your child's campus.]
- Participating in campus parent organizations. Parent organizations include but are not limited to: band, athletics, and FFA.
- 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 Ms. Kellie Adams, Curriculum Director, at 501 Mustang Ave., Denver City, TX 79323, or call 806-592-5902.
- Serving on the School Health Advisory Council (SHAC), assisting the district in ensuring local community values are reflected in health education instruction. [See policies at BDF, EHAA, FFA, and information in this handbook at **School Health Advisory Council** on page 44.]
- Attending board meetings to learn more about district operations. Board meetings are usually held on the 3rd Monday of each month at 6:15 p.m. The time and agenda items are posted at the Central Office. [See policies at BE and BED for more information.]

#### Parent Involvement Coordinator

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Ms. Kellie Adams and may be contacted at 501 Mustang Ave., Denver City, TX 79323, or call 806-592-5902.

## **PARENTAL RIGHTS**

### **Obtaining Information and Protecting Student Rights**

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

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

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

### **“Opting Out” of Surveys and Activities**

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

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

### **Inspecting Surveys**

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

### **Requesting Professional Qualifications of Teachers and Staff**

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

### **Reviewing Instructional Materials**

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

[Also see **Removing a Student from Human Sexuality Instruction** on page 4 for additional information.]

### **Displaying a Student’s Artwork and Projects**

Teachers may display students’ work in classrooms or elsewhere on campus as recognition of student achievement. However, the district will seek parental consent before displaying students’ artwork, special projects, photographs

taken by students, and the like on the district's Web site, in printed material, by video, or by any other method of mass communication.

### **Accessing Student Records**

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

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

[See **Student Records** on page 8.]

### **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.

### **Removing a Student from Human Sexuality Instruction**

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

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

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

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

Denver City ISD utilizes a sexual abstinence curriculum entitled “Worth the Wait.” This curriculum teaches our youth that sexual abstinence until marriage is the most effective way to prevent pregnancy, sexually transmitted diseases, and infection with human immunodeficiency virus (HIV) or acquired immune deficiency syndrome.

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

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

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See **Pledges of Allegiance and a Minute of Silence** on page 53 and policy EC(LEGAL).]

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

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

### **Requesting Limited or No Contact with a Student through Electronic Media**

Teachers and other approved employees are permitted by the district to communicate with students through the use of electronic media within the scope of the individual’s professional responsibilities. For example, a teacher may set up a social networking page for his or her class that has information related to class work, homework, and tests. As a parent, you are welcome to join or become a member of such a page.

An employee described above may also contact a student individually through electronic media to communicate about items such as homework or upcoming tests.

If you prefer that your child not receive any one-to-one electronic communications from a district employee, please submit a written request to the campus principal stating this preference.

### **Requesting Notices of Certain Student Misconduct**

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

### **Prohibiting the Use of Corporal Punishment**

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

If you do not want corporal punishment to be administered to your child as a method of student discipline, please return the form included in this handbook. A signed statement must be provided each year. You may choose to revoke this request at any time during the year by providing a signed statement to the campus principal. However, district personnel may choose to use discipline methods other than corporal punishment even if the parent requests that this method be used on the student.

### **School Safety Transfers**

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 Superintendent or campus 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 campus principal for information. [See policy FDB.]

[See **Bullying** on page 15, and policy FFI(LOCAL).]

- To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDE(LOCAL).]
- To request the transfer of your child to a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policy FDE.]

### **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 policy FDB(LEGAL).]

### **Parents of Students with Disabilities**

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. Transportation to the transferring student will not be provided by the District. [See policy FDB(LOCAL).]

### **Request for the Use of a Service Animal**

A parent of a student who uses a service animal because of the student's disability must submit a request in writing to the principal at least ten district business days before bringing the service animal on campus.

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

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 (RtI). The implementation of RtI 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 parents of their rights if they disagree with the district. The district is required to give parents the ***Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities***. Additional information regarding the Individuals with Disabilities Education Act (IDEA) is available from the school district in a companion document, *A Guide to the Admission, Review, and Dismissal Process*.

The following Web sites provide information to those who are seeking information and resources specific to students with disabilities and their families:

- Texas Project First, at <http://www.texasprojectfirst.org/>
- Partners Resource Networks, at <http://www.partnerstx.org/howPRNhelps.html>

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is: High School - Mr. Gary Davis - 806-592-5951, Jr. High – Mr. Howard Wright – 806-592-5941, and Elementary – Mrs. Kristy Kostelich – 806-592-5921.

## **Opciones Y Requisitos para Ofrecer Asistencia a Estudiantes que Tienen Dificultades de Aprendizaje o que Necesitan o Pueden Necesitar Servicios de Educación Especial**

Si un estudiante está experimentando problemas de aprendizaje, el padre puede contactar a la persona listada a continuación para informarse del sistema de referencias de educación o de análisis del distrito para los servicios de apoyo. Este sistema conecta a los estudiantes con una variedad de opciones de apoyo, incluyendo la referencia para una evaluación de educación especial. Los estudiantes que están teniendo dificultades en el salón de clases regular deberían ser considerados para servicios tutoriales, compensatorios, y otros de apoyo académico o conductual disponibles para todos los estudiantes, incluyendo un proceso basado en la Respuesta a la Intervención. La implementación de la Respuesta a la Intervención tiene el potencial de tener un impacto positivo en la habilidad de los distritos escolares para responder a las necesidades de sus estudiantes con dificultades.

En cualquier momento, un padre o madre tiene el derecho de solicitar una evaluación para servicios de educación especial. Dentro de un periodo razonable, el distrito debe decidir si se necesita la evaluación. Si es necesaria, se notificará al padre o la madre y se le pedirá que suministre por escrito un consentimiento para la evaluación. El distrito debe completar la evaluación y el informe dentro de los 60 días a partir la fecha en que el distrito recibió el consentimiento por escrito. El distrito debe dar una copia del informe a los padres.

Si el distrito determina que la evaluación no es necesaria, éste dará a los padres una notificación escrita explicando por qué no se evaluará al estudiante. Esta notificación por escrito incluirá una declaración informando a los padres de sus derechos si éstos no están de acuerdo con el distrito. Es requerido que el distrito da a los padres la **Notificación de garantías de procedimiento—Derechos de los padres de estudiantes con discapacidades**. Más información sobre el Acto de los individuos con discapacidades (IDEA) es disponible del distrito en un documento adicional, **Una guía al proceso de admitir, revisar, y despedir**.

Los siguientes sitios del Web proveen información a las personas que buscan información y recursos específicos a estudiantes con discapacidades y sus familias:

- Texas Project First, en <http://www.texasprojectfirst.org/>
- Partners Resource Network, en <http://www.partnerstx.org/howPRNhelps.html>

La persona designada para ser contactada acerca de las opciones que tiene un niño que experimenta dificultades de aprendizaje o una remisión para una evaluación para los servicios de educación especial es: High School - Mr. Gary Davis - 806-592-5951, Jr. High - Mr. Howard Wright - 806-592-5941, Elementary - Mrs. Kristy Kostelich - 806-592-5921.

### **Parents of Students Who Speak a Primary Language Other than English**

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English. If the student qualifies for these extra services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

### **Padres de estudiantes que hablan una lengua primaria que no es inglés**

Un estudiante puede ser elegible de recibir apoyo especializado si su lengua primaria no es inglés y también si tiene dificultades en hacer trabajo típico de clase en inglés. Si el estudiante tiene derecho a estos servicios extras, el Grupo de evaluación de competencia en lenguaje (LPAC) determinará los tipos de servicios que requiere el estudiante, incluyendo adaptaciones o modificaciones relacionadas a la instrucción de clase, evaluaciones locales, y exámenes obligatorios del estado.

### **Accommodations for Children of Military Families**

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

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

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district. The district will permit no more than 10 excused absences per year for this purpose.

Additional information may be found at <http://www.tea.state.tx.us/index2.aspx?id=7995>.

## **Student Records**

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

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

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

Federal law requires that, as soon as a student becomes 18, is emancipated by a court, or enrolls in a 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. School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support staff; a person or company with whom the district has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. "Legitimate educational interest" in a student's records includes working with the student; considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official's professional responsibility; or investigating or evaluating programs.
- Various governmental agencies, including juvenile service providers.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.

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

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

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

A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The address of the superintendent's office is 501 Mustang Ave., Denver City, TX 79323.

The addresses of the principals' offices are: Denver City High School, 601 Mustang Ave., Denver City, TX 79323, William G. Gravitt Jr. High, 419 Mustang Ave., Denver City, TX 79323, and Kelley/Dodson Elementary, 500 N. Soland, Denver City, TX 79323.

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the principal. The request must clearly identify the part of the record that should be

corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNG(LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading policy. [See FINALITY OF GRADES at FNG(LEGAL), **Report Cards/Progress Reports and Conferences** on page 55, and **Student or Parent Complaints and Concerns** on page 17 for an overview of the process.]

The district's policy regarding student records found at FL(LEGAL) and (LOCAL) is available from the principal's or superintendent's office or on the district's Web site at [www.dcsd.org](http://www.dcsd.org).

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

**Please note:**

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

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

**Expedientes de estudiantes**

Las leyes federales y estatales protegen los expedientes de estudiantes contra inspecciones o uso sin autorización y suministra a los padres y estudiantes elegibles ciertos derechos de privacidad. Antes de divulgar cualquier información personal identificable del expediente de un estudiante, el distrito debe verificar la identidad de la persona, incluyendo padres y el estudiante, solicitando la información. En asuntos relacionados con expedientes de estudiantes, un estudiante "elegible" es aquel que tiene o es mayor de 18 años o que está asistiendo a una institución educativa pos secundaria.

Casi toda la información relacionada al rendimiento del estudiante, incluyendo calificaciones, resultados de exámenes, e informes disciplinarios, son considerados expedientes educativos confidenciales. Su divulgación está limitada a:

- Padres —casados, separados o divorciados— a menos que la escuela reciba una orden de la corte poniendo fin a los derechos de los padres o al derecho de acceder a los expedientes educativos del estudiante.

La ley federal requiere que, apenas el estudiante cumple 18 años, es emancipado por una corte o se inscribe en una institución pos secundaria, el control de los expedientes pase al estudiante. Sin embargo, los padres pueden continuar teniendo acceso a los expedientes si el estudiante es un dependiente para propósitos impositivos y bajo circunstancias limitadas donde existe una amenaza a la salud y la seguridad del estudiante u otras personas.

- Directivos del distrito escolar, a quienes la ley federal se refiere como persona que tiene "un interés educacional legítimo" en los expedientes de un estudiante. Los directivos de la escuela incluirían a miembros de la mesa directiva y empleados, como el superintendente, personal administrativo y el director; maestros, consejeros, personal de diagnóstico y de apoyo; una persona o compañía con quien el distrito tiene un contrato o permite suministrar un servicio o función (como un abogado, consultor, auditor, consultor médico, terapeuta o voluntario); padres o estudiantes que son parte del comité escolar; o padres o estudiantes que asisten a un directivo de la escuela en su trabajo. Un "interés educacional legítimo" en los expedientes de un estudiante incluye trabajar con el estudiante; considerar acciones disciplinarias o académicas, el caso del estudiante o un programa educativo individualizado para un estudiante con discapacidades; compilar datos estadísticos; revisar un expediente educativo para cumplir con la responsabilidad profesional de un directivo; o investigar o evaluar programas.
- Varias agencias gubernamentales.

- Acceso otorgado a individuos en respuesta a una citación u orden de la corte.
- Una escuela o institución educativa pos secundaria a la que un estudiante quiere inscribirse o ya está inscripto.

La divulgación a cualquier otra persona o agencia —como un futuro empleador o aplicación para una beca— ocurrirá solamente con el permiso de los padres o del estudiante como corresponde.

El director es el custodio de todos los expedientes de los estudiantes actualmente inscriptos en su escuela. El director es el custodio de todos los expedientes de estudiantes que se han graduado o retirado.

Los expedientes pueden ser inspeccionados por los padres o el estudiante elegible durante el horario escolar. El custodio de los expedientes o persona designada responderá a peticiones razonables para la explicación e interpretación de los expedientes.

Los padres o estudiante elegible que suministren una petición escrita y paguen el costo de copiado de diez centavos por página pueden sacar fotocopias. Si las circunstancias previenen la inspección durante el horario escolar y el estudiante califica para comidas gratuitas o de precio reducido, el distrito suministrará una copia del expediente o hará arreglos para que el estudiante o padre pueda revisar estos documentos. La dirección de la oficina del superintendente es 501 Mustang Ave., Denver City, TX 79323.

Las direcciones de las oficinas del directores son: Denver City High School (escuela superior) – 601 Mustang Ave., Denver City, TX 79323, William G. Gravitt Jr. High (escuela intermedia) – 419 Mustang Ave., Denver City, TX 79323, y Kelley/Dodson Elementary (escuela primaria) – 500 Norte de la Calle Soland, Denver City, Texas 79323.

El padre o madre (o estudiante elegible) puede inspeccionar el expediente del estudiante y solicitar una corrección si los documentos son inexactos, falaces o en violación del derecho de privacidad del estudiante. La solicitud para corregir el expediente del estudiante se deberá presentar al director. La solicitud deberá identificar claramente qué parte del expediente debe corregirse e incluir una explicación de qué manera la información no es la correcta. Si el distrito niega la solicitud para corregir el expediente, los padres o el estudiante tienen el derecho de pedir una audiencia. Si el expediente no es corregido como resultado de la audiencia, los padres o el estudiante tienen 30 días escolares para ejercitar el derecho de colocar una declaración comentando la información en el expediente del estudiante. A pesar que las calificaciones registradas incorrectamente pueden ser desafiadas, el desafío del puntaje del estudiante en una materia se maneja a través del proceso de quejas generales que se encuentra en la regla FNG(LOCAL). La calificación que dio el maestro de salón de clases puede ser cambiada solamente si, como lo determinó la mesa directiva, ésta es arbitraria, errónea o inconsistente con el reglamento de puntaje del distrito. [Vea FINALITY OF GRADES en FNG(LEGAL), **Boleta de calificaciones/Informes de progreso y conferencias** en la página 55, y **Preocupaciones y quejas de padres o estudiantes** en la página 17 para un resumen general del proceso].

El reglamento del distrito acerca de los expedientes de los estudiantes ubicada en FL(LEGAL) y (LOCAL) está disponible en la oficina del director o superintendente o en el sitio Web del distrito en [www.dccisd.org](http://www.dccisd.org).

El derecho de los padres o el estudiante de acceder a y hacer copias del expediente del estudiante no cubre todo los documentos. Los materiales que no son considerados documentos educativos —como los comentarios personales del maestro acerca del estudiante que son compartidos solamente con un maestro suplente— no tienen que estar disponibles a los padres o estudiante.

**Por favor note que:**

Los padres o estudiantes elegibles tienen el derecho de presentar una queja ante el Departamento de Educación de EE.UU., si creen que el distrito no está cumpliendo con la ley federal acerca de los expedientes de estudiantes. La queja se puede enviar por correo a:

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

**Directory Information**

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

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

### ***Directory Information for School-Sponsored Purposes***

The district often needs to use student information for the following school-sponsored purposes: yearbook, athletics, academic records, newspaper articles, Channel 16 announcements, and programs for school sponsored activities.

For these specific school-sponsored purposes, the district would like to use your child's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, degrees, honors, awards received, dates of attendance, grade level, most recent educational institution attended, participation in officially recognized activities and sports, and weight and height of members of athletic teams. 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.

## **SECTION II: OTHER IMPORTANT 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 organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact your campus principal.

### **ABSENCES/ATTENDANCE**

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

#### **Compulsory Attendance**

State law requires that a student between the ages of six and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt. The District also requests that once a student starts in Pre-K, the student must continue in the education process.

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

Students enrolled in prekindergarten or kindergarten are required to attend school.

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

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

#### **Exemptions to Compulsory Attendance**

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Service as an election clerk; and
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the student’s return to campus.

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

## **Failure to Comply with Compulsory Attendance**

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

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

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

For a student younger than 12 years of age, the student’s parent could be charged with a criminal offense based on the student’s failure to attend school

If a student between the ages of 12 and 18 violates the compulsory attendance law, both the parent and student could be charged with a criminal offense.

## **Attendance for Credit**

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

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

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

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for the reasons listed above at **Exemptions to Compulsory Attendance** will be considered days of attendance for this purpose.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.
- In reaching a decision about a student’s absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student’s absences.
- The committee will consider whether the absences were for reasons over which the student or the student’s parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.
- The committee may impose any of the following conditions for receiving credit lost because of excessive absences: completing additional assignments, as specified by the committee or teacher, satisfying time-on-task requirements before and/or after school, attending tutorial sessions as scheduled, attending Saturday classes, and/or maintaining the attendance standards for the rest of the semester.

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

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

### **Parent's Note after an Absence**

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

If a High School student is absent and no documentation is presented to the office within a 48-hour time limit of his/her return to school, an unexcused absence will be recorded, resulting in loss of exemption for semester exams.

### **Doctor's Note after an Absence for Illness**

Upon return to school, a student absent for more than 5 consecutive days because of a personal illness may be required to bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school.

[See policy FEC(LOCAL).]

### **Driver License Attendance Verification**

For a student between the ages of 16 and 18 to obtain a driver license, written parental permission must be provided for the Texas Department of Public Safety (DPS) to access the student's attendance records and, in certain circumstances, for a school administrator to provide the student's attendance information to the DPS.

## **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 **Academic Counseling** on page 18 of this handbook and policies at EIF.]

## **AWARDS AND HONORS**

### **Perfect Attendance Awards**

Denver City High School and William G. Gravitt Jr. High present monetary awards for perfect attendance at the end of each school year to those students who have met the following requirements:

Students at Denver City High School must: (1) be in attendance each and every period of every day during the entire school year, and (2) have NO MORE THAN 1 tardy on their record (no exceptions). For award purposes, every two tardies will count as an absence.

#### **Perfect Attendance Awards for High School students are:**

1 year - \$100      2 consecutive years - \$150      3 consecutive years - \$200      4 consecutive years - \$300

Students receive \$50 for each non-consecutive year of perfect attendance.

Students at Williams G. Gravitt Jr. High must: (1) be in attendance each and every period of every day during the entire school year, and (2) have no tardies on their record (no exceptions).

#### **Perfect Attendance Awards for Jr. High students are:**

\$25 for each year of perfect attendance.

The only absences that WILL NOT count against perfect attendance on either campus are the Present/Absent marks which are given for a school-sponsored activity.

#### **Perfect Attendance Awards for Kelley/Dodson Elementary students are:**

Students will be recognized each six week period. Students who maintain perfect attendance for the entire six weeks period will have a group photo taken and placed on the Perfect Attendance recognition display outside of the office. Students who have maintained perfect attendance for the entire year will be individually recognized and rewarded accordingly.

Students at Kelley/Dodson must be in attendance each day. Only school sponsored or school related absences will be counted as Present/Absent.

## **BULLYING**

Bullying occurs when a student or group of students engage in written or verbal expression 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 physical harm or of damage to the student's property, or is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, assault, demands for money, confinement, destruction of property, theft of valued possessions, name-calling, rumor-spreading, and ostracism. In some cases, bullying can occur through electronic methods, called "cyberbullying."

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee as soon as possible. The administration will investigate any allegations of bullying and will take appropriate disciplinary action if an investigation indicates that bullying has occurred. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

[Also see **School Safety Transfers** on page 5, **Hazing** on page 41, and policy FFI(LOCAL).]

## **CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS**

The district offers career and technical education programs in Industrial Arts, Technology Applications, Automotive Technology, Vocational Agriculture, and Human Development and Management. Admission to these programs is based on prerequisite requirements.

Denver City 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 CTE programs. [Also see **Nondiscrimination Statement** on page 52 for additional information regarding the district's efforts regarding participation in these programs.]

## **CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN**

The district has established a plan for addressing child sexual abuse and other maltreatment of children, which may be accessed at the Central Office or on line at [www.dcisd.org](http://www.dcisd.org) in the District Improvement Plan. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

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

A child who has experienced sexual abuse or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse and neglect, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

As a parent, if your child is a victim of sexual abuse or other maltreatment, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see [http://www.dfps.state.tx.us/Prevention\\_and\\_Early\\_Intervention/Programs\\_Available\\_In\\_Your\\_County/default.asp](http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp).

The following Web sites might help you become more aware of child sexual abuse:

<http://www.childwelfare.gov/pubs/factsheets/signs.cfm>

<http://sapn.nonprofitoffice.com/>

<http://www.taasa.org/member/materials2.php>

[http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse1.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml)

[http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse2.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml)

Reports may be made to:

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

## **CLASS RANK / TOP TEN PERCENT / HIGHEST RANKING STUDENT**

The weighted grade-point system is designed to rank more accurately and fairly the students attending Denver City High School. This system differentiates all courses by giving weight to the degree of difficulty. It does not penalize students for taking more difficult courses. Scholastic honors, class rank, Valedictorian and Salutatorian are determined by averaging grade points earned during the freshman, sophomore, junior and senior years.

## **CLASS SCHEDULES**

All students are expected to attend school for the entire school day and maintain a class/course schedule to fulfill each period of the day. Exceptions may be made occasionally by the campus principal for students in grades 9-12 who meet specific criteria and receive parental consent to enroll in less than a full-day's schedule.

Any changes requested must be made with prior approval of the campus principal.

## **COLLEGE AND UNIVERSITY ADMISSIONS**

For two school years following his or her graduation, a district student who graduates in the top ten percent and, in some cases, the top 25 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.

In addition, the student must submit a completed application for admission in accordance with the deadline established by the college or university.

The University of Texas at Austin may limit the number of students automatically admitted to 75 percent of the University's enrollment capacity for incoming resident freshmen. For students who are eligible to enroll in the University of Texas at Austin during the summer or fall 2012 term, the University will be admitting the top nine percent of the high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through an independent review process.

Should a college or university adopt an admissions policy that automatically accepts the top 25 percent of a graduating class, the provisions above will also apply to a student ranked in the top 25 percent of his or her class.

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

[See also **Class Rank/Highest Ranking Student** on Page 16 for information specifically related to how the district calculates a student's rank in class].

## **COLLEGE CREDIT COURSES**

In addition to the programs offered by the district, students in grades 11–12 may earn college credit from South Plains College in Levelland, Texas. Contact your High School Counselor for further information.

Eligible students may enroll in partnership programs with Texas colleges or universities in accordance with the agreement between the District and the college or university. These partnership programs may include: (1) Award of high school credit only, (2) Award of concurrent course credit at community colleges, (3) Award of dual credit at universities, (4) Tech-prep programs, (5) Remedial or developmental instruction to pass state-mandated assessments or the Texas Higher Education Assessment (THEA) Test.

Credit toward high school graduation for completed courses shall be earned in accordance with District regulations and guidelines.

According to District criteria and guidelines, students may be awarded credit toward high school graduation for completing a college-level course in an accredited college or university that is not in a partnership program with the District.

It is important to keep in mind that not all colleges and universities accept credit earned in all dual credit or AP courses taken in high school for college credit. Students and parents should check with the prospective college or university to determine if a particular course will count toward the student's desired degree plan.

## **COMPLAINTS AND CONCERNS**

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

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

## **CONDUCT**

### **Applicability of School Rules**

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

### **Academic Dishonesty/Cheating/Plagiarism**

Academic dishonesty-cheating or plagiarism-is not acceptable. Cheating includes the copying of another student's work-homework, classwork, 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 credits for the work in question, as well as disciplinary penalties, according to the Student Code of Conduct.

### **Disruptions of School Operations**

Disruptions of school operations are not tolerated and may constitute a misdemeanor offense. 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.

### **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.

### **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 5-12 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 CTE opportunities.

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

#### **Personal Counseling**

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

#### **Psychological Exams, Tests, or Treatment**

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

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

## **COURSE CREDIT**

A student in grades 9-12 will earn credit for a course only if the final grade is 70 or above. For a two-semester (1 credit) course, the student's grades from both semesters will be averaged and credit will be awarded if the combined average is 70 or above. Should the students combined average be less than 70, the student will be required to retake the semester in which he or she failed.

## **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 principal, or attendance committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a student transferring from a nonaccredited school.

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

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

[For further information, see the counselor and policy EHDB(LOCAL).]

## **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 or to accelerate to the next grade level. The dates on which exams are scheduled during the 2011–2012 school year include:

Dates Scheduled:

| <u>Date Scheduled</u> | <u>Registration Deadlines</u> |
|-----------------------|-------------------------------|
| July 15, 2011         | June 17, 2011                 |
| September 9, 2011     | August 12, 2011               |
| December 2, 2011      | November 4, 2011              |
| February 3, 2012      | January 6, 2012               |
| March 30, 2012        | March 2, 2012                 |
| May 18, 2012          | April 20, 2012                |

A student will earn course credit with a passing score of at least 90 on the exam. A student in elementary school will be eligible to accelerate to the next grade level if the student scores at least 90 on each exam in the subject areas of language arts, mathematics, science, and social studies.

If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. The district will honor a request by a parent to administer a test on a date other than the published dates. If the district agrees to administer a test other than the one chosen by the district, the student's parent will be responsible for the cost of the exam. [For further information, see policy EHDC(LOCAL).]

The Superintendent or designee shall develop procedures to allow a student not six years old at the beginning of the school year to be placed initially in first grade rather than kindergarten. Criteria for acceleration may include: 1) Scores on readiness test(s) and/or achievement test(s) that may be administered by appropriate District personnel, 2) Recommendation of the kindergarten or preschool the student has attended, 3) Chronological age and observed social and emotional development of the student, 4) Other criteria deemed appropriate by the principal and Superintendent. [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 conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect, to avoid behaviors known to be offensive, and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law. [See policy FFH.] Policy can be accessed at [www.dcid.org](http://www.dcid.org).

### **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. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

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

### **Discrimination**

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

### **Harassment**

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

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

### **Sexual Harassment**

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

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 are not limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

## Retaliation

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

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

## Reporting Procedures

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, counselor, principal, or other district employee. The report may be made by the student's parent. See policy FFH(LOCAL) for the appropriate 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 the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the district.

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

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

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

## DISCRIMINATION

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 20.]

## DISCIPLINE

**Grades 9-12: LEVEL I OFFENSES:** These are violations of rules that are set up in class or minor violations of school or district rules. These offenses may include the following: tardies, minor misconduct, classroom disruption, profanity, food/candy, public display of affection, sleeping in class, horseplay, use of skateboard during school hours, dress code, hallway without permission, hallway disruption, minor hallway confrontation, other violations of classroom

|                         |   |
|-------------------------|---|
| 1 <sup>st</sup> offense | One to three detentions assigned or swats administered. Referral sent office/home. Administrative discretion to counsel and return to class.                              |
| 2 <sup>nd</sup> offense | One to three detentions assigned or swats administered, parent contact by teacher, referral sent office/home.   |
| 3 <sup>rd</sup> offense | One to three detentions assigned or swats administered, parent contact by teacher, referral sent office/home.   |
| 4 <sup>th</sup> offense | One day of In-school suspension with administrator option of three detentions assigned or swats administered, parent contact by administrator, referral sent office/home. |

|                         |   |
|-------------------------|---|
| 5 <sup>th</sup> offense | Three days of In-school suspension, parent contact by administrator, referral sent office/home. |
| 6 <sup>th</sup> offense | Five days of In-school suspension, parent contact by administrator, referral sent office/home.  |
| 7 <sup>th</sup> offense | Three-day suspension pending ten-day Alternative Education Placement                            |
| 8 <sup>th</sup> offense | AEP placement deemed necessary by the administration.   |

**LEVEL II OFFENSES:** These are offenses that will result in an office visit and punishment will begin with the 4<sup>th</sup> step used in Level I or higher. Four Level I offenses equal a Level II offense. Offenses may also include action that require immediate trips to the office and include the following: 4<sup>th</sup> Level I offense, truancy, theft, tobacco use and/or possession, profanity directed at school employee, insubordination, major classroom/campus disruption, misbehavior with substitute the first time, all other offenses by a student that has already reached Level II.

**LEVEL III OFFENSES:** These are offenses that will result in an AEP hearing and then a sentence in AEP. These offenses include: third Level II offense, having used or under the influence of alcohol, state law AEP offenses such as weapons, drugs, etc.

**LEVEL IV OFFENSES:** These are offenses that require expulsion in accordance to state law. Offenses are explained further in the Student Code of Conduct under “Expulsion.”

**Grades 6-8: LEVEL I OFFENSES:** These are violations of rules that are set up in class or minor violations of school or district rules. These offenses may include the following: tardies, minor misconduct, classroom disruption, profanity, food/candy, public display of affection, sleeping in class, horseplay, use of skateboard during school hours, dress code, hallway without permission, hallway disruption, minor hallway confrontation, other violations of classroom. A student with no more than 3 minor offenses in any one of the 6 week grading periods, who does not receive a fourth discipline referral for the three weeks following the end of the grading period, will have his or her record cleared of these offenses.

|                         |   |
|-------------------------|---|
| 1 <sup>st</sup> offense | One to three detentions assigned. Referral sent office/home. Administrative discretion to counsel and return to class.                              |
| 2 <sup>nd</sup> offense | One to three detentions assigned, parent contact by teacher, referral sent office/home.   |
| 3 <sup>rd</sup> offense | One to three detentions assigned, parent contact by teacher, referral sent office/home.   |
| 4 <sup>th</sup> offense | One day of In-school suspension with administrator option of three detentions assigned, parent contact by administrator, referral sent office/home. |
| 5 <sup>th</sup> offense | Three days of In-school suspension, parent contact by administrator, referral sent office/home.   |
| 6 <sup>th</sup> offense | Five days of In-school suspension, parent contact by administrator, referral sent office/home.  |
| 7 <sup>th</sup> offense | Three-day suspension pending ten-day Alternative Education Placement  |
| 8 <sup>th</sup> offense | AEP placement deemed necessary by the administration.   |

**LEVEL II OFFENSES:** These are offenses that will result in an office visit and punishment will begin with the 4<sup>th</sup> step used in Level I or higher. Four Level I offenses equal a Level II offense. Offenses may also include action that require immediate trips to the office and include the following: 4<sup>th</sup> Level I offense, truancy, theft, tobacco use and/or possession, profanity directed at school employee, insubordination, major classroom/campus disruption, misbehavior with substitute the first time, all other offenses by a student that has already reached Level II.

**LEVEL III OFFENSES:** These are offenses that will result in an AEP hearing and then a sentence in AEP. These offenses include: third Level II offense, having used or under the influence of alcohol, state law AEP offenses such as weapons, drugs, etc.

**LEVEL IV OFFENSES:** These are offenses that require expulsion in accordance to state law.

Denver City ISD has a **Zero Tolerance** policy for fighting. All fighting violations will be governed by this policy. Any student that engages in conduct that violates Education Code 37.06 and qualifies as simple assault under penal code 22.01 shall have charges filed. It also carries an automatic three-day in school or out of school suspension which is unexcused. Suspensions are unexcused, but the student has three days after they return to make up work. Subsequent fighting violations will be dealt with on a case by case basis and punishment will be assigned accordingly. Fighting is defined as blows being exchanged by each participant. If a blow is thrown by one and the other simply covers up and protects himself or herself, this is **ASSAULT**.

Self-defense may be considered when punishment is assessed. According to the Texas Penal Code §9.31, Self-Defense is defined as follows:

- (a) Except as provided in subsection (b), a person is justified in using force against another when and to the degree he reasonably believes the force is immediately necessary to protect himself against the other's use or attempted use of unlawful force.
- (b) The use of force against another is not justified:
  - (1) In response to verbal provocation alone;
  - (2) To resist an arrest or search that the actor knows is being made by a peace officer, or by a person acting in a peace officer's presence and at his direction, even though the arrest or search is unlawful, unless the resistance is justified under Subsection (c);
  - (3) If the actor consented to the exact force used or attempted by the other;
  - (4) If the actor provoked the other's use or attempted use of unlawful force, unless:
    - (A) The actor abandons the encounter, or clearly communicates to the other his intent to do so reasonably believing he cannot safely abandon the encounter; and
    - (B) The other nevertheless continues or attempts to use unlawful force against the actor; or
  - (5) if the actor sought an explanation from or discussion with the other person concerning the actor's differences with the other person while the actor was:
    - (A) carrying a weapon in violation of Section 46.02; or
    - (B) possessing or transporting a weapon in violation of Section 46.05
- (c) The use of force to resist an arrest or search is justified:
  - (1) if, before the actor offers any resistance, the peace officer (or person acting at his direction) uses or attempts to use greater force than necessary to make the arrest or search; and
  - (2) when and to the degree the actor reasonably believes the force is immediately necessary to protect himself against the peace officer's (or other person's) use or attempted use of greater force than necessary.
- (d) The use of deadly force is not justified under this subchapter except as provided in Section 9.32, 9.33, and 9.34.

#### **Kelley/Dodson Elementary-Grades Pre-K through 5:**

- Disciplinary action shall be in accordance with District policy and Student Code of Conduct.
- Appropriate consequences shall be assigned based on the seriousness of the offense, frequency of code violation, and age/grade of the student.
- Students may be assigned to “Work Recovery” by an administrator. “Work Recovery” time shall be determined by the assigning administrator.
- Students may be assigned to ISS (In-School Suspension) for reasons including, but not limited to: severe discipline problems, habitual behavior problems, neglected class work or homework, and inappropriate behavior. Only an administrator (**principal or assistant principal**) may make the decision to place a student in ISS and will determine the amount of time to be served in ISS.
- An Administrator will contact the parent/guardian by phone to notify them of an ISS placement. If the administrator is unable to reach the parent by phone, the ISS instructor will continue to attempt to contact the parent once the student enters the ISS room. A copy of the discipline referral for a child assigned to ISS will be mailed home.
- Students in ISS will receive a U.S.D.A. approved breakfast and lunch. They will not have PE or recess while in ISS. Restroom facilities are readily available in the ISS room.

- Classroom teachers shall supply the lesson materials and class work to the ISS classroom for the student. The lesson will be taught by the ISS instructor.
- Teacher will check on the student during their conference period and assist the student as necessary on lessons sent to the ISS room.
- Classroom teachers will confer with the ISS teacher and assist the student as necessary on lessons sent to the ISS room
- Students will spend quality time each day in ISS working on character traits and behavior modification. The remainder of the day will be spent working on class work assignments. Extra time shall be devoted to character work.
- Inappropriate behavior or lack of compliance on the part of the student may result in extended ISS time or out of school suspension.

## **DISTANCE LEARNING**

Distance learning and correspondence courses include courses that encompass the state-required essential knowledge and skills but are taught through multiple technologies and alternative methodologies such as mail, satellite, Internet, video-conferencing, and instructional television.

The Texas Virtual School Network (TxVSN) has been established as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TxVSN to earn course credit for graduation. In limited circumstances, a student in grade 8 may also be eligible to enroll in a course through the TxVSN. Depending on the TxVSN course in which a student enrolls, the course may be subject to the “no pass, no play” rules. [Also see **Extracurricular Activities, Clubs, and Organizations** on page 28.]

If you have questions or wish to make a request that your child be enrolled in a TxVSN course, please contact the counselor.

If a student wishes to enroll in a correspondence course or a distance learning course that is not provided through the TxVSN in order to earn credit in a course or subject, the student must receive permission from the principal prior to enrolling in the course or subject. If the student does not receive prior approval, the district will not recognize and apply the course or subject toward graduation requirements or subject mastery.

Distance Learning (including ITV and internet) classes are offered to grades 11 and 12. Information can be obtained from the High School Counselor's office. Students must have met THEA or alternate test criteria to be eligible for enrollment. Dual credit, ITV and online courses (i.e.-English 3/English 1301; English 4/English 1301 or 1302; Government/Economics) may only be taken during the regular school year in order to count for High School credit.

Students will be required to take an English course and Government/Economics in their final year of high school.

If a student takes elective courses during the summer and wants them to be counted for elective credit, it will be the student's responsibility to provide the counselor with official numerical grades and proper documentation of course completion.

## **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 Mustang Press and the yearbook are examples of publications that 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** on page 11.]

### **Nonschool Materials...from students**

Students must obtain prior approval from the campus 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 within two school days.

Check with the campus principal for the location for approved nonschool materials to be placed for voluntary viewing by students. [See policies at FNAA.]

A student may appeal a principal's decision in accordance with policy FNG(LOCAL). Any student who posts 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 policy 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 principal for prior review. The principal will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies at DGBA, FNG, or GF.]

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD(LOCAL) or a 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.

## **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 hair, grooming and dress policy for K-12. **It will be left up to the Principal's (or designee's) discretion as to whether the hair style choice, grooming choice or dress choice the student has made is appropriate for the school setting.**

### **HAIR POLICY – PreK-12**

A student's hair must be kept trimmed, clean, and well groomed at all times while attending school, school functions, and school sponsored activities. It will also be styled in a manner that will keep it out of the student's eyes and not obstruct one's vision. Students shall not cut sidewalls, half long/half short, skid marks in the hair, or any other combination of unusual hairstyles. Dreadlocks and shaving large portions of the head, while leaving other portions unshaved, are prohibited. No unnatural or bizarre hair colors or haircuts will be permitted. Eyebrows must not be notched or shaved in an unnatural manner.

Male students will be clean-shaven at all times, sideburns will be limited to the bottom of the ear lobe in length, and will be no wider than one inch (no lamb chops, etc.). Male students' hair may be worn no longer than the top of the collar on a collared shirt.

### **GROOMING POLICY - PreK-12**

Tongue studs and body piercing ornaments in exposed areas, except for the ears, will not be allowed. Ear ornaments for male students are prohibited. Violation of this policy will result in the immediate confiscation of the piercing ornament.

Vulgar, obscene, or gang related tattoos will be covered while on school property or at any school function or school sponsored activity.

## **DRESS POLICY - PreK-12**

The Denver City ISD dress code is established to teach and enforce grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, teach respect for authority, and promote a climate conducive to learning.

- All clothing will be neat and clean and will not be worn to draw undue attention to the student.
- All standard footwear is acceptable and must be worn at all times during school hours.
- Shorts, dresses, and skirts are acceptable under the following conditions:
  1. Length must be no shorter than the tip of the middle finger when the student is standing straight with arms extended at his/her side. It will be left up to the principal's discretion as to whether the length is appropriate.
  2. No spandex biker shorts or wind shorts are allowed (loose-legged, athletic running shorts). Elastic waist shorts that meet length and other requirements will be allowed. No athletic workout attire will be worn to classes (including workout pants or shorts, t-shirts or sweat shirts). This clothing is appropriate for PE, off-season or athletics only.
  3. Shorts must be tailored (hemmed with no frayed edges)
- Shirts and blouses must be buttoned appropriately with midriff and back covered at all times. (Tops must be long enough that skin does not show when arms are lifted).
- Half shirts, crop tops, low cut tops or sleeveless t-shirts will not be allowed.
- Undergarments must not be exposed at any time.
- Students may wear tank tops or blouses with spaghetti straps if t-shirts are worn under them or shirts are worn over them. When overshirts are worn, straps must not be visible, and see-through overshirts are not permitted. Overshirts must be worn continuously during school hours.
- Clothing with inappropriate or suggestive symbols, patches, or lettering may not be worn. Clothes may not say, show, or advertise any product prohibited under FNCF (Local).
- Apparel or accessories that separate individual students from the general student body into a smaller group and as such denotes gang-related association are prohibited (including but not limited to sagging and bandannas).
- Hats and caps are not permitted to be worn in the building.
- Sunglasses may not be worn in the building during school hours unless prescribed by a doctor.
- No “*saggin, baggin, or draggin.*” Wearing of oversized or baggy pants and/or jeans is prohibited at school or at any school-sponsored activity on or off campus. Pants must be an appropriate length and not drag the floor. Boys’ pants will be worn at the waist and properly fit the waistline. Boys must wear belts. No excessively wide legged pants will be allowed, and all pockets must be standard size. No chains will be allowed on school property or at school-sponsored functions.
- Articles found to be a distraction in the classroom as determined by the teacher and/or principal will not be allowed.
- No trench coats, dusters, or para-military attire will be allowed.

Students should remember that whatever type of “dress” they choose, they must be clean and well groomed.

If a student is found to be in violation of the dress code, he/she will be given the choice of school issued clothing and return to the regular classroom. A student will not be allowed to call home for clothing. If a student refuses to comply with the dress code, he/she may be placed in in-school suspension or out of school suspension, until compliance is met. A discipline referral will be submitted on dress code violations and will be entered in the school discipline plan.

Denver City ISD reserves the right to remove any student from school property or school functions if that student's dress or behavior is inappropriate or offensive.

## **ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES**

### **Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones**

For safety purposes, the district permits students to possess personal mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. A student must have approval to possess other telecommunications devices such as netbooks, laptops, tablets, or other portable computers.

The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event. If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The student or parent may pick up the confiscated telecommunications device from the principal's office for a fee of \$15. Confiscated telecommunications devices that are not retrieved by the student or the student's parents will be disposed of after the notice required by law. [See policy FNCE.] In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See **Searches** on page 57 and policy FNH.] Any disciplinary action will be in accordance with the Student Code of Conduct. The district will not be responsible for damaged, lost, or stolen telecommunications devices.

### **Possession and Use of Other Personal Electronic Devices**

Except as described below, students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school, unless prior permission has been obtained. 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, the end of the semester or the end of detention, or to contact parents to pick up the items. In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel. [See **Searches** on page 57 and policy FNF.] Any disciplinary action will be in accordance with the Student Code of Conduct. The district will not be responsible for any damaged, lost, or stolen electronic device.

### **Instructional Use of Personal Telecommunications and Other Electronic Devices**

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook). When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

### **Acceptable Use of District Technology Resources**

To prepare students for an increasingly technological society, the district has made an investment in the use of district-owned technology resources for instructional purposes; specific resources may be issued individually to students. Use of these technological resources, which include the district's network systems and use of district equipment, is restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

### **Unacceptable and Inappropriate Use of Technology Resources**

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

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

Appropriate online behavior includes: No use of the Internet for transmission of any materials in violation of any federal or state regulations; transmission of copyrighted material, threatening or obscene materials, materials protected by trade secrets, product advertisement or political lobbying is also prohibited; refrain from using profanity and vulgarities on the Internet; no use of the Internet for illegal activities; do not give home address, location of school phone number or any personal information to anyone via the Internet; use of e-mail or any other communications over the Internet are not private - any messages related to or in support of illegal activities may be reported to authorities; students are prohibited from conducting any actions that may endanger safety of self, or the safety of other students/staff members while using any component of the school's internet access and/or network (email, chat rooms, etc.); no use of the Internet in a way that would disrupt the use of the network by others; respect the trademark and copyrights of materials on the Internet and assume anything accessed via the network is private property; and vandalism of any kind is prohibited.

The school system and service provider are not responsible for any damages or losses resulting from using Internet services or information obtained from the Internet.

If a student discovers any way to access unauthorized information or defeat any security measures, that student must inform the lab teacher immediately. He/she must not share any unauthorized information with any other user. Students and their parents should be aware that e-mail and other electronic communications using district computers are not private and will be monitored by district staff. [For additional information, see policies at CQ.]

## **END-OF-COURSE (EOC) ASSESSMENTS**

See **Course Credit** on page 19, **Grading Guidelines** on page 34, **Graduation** on page 34, and **Standardized Testing** on page 58.

## **EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS**

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

Eligibility for initial and continuing 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. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. [See <http://www.uil texas.org> for additional information.]

Student safety in extracurricular activities is a priority of the district. The equipment used in football is no exception. As a parent, you are entitled to review the district's records regarding the age of each football helmet used by the campus, including when a helmet has been reconditioned.

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 a class taken for college credit only (not High School credit) 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 15 absences not related to post-district competition. All absences related to post-district and state competition will be considered excused and will be allowed over and above the 15 days. In addition, students who maintain an average grade of 80 in all classes for the six-weeks will be granted an additional 5 days. 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.

### **Standards of Behavior**

Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general.

If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization's standards of behavior.

[For further information, see policies at FM and FO. For student-organized, student-led groups, see **Meetings of Noncurriculum-Related Groups** on page 57.]

## **ATHLETIC HANDBOOK**

### **GENERAL POLICIES AND PROCEDURES**

#### **Discipline of Athletes:**

1. A student is not required to take part in athletics, nor is it required for graduation. Therefore, athletics is a privilege. Consequently, when high ideals and standards are violated, the privilege can be revoked. All Denver City Independent School District athletes will be expected to conduct themselves with pride and dignity at all times.
2. The general philosophy of the Denver City Independent School District Athletics Department is that we will attempt to help an individual who has made a mistake; however, if a mistake is repeated, the welfare of the team must take priority. (A mistake may mean a violation of training rules, missing practice, poor attitude, etc...).
3. Coaches have the right to discipline athletes on their individual teams, but should exercise sound judgment in evaluating specific penalties. Keeping in mind the welfare of the team, as well as the welfare of the individual, coaches will discipline consistently.
4. Coaches should not dismiss a player from a team until they have discussed it with the Athletic Director and that sport's Head Coach.
5. Athletes found in possession of, under the influence of, or discovered to have used alcohol at a school – sponsored activity or trip will be placed in AEP. A student in AEP is not allowed to participate in extracurricular athletics.
6. Any athlete removed from a contest for unsportsmanlike conduct, whether towards an opponent, coach, or official, will be counseled by the head coach and A.D. the next day and before the athlete participates in another game or match. Any or all punishment (if any is assessed) will be made known at the Head Coach's meeting. Should this action be repeated in the same school year, the player may be removed from all athletics for the remainder of the school year.
7. Equipment, which is school property, will be issued to each player and a record should be kept. It is the Athlete's "Responsibility to take care of equipment, and if there are items missing, the player will be required to pay for them at replacement prices. Athletes should be made aware of these requirements at the beginning of each particular sport's season.
8. Profanity by athletes is not acceptable. It will not be permitted or condoned at any level or in any sport.
9. Athletes must show respect for all coaches, teachers, and administrators. Athletes should strive for, and be taught, acceptable and proper conduct at all school functions and in the community as they are representatives of their school and athletic program. Lying to a coach or person in charge will not be tolerated. Forging a parent, guardian, or teacher's signature on any document is also lying. The discipline for such an action will depend on the status of the athlete with the athletic department. It will be documented by the coach and the athlete will be counseled. Additional disciplinary measures may be assigned.
10. Unexcused absences from practice during the season – If any player has an unexcused absence from a scheduled practice, he/she must make up the work missed, plus any added sanctions deemed appropriate by that sport's Head Coach. For an excused absence, the conditioning portion of the workout missed is all that will be made up.
11. Attitude, sportsmanship, and respect for authority are qualities we desire in each athlete. Coaches should require and expect these in their program. The higher the expectations, the higher the achievement.
12. All participants in an athletic contest will remain with the team under the supervision of the coach or trainer until dismissed by the coach or trainer. If a player is ejected from the contest or substituted for in the contest, they will remain under the supervision of the coach until the coach dismisses them. In case of an injury, the coach, trainer, or doctor may become the supervisor if the player is removed from the site of the contest.
13. Travel Rule: Any athlete who goes to a contest with a coach or team should return from said contest with that coach and or team. Exception: An athlete may leave with his/her parents, but a note must be given to the coach. When possible, one day's advance notice should be given. If leaving with anyone but their parents, arrangements must be made through the school's office.

14. If an athlete is consistently a problem in more than one area (missing practice, in trouble at school, not passing, breaking other rules, etc...) he or she may be suspended from the athletic program indefinitely.
15. **TRACK:** All male athletes who wish to participate in football or basketball will be required to participate in track the preceding Spring. All female athletes who wish to participate in volleyball or basketball will also be required to participate in track the preceding Spring. If they fail to do so, they will not be allowed to participate in the Fall in the previously mentioned sports.

## DENVER CITY ATHLETIC CODE OF CONDUCT

### Rules and Policies:

- A. Student Athletes will not drink alcoholic beverages or use tobacco products of any kind in or out of season. A minor in possession citation from the police will be considered a violation of this policy. If you are knowingly at a party, a home, in a vehicle, etc... where a minor is illegally in possession of alcoholic beverages, you are condoning it and will be considered guilty by association. (This will count as a violation of policy A.). If an athlete receives a citation (MIP, MIC...) from the police they will be considered guilty and no excuses will be accepted.

**Punishment: First Offense** – Athlete will not be allowed to participate in the next contest in sports where athletes have one contest per week (Football, track, tennis, golf, cross country) or next two contests where athletes have two contests per week (Volleyball, basketball, baseball). Sports where two contests are played per week play twice as many games as those sports that play one game per week. The same percentage of playing time will be missed. The athlete must agree to take a random urinalysis test (at the athlete's expense) and attend any counseling sessions set up by the Athletic Department. Failure to take the test or attend a session will result in immediate suspension from all contests until a test is taken or a session attended. Athletes will also do 5000 yards of whistle drills, or will run 25 miles under the supervision of the head coach of the sport of the season. All running will be completed before the athlete will be allowed to participate in another contest. Running during practice does not count. CONTEST will be defined as a competition with an opponent from another school (includes dual matches, scrimmages, etc...).

Whether the player gets to travel with the team, etc...is left to the discretion of the coaches.

**Second Offense** – contest suspensions will double and the tests and counseling will continue. Subsequent violations will result in the contest suspensions doubling each time and continued random testing and counseling. Athletes will double the number of whistle drills for each violation.

### Subsequent Violations:

Example – Football – **1<sup>st</sup> Offense**

- one game suspension
- counseling sessions
- random urinalysis
- 5000 yards of whistle drills or run 25 miles

**2<sup>nd</sup> Offense**

- two game suspension
- counseling sessions
- random urinalysis
- 10,000 yards of whistle drills or run 50 miles

**3<sup>rd</sup> Offense**

- four game suspension
- counseling sessions
- random urinalysis
- 20,000 yards of whistle drills or run 100 miles

Great emphasis is being placed on changing the behavior after the first violation. The philosophy is if we kick them out of the program we can no longer be an influence in their life. Athletes will essentially miss the rest of the season

if they have a third violation. Students will have a very difficult time completing the whistle drills after a practice. Many students will remove themselves from the program.

B. Student athletes will not use, or in any way become involved with illegal drugs.  
The school drug policy will be in effect and will be followed by the athletic department. The 1<sup>st</sup> offense will be treated the same as the 2<sup>nd</sup> offense in the alcohol policy. The athletic department will add the running portion from the alcohol policy to the punishment: ex. 1<sup>st</sup> offense 15 days out of competition (50 miles or 10,000 yards of whistle drills will be added). If no contests are missed during an athlete's drug policy suspension, then the athletic department will refer back to its alcohol policy and contests will be missed accordingly. A 2<sup>nd</sup> drug offense will be treated as a 3<sup>rd</sup> alcohol policy offense, etc...

C. Academics: Student athletes will be expected to excel to their fullest potential in the classroom. A study hall on the high school level may be run by the in-season sport's coach for any athlete carrying an average of 75 or below. The study hall may be set at a time and place so designated by the head coach in charge. Punishment will be left up to the coach for failure to attend the study hall.

\*\*Student Athletes will be expected to be the example of the ideal student in the classroom; misbehavior or misconduct is not acceptable and athletic sanctions may be imposed for such behavior.

D. Attendance: Attendance at all practices and games is not only expected but mandatory. Extreme emergencies or illness are the only excuses for missing either. Should an athlete miss a practice or contest, he/she should contact the head coach personally to notify them that they will be absent. Failure to attend any or all workouts prior to a contest, without an illness or emergency, will result in appropriate punishment. Missing practice for In-School Suspension or other disciplinary reasons will result in whatever punishment the individual coach deems necessary including game suspension. Anyone in In-School Suspension cannot participate in any extracurricular activities the day they are in ISS, including practice.

E. Hair Policy: Males will wear a boy's hair cut with hair not to exceed the eye brows in the front, the bottom of the ear on the side, and the top of the collar on a collared shirt. No unusual or extreme hairstyles or colors will be allowed, nor will tails, braids, etc. No names, numbers, or lines will be cut in the hair. Layers or multilevel layers of cuts are acceptable. Mohawks are not allowed. Females will wear girl's haircuts. The same rules, as far as lines, numbers, unnatural colors, etc., will apply to the female athletes as well as to the male athletes.

\*\*\* Facial Hair of any kind exceeding one day's growth will not be permitted. Earrings will not be worn at any time by the male athletes on school property or to a school function. Permanent tattoos will be covered during any athletic contest. This policy is to be observed the entire school year, in-season and off-season alike.

\*\*\* Points of Emphasis:

- 1) Any athlete who violates the hair policy will receive immediate physical punishment, such as whistle drills, on a daily basis during the athletic period until his/her hair complies with the policy. If said athlete fails to conform with the policy within two days, said athlete will not be permitted to take part in any form or fashion with his/her next athletic contest. A contest will be deducted for every two days thereafter that the athlete's hair fails to comply with the policy. If the athlete is in off-season, the contests will be deducted from the athlete's participation in the next sport.
- 2) Senior Athletes who are no longer competing, or who have checked out of the athletic period must also comply with all athletic policies including the hair policy. Any failure to do so may result in forfeiture of said athlete's privilege to attend and be recognized at the Spring All-sports Banquet. Any awards and or letter jackets that said athlete has coming may also be forfeited.
- 3) Spring Sport Only Athletes: All spring sports only athletes will be required to register with the Athletic Department during the first week of school. Said athletes will be held liable for all athletic policies leading up to, during, and after their Spring Sport. All Spring Sport Only athletes will be required to check with their Head Coach on a weekly basis until their sport begins as insurance that all policies, plus academic requirements, are being followed. Sub-section #1 of this section will be implemented equally in regards to Spring Sports Only athletes. Loss of contests will be deducted and number of days of physical punishment will be kept and handled once the Spring Sport in which that athlete participates in, begins.

- F. Quitting A Sport- Before any athlete is permitted to quit a sport, he/she must meet with the head coach of that sport and then with the athletic director. Any athlete who quits one sport, will not be allowed to participate in the new sport until the former sport has been completed (the athlete may work out but not play in the new sport). If an athlete is in two sports at the same time, the two head coaches and A.D. will meet and decide whether the athlete will be allowed to drop one of the sports. It must be a unanimous decision of the coaches involved. Otherwise the athlete either stays in both sports or is out of both sports.
  
- G. Equipment- Denver City ISD and the Athletic Department take great financial pains to outfit our athletes in the best equipment available. Purposeful destruction of equipment and misuse or misplacing of supplies, school issued clothing, etc., will not be tolerated. As athletes, you have the best equipment and supplies money can buy. Be responsible and take care of it! Use it and then return it so we can continue to provide you with the best in equipment and supplies.
  
- H. Dismissal from Athletics: Grounds for possible suspension or dismissal from any and or all athletics include lying, stealing, cheating, being disrespectful to coaches or any authority figure, as well as, an athlete's attitude and or work ethic. An athlete can be removed from athletics if the athlete has engaged in serious or persistent misbehavior that violates the district's student code of conduct. (Anything that might cause them to be placed in AEP. AEP students are not allowed to participate in extra curricular activities).
  
- I. UIL Requirements for athletes: All forms and or necessary paper work will be filled out and filed with the appropriate person(s) before an athlete will be allowed to participate in any sport. Forms include physicals if needed, insurance, UIL forms, parent consent forms, athletic policy, etc....
  
- J. DC Requirements for Athletes: Every athlete is required to put forth their very best effort in every practice and in every contest. Also, in order for Denver City athletics to continue to be successful and make the step up to the highest level of competition, we must have you our athletes competing. All athletes therefore are encouraged to participate in any and all sports you can work into your schedule. We as coaches want to see you as athletes from Denver City make your mark on athletics. It will require our best, (each and every one of you) to join in every phase and sport in our athletic program and help to make it the best athletic program in the entire State of Texas.
  
- K. The lettering for DC Athletics will be as follows: While on the varsity, an athlete must meet the individual head coach's lettering requirements of points scored, quarters played, etc...

**Athlete's Promise to DC Athletics**

As an athlete participating in the Athletic Program at Denver City, I do hereby promise to read, understand, support and abide by the DENVER CITY ATHLETIC CODE OF CONDUCT. It is my desire to be a contributing part of the Denver City Athletic Program and to help make it the very best possible. I understand that I am under these rules all year long (12 months).

**ATHLETE'S SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

As a parent/guardian of a Denver City Athlete, I have read and understand the Denver City ISD ATHLETIC CODE OF CONDUCT.

**PARENT'S SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

## **Offices and Elections**

Certain clubs, organizations, and performing groups will hold elections for student officers. These elections will be conducted in accordance with each organization

## **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.
- Vehicle Registration (if first card in lost).
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See **Buses and Other School Vehicles** on page 61.]
- 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.
- In some cases, a fee for a course taken through the Texas Virtual School Network (TxVSN).

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 policies at FP.]

## **FUND-RAISING**

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the campus principal prior to planning the event. The District shall permit non-profit organizations to conduct fund raising events on District property when these activities do not conflict with school use or with policy. [For further information, see policies at FJ and GE.]

## **GANG-FREE ZONES**

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

## GRADE CLASSIFICATION

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

| Credits Earned | Classification       |
|----------------|----------------------|
| 5              | Grade 10 (Sophomore) |
| 11             | Grade 11 (Junior)    |
| 17             | Grade 12 (Senior)    |

## GRADING GUIDELINES

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the classroom teacher. These guidelines have been reviewed by each applicable curriculum department and have been approved by the campus principal. These guidelines establish the minimum number of assignments, projects, and examinations required for each grading period. In addition, these guidelines establish how the student's mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.). Grading guidelines also outline in what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade.

State law requires a student's score on an end-of-course (EOC) assessment to count as 15 percent of the student's final grade for the course.

Each teacher's grading policy will be kept on file in the principal's office.

**Prekindergarten Grading Guidelines** – Student progress shall be measured for mastery and reported no later than the second six weeks and each six weeks thereafter in the area of academic readiness based upon state Pre-K Guidelines as well as standardized academic measures as appropriate. Other areas of reporting shall include social development/citizenship skills and student work habits.

**Kindergarten Grading Guidelines** – State standards (TEKS) shall be measured and reported no later than the second six weeks and each six weeks thereafter to reflect progress toward mastery in the areas of reading, language, math, science, and social studies as well as standardized assessment measures as appropriate. General behavior and growth in citizenship skills shall be reported throughout the year to parents.

### Test Exemptions

Students in grades 9-12 may be exempted from taking semester examinations if they meet the following criteria and have cleared all fines and fees with the office:

1. A 90 semester average in a class and no more than three (3) absences in that class for the semester.
2. An 85 semester average in a class and no more than two (2) absences in that class for the semester.
3. An 80 semester average in a class and no more than one (1) absence in that class for the semester.
4. If a student has an unexcused absence in a class, his/her right for exemption in that class is forfeited.
5. If a student has been placed in AEP and/or ISS during the semester, his/her right for exemption is forfeited in all classes.

All students enrolled in Advanced Placement and/or Pre-Advanced Placement courses will be required to take a comprehensive semester exam in those classes.

Also see **Report Cards/Progress Reports and Conferences** on page 55 for additional information on grading guidelines. See **Graduation** below, **Course Credit** on page 19, and **Standardized Testing** on page 58 for additional information regarding EOC assessments.

## GRADUATION

### Requirements for a Diploma

To receive a high school diploma from the district and to be allowed to participate in commencement exercises, a student must successfully:

- Complete the required number of credits;
- Complete any locally required courses in addition to the courses mandated by the state; and
- Depending on the year in which the student is scheduled to graduate, pass a statewide exit-level exam or achieve the required cumulative scores on end-of-course (EOC) assessments.

The exit-level test, currently required for students in grade 11, covers English language arts, mathematics, science, and social studies and requires knowledge of Algebra I and Geometry; Biology and, Integrated Chemistry and Physics; English III; and early American and United States History, World History, and World Geography.

Students in grades 10 and 11 during the 2011-2012 school year must pass the exit-level test to graduate. A student in grade 12 who has not passed the exit-level test will have opportunities to retake it.

Also see **Standardized Testing** on page 58 for more information.

Beginning with students who enter grade 9 in the 2011–2012 school year, EOC assessments will be administered for the following courses and will replace the exit-level test as mentioned above: English I, English II, English III, Algebra I, Geometry, Algebra II, Biology, Chemistry, Physics, World Geography, World History, and United States History. Students graduating under the Minimum Program must take EOC assessments only for courses in which they are enrolled and for which there is an EOC assessment. Each student will be required to achieve certain scores on the applicable EOC assessments to graduate, depending on the graduation program in which the student is enrolled. A student who has not achieved sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments.

If a student fails to perform satisfactorily on an EOC assessment, the district will provide remediation to the student in the content area for which the performance standard was not met.

Also see **Grading Guidelines** above and **Standardized Testing** on page 58 for more information.

### **Graduation Programs**

The district offers the graduation programs listed below. All students entering grade 9 are required to enroll in the Recommended Program or Advanced/Distinguished Achievement Program. Permission to enroll in the Minimum Program will be granted only if a written agreement is reached among the student, the student’s parent or person standing in parental relation, and the counselor or appropriate administrator. In order for a student to take courses under the Minimum Program, the student must be at least 16 years of age; have completed at least two credits each in English language arts, math, science, and social studies courses that are required for graduation; or have failed grade 9 one or more times. Students already in the minimum high school program do not have to meet the HB 3 requirements to enter the program, but must be given the choice of opting back into the recommended high school program. [See policy EIF(LEGAL).]

Effective with ninth graders in the 2011–2012 school year, in addition to the credit and course requirements for each program, performance on EOC assessments will be linked to a student’s eligible graduation program. To graduate, a student must meet a minimum cumulative score set by the Texas Education Agency (TEA) for each content area: English, mathematics, science, and social studies. To determine whether the student meets the cumulative score, the student’s EOC assessment scores in each content area will be added together. If the student’s total score on the assessments within the content area is not equal to or greater than the cumulative score set by TEA, the student may retake any of the assessments in that content area until the student achieves the cumulative score. A student who does not make the minimum required score on any individual assessment will be required to retake that assessment.

To graduate on the Recommended Program, a student must perform satisfactorily on the Algebra II and English III EOC assessments, in addition to meeting the cumulative score requirements described above. To graduate on the Advanced/Distinguished Achievement Program, a student must demonstrate advanced academic performance on the Algebra II and English III EOC assessments, commonly referred to as college and career readiness standards, in addition to successfully meeting performance standards on the other EOC assessments. If this standard is not met, the student will graduate under the Recommended Program, regardless of whether the student has met all other requirements for graduation under the Advanced/Distinguished Achievement Program.

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

| <b>Courses</b>              | <b>Number of credits<br/>Minimum Program</b>                           | <b>Number of credits<br/>Recommended Program</b> | <b>Number of credits<br/>Advanced/<br/>Distinguished<br/>Achievement Program</b> |
|-----------------------------|--|--|--|
| English/Language Arts       | 4  | 4  | 4  |
| Mathematics                 | 3  | 4  | 4  |
| Science                     | **2 or 3   | 4  | 4  |
| Social Studies              | **2.5 or 3.5   | 3.5  | 3.5  |
| Economics                   | 0.5  | 0.5  | 0.5  |
| Physical Education          | 1  | 1  | 1  |
| Speech                      | 0.5  | 0.5  | 0.5  |
| Language other than English |  | 2  | 3  |
| Fine Arts                   | 1 (effective for grade 9 in 2010–2011 school year and thereafter)      | 1  | 1  |
| Locally required courses    | .5 credit in Health<br>1 credit in Technology Applications             | .5 credit in Health                              | .5 credit in Health<br>1 credit in Technology Applications                       |
| Electives                   | 9 credits (prior to 2010–2011)<br>8 credits (2010–2011 and thereafter) | 5 credits  | 3 credits  |
| Miscellaneous               |  |  | Completion of 4 Advanced Measures  |
| <b>TOTAL</b>                | <b>26 credits</b>  | <b>26 credits</b>                                | <b>26 credits</b>  |

\*\*If 2 Science credits are taken, 3.5 Social Studies must be taken. If 3 Science credits are taken, 2.5 Social Studies must be taken.

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

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

1. An original research project or other project that is related to the required curriculum. These projects must be judged by a panel of professionals or conducted under the direction of a mentor and reported to an appropriate audience. Please note that no more than two of the four advanced measures may be received from this option.
2. Test data where a student receives:
  - a. A score of three or above on an Advanced Placement (AP) exam;
  - b. A score of four or above on an International Baccalaureate (IB) exam; or
  - c. A score on the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) that

qualifies the student for recognition as a commended scholar or higher by the College Board and National Merit Scholarship Corporation, as part of the National Hispanic Recognition Program (NHRP) of the College Board, or as part of the National Achievement Scholarship Program of the National Merit Scholarship Corporation. The PSAT/NMSQT score will count as only one advanced measure regardless of the number of honors received by the student.

3. College academic courses, including those taken for dual credit, and advanced technical courses, including locally articulated courses, provided the student scores the equivalent of a 3.0 or higher.

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

Beginning with the 2007–2008 school year, a student entering the ninth grade must meet the following credit requirements for graduation:

- Minimum Program 26 credits
- Recommended Program 26 credits
- Advanced/Distinguished Achievement Program 26 credits
- Alternative (DAEP) 26 credits
- Alternative (Excalibur) 22 credits

**RECOMMENDED & \*\*DISTINGUISHED GRADUATION PLAN** : Under Texas House Bill 3, the Recommended High School Program graduation requirement and the Distinguished High School Program graduation requirement **for students who entered Grade 9 in 2007-2008 or later** is **26** credits. Credits include the following: **English Language Arts**: English I, II, III, and IV; **Math**: Algebra I; Geometry; Algebra II; and a 4<sup>th</sup> approved course; **Science**: Biology; Chemistry; Physics; and a 4<sup>th</sup> approved science course; **Social Studies**: World Geography; World History; U.S. History; U.S. Government; U.S. Economics; **Physical Education**: (one credit); **Languages other than English**: Any two courses in the same language other than English; **Speech**: (1/2 credit); **Fine Arts**: (one credit); **Electives**: all other remaining credits shall be electives.

**\*\*The Distinguished Achievement Plan (DAP)** includes all of the courses listed above and includes an additional ½ credit of **Health** and an additional credit of **Language other than English**; **Technology Applications**; and four credits of advanced measures, which include Distance Learning courses. An additional requirement is for the student to achieve a score of 3 or better on an Advanced Placement (AP) examination.

Elective credits are in addition to the required credits in fine arts, physical education and languages other than English. A ½ credit of Speech is required under the current SBOE rule, but may count as an elective under HB 3. With the passage of House Bill (HB) 3, new graduation requirements will take effect on September 1, 2009. These new requirements supersede the graduation requirements in 19 Texas Administrative Code (TAC) Chapter 74.

**MINIMUM GRADUATION PLAN**: Under Texas House Bill 3, the Minimum High School Program graduation requirement **for students who entered Grade 9 in 2007-2008 or later** is **22** credits. DCISD requires an additional 4 credits for a total of **26**. The Minimum High School Program graduation requirement **for students who entered Grade 9 before 2007-2008** is **25** credits. Credits include the following: **English Language Arts**: English I, II, III, and IV; **Math**: Algebra I; Geometry; and a third SBOE approved math course; **Science**: IPC and Biology; **Social Studies**: World Geography or World History; U.S. History; Government (1/2); Economics (1/2); (Total Credits for Science and Social Studies combined should equal 5.5 credits); **Technology Applications** (1); **Fine Arts** (1); **Health** (1/2); **Physical Education**: (1 credit); **Electives**: The student must select (1) Academic elective. All remaining credits shall be elective courses.

*The weighted grade-point system is designed to rank more accurately and fairly the students attending Denver City High School. This system differentiates all courses by giving weight to the degree of difficulty. It does not penalize students for taking more difficult courses.*

*Scholastic honors, Class rank, Valedictorian and Salutatorian are determined by averaging grade points earned during the freshman, sophomore, junior and senior years.*

*Each course will be classified into Honors (Pre-AP, AP or Distance Learning), Regular or Basic. The classification of each course was made by a High School Committee. The present high school courses are classified in the following categories:*

**Honors**

|                     |                                |                        |
|---------------------|--------------------------------|------------------------|
| English 1 - 4       | Integrated Physics & Chemistry | US History             |
| English 1301 & 1302 | Biology 1 & 2                  | US History 1301 & 1302 |
| Communication App.  | Chemistry                      | World History          |
| Spanish 3           | Physics                        | US Government AP & DL  |
| Algebra 1 & 2       | Anatomy & Physiology           | Economics AP & DL      |
| Geometry            | World Geography                | Sociology DL           |
| Calculus            | Pre-Calculus                   | Psychology DL          |
| College Algebra     |                                |                        |

**Regular**

|                           |                       |                          |
|---------------------------|-----------------------|--------------------------|
| Auto Tech 1 & 2           | Manufacturing Systems | Manufacturing Tech.      |
| Research & Development    | Machine Shop 1 & 2    | Intro to Agriscience     |
| Applied Ag. Science       | Home Maintenance      | Animal Science           |
| Equine Science            | Wildlife & Recreation | Horticulture/plant prod. |
| FFA/CDE-LDE               | Ag Structures         | Ag Metal Fabrication     |
| Ag Mechanics              | **Band 1 - 4          | **Instr. Ens. 1 - 4      |
| **Choir 1 - 4             | **Vocal Ens. 1 - 4    | **PE Equivalent 1 - 4    |
| **PE 1 - 4                | **Cheerleading        | **Athletic Trainer       |
| **Student Council         | Intro to Ag Mechanics | Ag Power & Machines      |
| English 1, 2, 3, 4        | Communication App.    | Journalism               |
| Adv Journ: Yearbook 1 & 2 | Adv Journ: Newspaper  | Photojournalism          |
| Theater Arts 1 & 2        | Algebra 1 & 2         | Geometry                 |
| Math Models               | IPC                   | Biology 1                |
| Chemistry                 | World Geography       | US History               |
| World History             | US Government         | Economics                |
| Spanish 1 & 2             | Health Education      | Intro to Business        |
| Accounting                | BCIS 1 & 2            | Desktop Publishing       |
| Web mastering             | TAIND                 | Art 1, 2, 3 & 4          |
| Nutrition & Food          | Food Science & Tech.  | Prep for Parenting       |
| Child Development         | Personal & Family Dev | Career Prep 1 & 2        |
| Housing & Design          | Apparel               | Intro to Automotive      |

**Basic**

|                          |
|--------------------------|
| English 1 – 4 (S.E.)     |
| Algebra 1 – 4 (S.E.)     |
| Math Models 1 – 4 (S.E.) |

**Local Credit**

|                             |
|-----------------------------|
| **Math TAKS (non-credit)    |
| **LA TAKS (non-credit)      |
| **ACT/SAT Prep (non-credit) |

ESL 1 – 4

\*\*UIL (non-credit)

Reading Improvement

\*\*Academic Decathlon (non-credit)

\*\*Office Aide

***\*\*These classes will not be counted toward Valedictorian, Salutatorian and class rank. All students will fall under the present system. Grades are weighted according to the following scale.***

| AP, Pre AP or DL | Advanced | Regular | Basic | Grade Point |
|------------------|----------|---------|-------|-------------|
| 100              |          |         |       | 6.0         |
| 99               |          |         |       | 5.9         |
| 98               |          |         |       | 5.8         |
| 97               |          |         |       | 5.7         |
| 96               |          |         |       | 5.6         |
| 95               | 100      |         |       | 5.5         |
| 94               | 99       |         |       | 5.4         |
| 93               | 98       |         |       | 5.3         |
| 92               | 97       |         |       | 5.2         |
| 91               | 96       |         |       | 5.1         |
| 90               | 95       | 100     |       | 5.0         |
| 89               | 94       | 99      |       | 4.9         |
| 88               | 93       | 98      |       | 4.8         |
| 87               | 92       | 97      |       | 4.7         |
| 86               | 91       | 96      |       | 4.6         |
| 85               | 90       | 95      |       | 4.5         |
| 84               | 89       | 94      |       | 4.4         |
| 83               | 88       | 93      |       | 4.3         |
| 82               | 87       | 92      |       | 4.2         |
| 81               | 86       | 91      |       | 4.1         |
| 80               | 85       | 90      | 100   | 4.0         |
| 79               | 84       | 89      | 99    | 3.9         |
| 78               | 83       | 88      | 98    | 3.8         |
| 77               | 82       | 87      | 97    | 3.7         |
| 76               | 81       | 86      | 96    | 3.6         |
| 75               | 80       | 85      | 95    | 3.5         |
| 74               | 79       | 84      | 94    | 3.4         |
| 73               | 78       | 83      | 93    | 3.3         |
| 72               | 77       | 82      | 92    | 3.2         |
| 71               | 76       | 81      | 91    | 3.1         |
| 70               | 75       | 80      | 90    | 3.0         |
|                  | 74       | 79      | 89    | 2.9         |
|                  | 73       | 78      | 88    | 2.8         |
|                  | 72       | 77      | 87    | 2.7         |
|                  | 71       | 76      | 86    | 2.6         |
|                  | 70       | 75      | 85    | 2.5         |
|                  |          | 74      | 84    | 2.4         |
|                  |          | 73      | 83    | 2.3         |
|                  |          | 72      | 82    | 2.2         |
|                  |          | 71      | 81    | 2.1         |
|                  |          | 70      | 80    | 2.0         |
|                  |          |         | 79    | 1.9         |
|                  |          |         | 78    | 1.8         |
|                  |          |         | 77    | 1.7         |
|                  |          |         | 76    | 1.6         |
|                  |          |         | 75    | 1.5         |
|                  |          |         | 74    | 1.4         |
|                  |          |         | 73    | 1.3         |
|                  |          |         | 72    | 1.2         |
|                  |          |         | 71    | 1.1         |
|                  |          |         | 70    | 1.0         |

|               |           |
|---------------|-----------|
| <u>G.P.A.</u> | 100 = 5.0 |
|               | 90 = 4.0  |
|               | 80 = 3.0  |
|               | 70 = 2.0  |

No Grade Points given to grades from 69 to 0 in ANY area.

## **Early Graduation**

Students wishing to graduate early must pass all portions of the state-mandated assessment in order to be eligible for this option. In addition, only (1) one alternative education elective credit may be applied toward graduation requirements. When a student selects the early graduation option, he/she and a parent will be required to sign a student/parent permission form. Once this form has been signed and submitted, the student will be required to graduate early. If, for any reason, the student is unable to complete the graduation requirements during the year, he/she will be placed in the alternative education program (Excalibur) in order to complete graduation requirements. His/her diploma will be issued from that program upon completion.

## **Certificates of Coursework Completion**

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

## **Students with Disabilities**

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

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

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

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

## **Graduation Activities**

A student enrolled in the Disciplinary AEP program on the last day of the student's graduating semester is ineligible to participate in graduation ceremonies.

Students shall meet all state and local graduation requirements, including all applicable exit-level testing, to be eligible to participate in commencement activities and ceremonies. [See EI, FMH]

## **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 the 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** on page 33.]

## Scholarships and Grants

- Students who have a financial need according to federal criteria and who complete the Recommended Program or Advanced/Distinguished Achievement Program may be eligible under the T.E.X.A.S. Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions.
- Contact the counselor for information about other scholarships and grants available to students.

## HARASSMENT

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 20.]

## HAZING

Hazing is defined as any intentional, knowing, or reckless act occurring on or off campus directed against a student that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated to, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students.

Hazing will not be tolerated by the district. If an incident of hazing occurs, disciplinary consequences will be handled in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal or superintendent.

[Also see **Bullying** on page 15 and policies FFI and FNCC.]

## HEALTH-RELATED MATTERS

### Bacterial Meningitis

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

- What is meningitis?

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

- What are the symptoms?

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

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

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

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

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

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

- How can bacterial meningitis be prevented?

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

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

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

You should seek prompt medical attention.

- Where can you get more information?

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

## **ASUNTOS RELACIONADOS A LA SALUD**

### **Meningitis bacteriana**

La ley estatal requiere específicamente que el distrito suministre la siguiente información:

- ¿Qué es meningitis?

La meningitis es la inflamación del revestimiento del cerebro y la médula espinal. Puede ser causada por virus, parásitos, hongos y bacterias. La meningitis viral es la más común y menos grave. La meningitis bacteriana es la forma más común de infecciones bacterianas graves con el potencial de complicaciones severas y a largo plazo. No es una enfermedad común, pero requiere de tratamiento urgente con antibióticos para prevenir daños permanentes o la muerte.

- ¿Cuáles son los síntomas?

Una persona con meningitis se enfermará gravemente. La enfermedad puede desarrollarse en el transcurso de uno o dos días, pero puede progresar rápidamente en cuestión de horas. No todas las personas con meningitis tendrán los mismos síntomas.

Los niños (mayores de 1 año de edad) y adultos con meningitis pueden padecer de jaquecas severas, fiebre alta, vómitos, sensibilidad a luces fuertes, entumecimiento en el cuello o dolores en las articulaciones, mareos o confusión. En ambos niños y adultos, puede aparecer un sarpullido con manchas pequeñas de color rojo-púrpura. Éstas pueden aparecer en cualquier parte del cuerpo.

El diagnóstico de la meningitis bacteriana se basa en la combinación de síntomas y resultados de análisis clínicos.

- ¿Cuán grave es la meningitis bacteriana?

Si se diagnostica en forma temprana y se comienza el tratamiento enseguida, la mayoría de las personas se recuperan completamente. En algunos casos puede llegar a ser mortal o la persona puede quedar con una discapacidad permanente.

- ¿Cómo se transmite la meningitis bacteriana?

Afortunadamente, ninguna de las bacterias que causan meningitis es tan contagiosa como las del resfrío común o la gripe, y no se transmiten por el contacto casual o simplemente por respirar el aire donde estuvo una persona con

meningitis. Las bacterias viven naturalmente en la parte posterior de nuestras narices y gargantas, pero no sobreviven por mucho tiempo fuera del cuerpo. Se transmiten cuando dos personas intercambian saliva (como en un beso, o compartiendo vasos, utensilios o cigarrillos).

El microbio no causa la meningitis en la mayoría de las personas. En vez, las personas se convierten en portadoras de la bacteria por días, semanas o hasta meses. La bacteria muy raramente vence al sistema inmunitario del cuerpo y causa meningitis u otra enfermedad grave.

- ¿Cómo se puede prevenir la meningitis bacteriana?

No comparta alimentos, bebidas, utensilios, cepillos de dientes o cigarrillos. Limite el número de personas a las que besa.

Aunque existen vacunas para ciertas cepas de meningitis bacteriana, éstas se usan solamente en circunstancias especiales, tales como en un brote epidémico en una comunidad o para personas que viajan a un país donde existe un alto riesgo de contraer la enfermedad. Además, se recomienda una vacuna para algunos grupos de estudiantes universitarios, particularmente para los que cursan el primer año y viven en dormitorios o casas universitarias. La vacuna es segura y efectiva (85 a 90 por ciento). Puede causar efectos secundarios leves, como dolor y enrojecimiento en la zona de la inyección por hasta dos días. Se desarrolla inmunidad de siete a diez días después de recibir la vacuna y dura por hasta cinco años.

- ¿Qué debería hacer si piensa que usted o un amigo puede haber contraído meningitis bacteriana?

Debe consultar a un médico en forma inmediata.

- ¿Dónde puede encontrar más información?

El enfermero de su escuela, su médico y el personal del departamento de salud local o regional son fuentes excelentes de información sobre enfermedades contagiosas. También puede llamar a su departamento de salud local o a la oficina del Departamento Regional de Servicios de Salud del Estado para preguntar acerca de la vacuna meningocócica. Para más información visite los sitios Web de los Centros de Control y Prevención de Enfermedades, <http://www.cdc.gov>, y el Departamento Estatal de Servicios de Salud, <http://www.dshs.state.tx.us/>.

## **Pediculosis (Head Lice)**

Pediculosis, or head lice, is a condition that each year affects approximately 6 to 12 million children between the ages of 3 and 12 years of age, and about 1 in every 100 elementary school children. Head lice are parasites that are generally found on the scalp, around the ears, and at the back of the neck. The adult louse is about the size of a sesame seed, and can be the color of your child's hair. Eggs, or nits, are smaller and silver in color.

Head lice are not a sign of poor hygiene and they do not transmit disease. Spread from one child to another can occur during direct head to head contact or by sharing of personal items such as combs, brushes, caps or helmets.

The most common symptom of head lice is itching and head scratching, particularly at night. Red bite marks or sores may also be noticed on the scalp. If you suspect that your child has head lice, he or she should be examined by your health care provider. Safe and effective products to treat head lice are available both over the counter and by doctor's prescription. It is important to follow the directions carefully. In addition, use a fine-tooth comb or special nit comb to help remove the eggs (nits) from the hair. You can also check your child's scalp weekly when the hair is wet to see if there are any new head lice. Parents should also wash in hot water or dry-clean all recently worn clothing, hats, used bedding, and towels. Personal care items such as combs, brushes and hair clips should also be washed in hot water. Toys, such as stuffed animals, can be put into a tightly closed plastic bag for 14 days or placed in a hot dryer for 30 minutes to kill lice.

## **Pediculosis (Los Piojos)**

La pediculosis, o los piojos, es una afección que cada año afecta aproximadamente de 6 a 12 millones de niños entre las edades de 3 y 12 años, y aproximadamente 1 de cada 100 niños de escuela primaria. Los piojos son parásitos que se encuentran generalmente en el cuero cabelludo, alrededor de las orejas y en la nuca. El piojo adulto es del tamaño aproximado de una semilla de sésamo (ajonjolí) y puede ser del color del cabello de su hijo. Los huevos, o liendres, son más pequeños y de color plateado.

Los piojos no son un signo de mala higiene y no transmiten enfermedades. El contagio de un niño a otro puede ocurrir durante el contacto directo de cabeza a cabeza o al compartir artículos personales como cepillos, peines, gorras o cascos.

El síntoma más común de piojos es la picazón y el rascado de la cabeza, especialmente por la noche. También pueden notarse marcas rojas de picaduras o lastimaduras en el cuero cabelludo. Si sospecha que su hijo tiene piojos, debe ser examinado por su proveedor de atención médica. Existen productos seguros y eficaces para tratar los piojos tanto sin receta médica o por receta médica. Es importante seguir las instrucciones con cuidado. Use también un cepillo de cerdas finas o un peine fino especial para piojos para ayudar a quitar los huevos (liendres) del cabello. También puede revisar el cuero cabelludo de su hijo semanalmente cuando el cabello está húmedo para aver si tiene piojos nuevos. Los padres también deben lavar en agua caliente o limpiar en seco toda la ropa, gorras, ropa de cama y toallas que se hayan usado recientemente. Los artículos de cuidado personal como cepillos, peines y horquillas también deben lavarse en agua caliente. Los juguetes, como los animales de peluche, pueden colocarse en una bolsa de plástico cerrada herméticamente durante 14 días o colocarse en una secadora caliente durante 30 minutos para matar los piojos.

### **Food Allergies**

The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

### **Physical Activity for Students in Elementary and Middle School**

In accordance with policies at EHAB, EHAC, EHBG, the district will ensure that students in full-day pre-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 will engage in 30 minutes of moderate or vigorous physical activity per day for at least four semesters. For additional information on the district's requirements and programs regarding elementary, middle, and junior high school student's physical activity requirements, please see the principal.

### **Attendance and Participation in Physical Education**

Physical education is an important part of a child's educational experience and participation is encouraged. A written excuse is required in the event that a child needs to be excused from participating in physical education. If he or she cannot participate for a period of more than five days, a doctor's statement must be presented to the school.

### **School Health Advisory Council (SHAC)**

During the preceding school year, the district's School Health Advisory Council held 4 meetings. Additional information regarding the district's School Health Advisory Council is available from the District Curriculum Director, Mrs. Kellie Adams. [See also policies at BDF and EHAA.]

[See **Removing a Student from Human Sexuality Instruction** on page 4 for additional information.]

### **Other Health-Related Matters**

#### ***Physical Fitness Assessment***

Annually, the district will conduct a physical fitness assessment of students in grades 3–12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to your 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 Food Service Director at 806-592-5985. [See policies at CO and FFA.]

### ***Tobacco Prohibited***

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

### ***Asbestos Management Plan***

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the District's Asbestos Management Plan, is available in the Superintendent's Office. If you have any questions or would like to examine the district's plan in more detail, please contact the Superintendent of Schools.

### ***Pest Management Plan***

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free school environment.

All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who have further questions or who want to be notified prior to pesticide application inside their child's school assignment area may contact the District IPM Coordinator, Mr. Butch Johnson, at 806-215-4570.

## **HOMELESS STUDENTS**

For more information on services for homeless students, contact the District's Liaison for Homeless Children and Youths, Mrs. Kellie Adams, Curriculum Director, at 501 Mustang Ave., Denver City, TX 79323, or call 806-592-5902.

## **HOMEWORK**

Homework may be assigned for one or more of the following purposes: independent practice, extension of classroom work, a bridge between home and school, reinforcement of a learned skill or concept or enrichment. In congruence with the emphasis on quality, relevancy, and connections, homework shall be assigned only if it is meaningful. Busy work is as unacceptable for homework as it is for seatwork. When homework is assigned, it shall be evaluated within a reasonable period of time. Feedback must be promptly given to the student in order to retain the intended purpose of homework.

## **IMMUNIZATION**

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

The immunizations required are: diphtheria, rubeola (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis (polio), hepatitis A, hepatitis B, varicella (chicken pox), pneumococcal, haemophilus influenza Type B and meningococcal. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Department of State Health Services. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation. The 2010-2011 Texas Minimum State Vaccine Requirements for students in

Grades K-12 has been provided on pages 48 and 49 for your convenience. These requirements remain the same for the 2011-2012 school year.

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 a 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>.]

### **Provisional Enrollment**

All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered.

### **INMUNIZACIONES**

Un estudiante debe estar totalmente inmunizado contra ciertas enfermedades o debe presentar un certificado o declaración que, por razones médicas o razones de conciencia, incluyendo creencias religiosas, el estudiante no será vacunado. Para exenciones basadas en razones de conciencia, se honrarán únicamente formularios oficiales otorgados por el Departamento Estatal de Servicios de Salud de Texas (DSHS), Ramo Inmunizaciones. Este formulario puede obtenerse escribiendo al DSHS Immunization Branch (MC 1946), P. O. Box 149347, Austin, Texas 78714-9347; o en línea en <https://webds.dshs.state.tx.us/immco/affidavit.shtm>. El formulario debe ser notariado y presentado al director o enfermero de la escuela dentro de los 90 días de la firma del notario. Si el padre o la madre están solicitando una exención para más de un estudiante en la familia, se debe presentar un formulario para cada estudiante. La ley no permite que los padres/tutores elijan una exención simplemente por inconveniencia (por ejemplo, se pierde un expediente o está incompleto y sería demasiada molestia ir con un médico o clínica para corregir el problema).

Las vacunas requeridas son: difteria, sarampión, rubéola, paperas, tétano, tos ferina, poliomielitis (polio), hepatitis A, hepatitis B, varicela, pneumococcal, haemophilus influenza Type B, y meningocócica. El enfermero de la escuela puede suministrar información de las dosis apropiadas para cada edad o de un historial de enfermedades aceptable y validado por un médico requerido por el Departamento Estatal de Servicios de la Salud. El comprobante de inmunización puede establecerse con documentación de parte de un médico o una clínica pública con una validación firmada o con sello de goma. Requisitos estatales mínimos de vacunación para los estudiantes de Texas en 2010-2011 Kinder al grado 12 (K-12) asido provado para su conidencia.

Si el estudiante no deberá ser inmunizado por razones médicas, el estudiante o padres deberán presentar un certificado firmado por un médico con licencia de Estados Unidos, declarando que, en opinión del médico, la inmunización requerida impone un riesgo significativo a la salud y bienestar del estudiante o de un miembro del hogar del estudiante. Este certificado debe renovarse cada año a menos que el médico especifique una condición a largo plazo. [Para más información, vea la regla FFAB(LEGAL) y el sitio Web del Departamento Estatal de Servicios de la Salud de Texas: <http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

### **Inscripción Provisional**

Todas las vacunaciones se deben finalizar antes de la primera fecha de asistencia. La Ley exige que los estudiantes estén completamente vacunados contra las enfermedades señaladas. Un Estudiante se puede inscribir provisionalmente si el estudiante cuenta con cartilla de vacunación que indique que el estudiante ha recibido al menos una dosis de cada vacuna apropiada para la edad señalada que esta regal exige. Para seguir inscrito, el estudiante debe completar las dosis posteriores requeridas de cada serie de vacunas conforme al calendario y tan rápidamente como sea médicamente posible y proveer prueba suficiente de la vacunación a la escuela. Una

enfermera escolar o administrador escolar revisará el estado de vacunación de un estudiante inscrito provisionalmente cada 30 días para asegurar el cumplimiento ininterrumpido en la finalización de las dosis de vacunas requeridas. Si, al final del periodo de 30 días, un estudiante no ha recibido una dosis posterior de la vacuna, el estudiante no está cumpliendo y la escuela excluirá al estudiante de la asistencia a la escuela hasta que se administre la dosis requerida.



## Requisitos estatales mínimos de vacunación para los estudiantes de Texas en 2010-2011 Kinder al grado 12 (K-12)

Este gráfico resume los requisitos de vacunación incorporados en el Título 25, Servicios de Salud, §§ 97.61-97.72, del Código Administrativo de Texas (TAC). El gráfico no tiene como propósito sustituir a la consulta del TAC, que contempla otras disposiciones y detalles. Al Departamento Estatal de Servicios de Salud se le autoriza de establecer los requisitos de vacunación en el Código Educativo, Capítulo 38, Salud y Seguridad, Subtítulo A, Provisiones Generales.

### REQUISITOS DE VACUNACIÓN

El estudiante deberá mostrar prueba aceptable de vacunación antes de ingresar, asistir o transferirse a un centro de cuidado infantil o escuela primaria o secundaria pública o privada de Texas.

| Vacuna requerida<br>(Prestar atención a las notas y notas de pie de página) | Número mínimo de dosis requeridas por grado |                   |  |   |   | NOTAS  |
|---|---|-------------------|--|---|---|--|
|   | Kinder - 1.0                                | 2.0 - 6.0         | 7.0  | 8.0   | 9.0 - 12.0  |  |
| Difteria, tétanos y pertusis (DTaP/DTp/DTd) <sup>1</sup>                    | 5 dosis o 4 dosis                           | 5 dosis o 4 dosis | 3 dosis  | 3 dosis   | 3 dosis   | 5 dosis de la vacuna contra la difteria, el tétanos y la pertusis; una dosis se debe haber recibido en o después del cuarto cumpleaños. Sin embargo, 4 dosis cumplen el requisito si la cuarta dosis se recibe en o después del cuarto cumpleaños. Para los estudiantes de 7 años de edad y mayores, 3 dosis cumplen el requisito si una dosis se recibió en o después del cuarto cumpleaños.                                |
| Tétanos, difteria y pertusis (Tdap)   |   |                   | 1 dosis de refuerzo de Tdap/Td en los últimos 5 años | 1 dosis de refuerzo de Tdap/Td en los últimos 10 años | 1 dosis de refuerzo de Tdap/Td en los últimos 10 años | Para el 7.º grado: 1 dosis de Tdap se requiere si al menos 5 años han pasado desde la última dosis de la vacuna que contiene el tétanos y la difteria.<br>Para el 8.º - 12.º grado: 1 dosis de la Tdap se requiere cuando 10 años han pasado desde la última dosis de la vacuna que contiene el tétanos y la difteria. La Td es aceptable en lugar de la Tdap si existe una readministración a la vacuna contra la pertusis. |
| Poliomielitis <sup>1</sup>  | 4 dosis o 3 dosis                           | 4 dosis o 3 dosis | 4 dosis o 3 dosis                                    | 4 dosis o 3 dosis                                     | 4 dosis o 3 dosis                                     | 4 dosis de la vacuna contra la poliomielitis; una dosis se debe recibir en o después del cuarto cumpleaños. Sin embargo, las 3 dosis cumplen el requisito si la tercera dosis se recibió en o después del cuarto cumpleaños.   |
| Sarampión, paperas y rubéola <sup>1,2</sup> (MMR)                           | 2 dosis                                     | 2 dosis           | 2 dosis  | 2 dosis   | 2 dosis   | La primera dosis de MMR se debe recibir en o después del primer cumpleaños. Para el kinder y el 1.º grado, se requieren 2 dosis de la MMR. Para el 2.º - 12.º grado se requieren 2 dosis de la vacuna que contiene el sarampión y una dosis de cada una de las vacunas contra la rubéola y las paperas.  |
| Hepatitis B <sup>3</sup>  | 3 dosis                                     | 3 dosis           | 3 dosis  | 3 dosis   | 3 dosis   | Para los estudiantes de 11 a 15 años de edad, 2 dosis cumplen el requisito si recibieron la vacuna contra la hepatitis B para adultos (Recombinax). La dosis y el tipo de vacuna se deben documentar claramente. (Dosis: 10 mcg/1.0 ml de Recombinax).   |
| Varicela <sup>1,2,3</sup>   | 2 dosis                                     | 1 dosis           | 2 dosis  | 2 dosis   | 1 dosis   | La primera dosis de la vacuna contra la varicela se debe recibir en o después del primer cumpleaños. 2 dosis se requieren para el kinder y para el 1.º, el 7.º y el 8.º grado. 1 dosis se requiere para todos los demás grados. En todos los estudiantes que reciben la primera dosis a los 13 años de edad o después, se requieren 2 dosis.   |
| Meningocócica   |   |                   | 1 dosis  | 1 dosis   |   |  |
| Hepatitis A <sup>1,2</sup>  | 2 dosis                                     |                   |  |   |   | La primera dosis de la vacuna contra la hepatitis A se debe recibir en o después del primer cumpleaños.  |

<sup>1</sup> Al recibir la dosis hasta (e incluye) 6 días antes del cumpleaños solicite el requisito de vacunación para el ingreso escolar.

<sup>2</sup> La confirmación serológica de la inmunidad al sarampión, las paperas, la rubéola, la hepatitis B, la hepatitis A o la varicela o los indicios serológicos de infección son aceptables en lugar de la vacuna.

<sup>3</sup> La enfermedad previa se puede documentar con una declaración escrita de un médico, una enfermedad escolar o el padre o tutor del niño que diga algo como: "Esto es para verificar que (nombre del estudiante) tuvo la enfermedad de varicela el (fecha) o por sus hijos y no necesita la vacuna contra la varicela". Esta declaración escrita será aceptable en lugar de las dosis de vacuna contra la varicela requeridas.

**2010-2011 Texas Minimum State Vaccine Requirements for Students  
Grades K-12**



This chart summarizes the vaccine requirements incorporated in Title 25 Health Services, §§ 97.61-97.72 of the Texas Administrative Code (TAC). This chart is not intended as a substitute for consulting the TAC, which has other provisions and details. The Department of State Health Services is granted authority to set immunization requirements by the Education Code, Chapter 38, Health & Safety, Subchapter A, General Provisions.

**IMMUNIZATION REQUIREMENTS**

**A student shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a child-care facility or public or private elementary or secondary school in Texas.**

| Vaccine Required<br>(Attention to notes and footnotes)    | Minimum Number of Doses Required by Grade Level |                                   |                                       |  |  | NOTES   |
|---|---|-----------------------------------|---------------------------------------|--|--|---|
|   | K - 1 <sup>st</sup>                             | 2 <sup>nd</sup> - 6 <sup>th</sup> | 7 <sup>th</sup>                       | 8 <sup>th</sup>                        | 9 <sup>th</sup> - 12 <sup>th</sup>     |   |
| Diphtheria/Tetanus/Pertussis (DTaP/DTpP/DTd) <sup>1</sup> | 5 doses or 4 doses                              | 5 doses or 4 doses                | 3 doses                               | 3 doses                                | 3 doses                                | 5 doses of diphtheria-tetanus-pertussis vaccine; one dose must have been received on or after the 4 <sup>th</sup> birthday. However, 4 doses meet the requirement if the 4th dose was received on or after the 4th birthday. For students aged 7 years and older, 3 doses meet the requirement if one dose was received on or after the 4 <sup>th</sup> birthday.   |
| Tetanus/Diphtheria/Pertussis (Tdap)                       |   |                                   | 1 Tdap/Td booster within last 5 years | 1 Tdap/Td booster within last 10 years | 1 Tdap/Td booster within last 10 years | For 7 <sup>th</sup> grade: 1 dose of Tdap is required if at least 5 years have passed since the last dose of tetanus-diphtheria-containing vaccine.<br>For 8 <sup>th</sup> -12 <sup>th</sup> grade: 1 dose of Tdap is required when 10 years have passed since the last dose of tetanus-diphtheria-containing vaccine. Td is acceptable in place of Tdap if a medical contraindication to pertussis exists. |
| Polio <sup>1</sup>  | 4 doses or 3 doses                              | 4 doses or 3 doses                | 4 doses or 3 doses                    | 4 doses or 3 doses                     | 4 doses or 3 doses                     | 4 doses of polio; one dose must be received on or after the 4 <sup>th</sup> birthday. However, 3 doses meet the requirement if the 3 <sup>rd</sup> dose was received on or after the 4th birthday.  |
| Measles, Mumps, and Rubella <sup>1,2</sup> (MMR)          | 2 doses   | 2 doses                           | 2 doses                               | 2 doses                                | 2 doses                                | The first dose of MMR must be received on or after the 1 <sup>st</sup> birthday. For K and 1 <sup>st</sup> grade, 2 doses of MMR are required. For 2 <sup>nd</sup> - 12 <sup>th</sup> grade the requirement is 2 doses of a measles-containing vaccine, and one dose each of rubella and mumps vaccine.   |
| Hepatitis B <sup>2</sup>                                  | 3 doses   | 3 doses                           | 3 doses                               | 3 doses                                | 3 doses                                | For students aged 11-15 years, 2 doses meet the requirement if adult hepatitis B vaccine (Recombivax) was received. Dosage and type of vaccine must be clearly documented. (Two 10 mcg/1.0 ml of Recombivax).   |
| Varicella <sup>1,2,3</sup>                                | 2 doses   | 1 dose                            | 2 doses                               | 2 doses                                | 1 dose                                 | The first dose of varicella must be received on or after the first birthday. 2 doses are required for K, 1 <sup>st</sup> , 7 <sup>th</sup> , and 8 <sup>th</sup> grade. 1 dose is required for all other grade levels. For any student who receives the first dose on or after 13 years of age, 2 doses are required.   |
| Meningococcal   |   |                                   |                                       |  |  |   |
| Hepatitis A <sup>1,3</sup>                                | 2 doses   |                                   |                                       | 1 dose                                 |  | The first dose of hepatitis A must be received on or after the first birthday.  |

<sup>1</sup> Receipt of the dose up to (and including) 4 days before the birthday will satisfy the school entry immunization requirement.

<sup>2</sup> Serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, or varicella or serologic evidence of infection is acceptable in place of vaccine.

<sup>3</sup> Previous illness may be documented with a written statement from a physician, school nurse, or the child's parent or guardian containing wording such as: "This is to verify that (name of student) had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine." This written statement will be acceptable in place of any and all varicella vaccine doses required.

## **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 or designee 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 or designee ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal or designee ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

### **Students Taken Into Custody**

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

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

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

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

### **Notification of Law Violations**

The district is required by state law to notify:

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

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

## **LIMITED ENGLISH PROFICIENT STUDENTS**

A student with limited English proficiency (LEP) is entitled to receive specialized services from the district. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student's parent must consent to any services recommended by the LPAC for a LEP student.

In order to determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services and once a level of proficiency has been established, the LPAC will then designate instructional accommodations or additional special programs the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program.

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR-L, as mentioned at **Standardized Testing**, below, may be administered to a LEP student. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to LEP students who qualify for services.

If a student is considered LEP and receives special education services because of a qualifying disability, the student's ARD committee will make these decisions.

### **Makeup Work Because of Absence**

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

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. "Work Recovery" may be assigned by an administrator for incomplete work, missing work or late work. According to teacher grading policies, reductions in assignment grade for late work may also apply.

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.

The grade for make-up work after an unexcused absence shall be in accordance with campus policy. The District shall not impose a grade penalty for make-up work after an absence because of suspension.

### **DAEP Makeup Work**

A student removed to a disciplinary alternative education program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, a foundation curriculum course in which the student was enrolled at the time of removal. The district may provide the opportunity to complete the course through an alternative method, including a correspondence course, another distance learning option, 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 (ISS) 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, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FO(LEGAL).]

## **MEDICINE AT SCHOOL**

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

Only authorized employees, in accordance with policies at FFAC, may administer:

- Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request by a physician or other health care professional with authority to write prescriptions.

- Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
- All medications must be FDA approved.

In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only:

- In accordance with the guidelines developed with the district’s medical advisor; and
- When the parent has previously provided written consent to emergency treatment on the district’s form.

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

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

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

### **NONDISCRIMINATION STATEMENT**

In its efforts to promote nondiscrimination, Denver City ISD does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education services, activities, and programs, including CTE programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Title II of the Americans with Disabilities Act of 1990 (ADA), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of gender: Ms. Kellie Adams, Curriculum Director, 501 Mustang Ave., Denver City, TX 79323, 806-592-5902
- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Ms. Kellie Adams, Curriculum Director, 501 Mustang Ave., Denver City, TX 79323, 806-592-5902.
- All other concerns regarding discrimination: See the superintendent, Mr. Dagobert Azam, 501 Mustang Ave., Denver City, TX 79323, 806-592-5900.

### **NONTRADITIONAL ACADEMIC PROGRAMS**

[See **Requirements for a Diploma** on page 34.]

## **PHYSICAL EXAMINATIONS / HEALTH SCREENINGS**

A student desiring to participate in the UIL athletic program shall submit a statement from a physician licensed to practice in the state indicating that the student has been examined and is physically able to participate in the athletic program. This examination is required for the first year of middle school competition and the first and third year of high school competition. In other years, the student shall complete a medical appraisal form. A student may be required to have a physical examination based on answers to the appraisal form. The District may provide additional screening as District and community resources permit.

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

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. [See **Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags** on page 5.]

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

## **PRAYER**

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

## **PROMOTION AND RETENTION**

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

In grades 9-12, students must earn a combined yearly average of at least 70 in the core subject areas of English, Math and Science to receive credit in the class. The content taught in these classes is built upon knowledge of the previous subject matter and must be taught and mastered in succession. For this reason, if any student's combined yearly average falls below a 70 in any of these classes, he/she will be required to repeat the entire course in order to receive credit.

Grade-level advancement for students in grades 9-12 shall be earned by course credits.

In grades 1-5, promotion to the next grade level shall be based upon an overall yearly average of 70 or above in all core subject areas reflecting mastery of grade level standards (TEKS) and a minimum yearly average of 70 in reading and math. Standardized assessments shall be considered in determining a student's promotion in all grade levels.

In grades 6-8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all core subject areas and a grade of 70 or above in three of the following areas: language arts, mathematics, science, and social studies.

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the State of Texas Assessments of Academic Readiness (STAAR), if the student is enrolled in a public Texas school on any day between January 1<sup>st</sup> and the date of the first administration of the STAAR\*.

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

\*Because the 2011-2012 school year is the first year of implementation of the STAAR, students will not be required by state law to perform satisfactorily on the grade 5 or 8 STAARs for this one year only in order to be promoted to the next grade level.

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

If a student is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state mandated assessment, the student will only be required to take an applicable state mandated assessment for the course in which he or she is enrolled. [See **Standardized Testing** on page 58]

Parents of a student in grades 3–8 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year.

With the exception of the 2011-2012 school year, a student in grade 5 or 8 will have two additional opportunities to take a failed assessment. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous and the student must complete additional special instruction before beginning the next grade level. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policies at EIE.]

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

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

## **RELEASE OF STUDENTS FROM SCHOOL**

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

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

A student shall not be excused during school hours for private lessons of any nature.

To ensure the safety and protection of our students, only designated adults, 18 years of age and over, are permitted to pick up children from the Kelley/Dodson Elementary campus during school hours. Each adult designated on the proper Authorized Release Form will be required to provide proper identification to school personnel when picking up the student.

## REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

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

At the end of the first three weeks of a grading period, parents will be given a written progress report if their child's performance in any course OR subject area is near or below 75, or is below the expected level of performance. If the student receives a grade lower than 75 in any class or subject at the end of a grading period, the parent may be requested to schedule a conference with the teacher of that class or subject. [See **Working Together** on page 2 for how to schedule a conference.]

Teachers follow grading guidelines that have been approved by the principal pursuant to the board-adopted policy and are designed to reflect each student's relative mastery of each assignment for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. [See policy EIA(LOCAL) and **Grading Guidelines** on page 34.]

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

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

Report cards and unsatisfactory progress reports sent to parents of students in grades K-8 must be signed by the parent and returned to the school within 2 days.

## RETALIATION

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 20.]

## 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 others 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. A parent who desires coverage for his or her child will be responsible for paying insurance premiums and for submitting required claims.

### Drills: Fire, Tornado, and Other Emergencies

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

#### Fire Drill Bells

|         |                          |
|---------|--------------------------|
| 3 bells | leave the building       |
| 1 bell  | halt; stand at attention |

2 bells return to the classroom

### **Tornado Drill Bells**

1 continuous bell move quietly but quickly to the designated locations

2 bells return to the classroom

### **Emergency Medical Treatment and Information**

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school may have to rely on 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**

Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early because of severe weather or another emergency. Announcements will be made through local television and radio stations as well as DCISD-TV/Channel 16. Announcements can also be accessed on [www.dcisid.org](http://www.dcisid.org) or by calling 806-592-5990, extension 6601. Parents/guardians of District students will also receive automated telephone messages concerning any emergency school-closing. It is very important that contact information be kept current to insure messages are received.

### **SAT, ACT, AND OTHER STANDARDIZED TESTS**

See **Standardized Testing** on page 58.

### **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.

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

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

#### **Conduct Before and After School**

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

#### **Use of Hallways During Class Time**

Loitering or standing in the halls during class is not permitted. 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 School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily. Free and reduced-price meals are available based on financial need. Information about a student's participation is confidential. See the Food Service Director, Ms. Carol Patterson, at Mustang Cafeteria or call 806-592-5985 to apply.

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

Students in grades 9-12 shall be permitted to leave campus during lunch.

Students in other grades shall not be permitted to leave campus during lunch except as approved by the principal on a case-by-case basis in response to a parent's written request.

Students who violate this policy or leave campus at any time without administrative approval shall be subject to disciplinary action in accordance with the Student Code of Conduct.

### **Cafeteria Fees**

| <b>Students</b>                    | <b>Lunch</b> | <b>Breakfast</b> |
|------------------------------------|--------------|------------------|
| Pre-K-5 <sup>th</sup>              | \$1.55       | No Charge        |
| 6 <sup>th</sup> – 12 <sup>th</sup> | \$1.80       | No Charge        |
| Staff Members                      | \$2.50       | \$1.00           |
| Other Adults                       | \$3.50       | \$1.50           |

### **Library**

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. Check with your campus principal or librarian for times the library is open for independent student use.

### **Meetings of Noncurriculum-Related Groups**

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

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

### **SEARCHES**

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

#### **Students' Lockers**

Students' 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 lockers. Students must be certain that their lockers are locked, and that the combinations are not available to others. If locks are used, copies of the key or combination must be kept in the campus office.

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

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

#### **Electronic Devices**

Use of district-owned equipment and its network systems is not private and will be monitored by the district. [See policy CQ for more information.]

Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

[See policy FNF(LEGAL) for more information.]

## **Vehicles on Campus**

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the 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 students parking vehicles at school must have a parking sticker. A sticker can be obtained with proof of liability and a driver's license. The first sticker will be at no cost. The second sticker will cost the purchase price. For vehicles without stickers, for the first offense, there will be a warning. For the second offense, the vehicle will be towed or immobilized. See also the Student Code of Conduct. **Remember**, bringing a vehicle on campus is a privilege that can be denied for traffic violations on campus or no vehicle sticker. [See also the *Student Code of Conduct*.]

## **Trained Dogs**

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used around lockers and the areas around vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. An item in a classroom, a locker, or a vehicle to which a trained dog alerts may be searched by school officials. If contraband of any kind is found, the possessing student shall be subject to appropriate disciplinary action in accordance with the Student Code of Conduct

## **PARENT NOTIFICATION**

The student's parent or guardian shall be notified if any prohibited articles or materials are found in a student's locker, in a student's vehicle parked on school property, or on the student's person, as a result of a search conducted in accordance with this policy.

## **Drug-Testing**

The District requires drug and alcohol testing of any student in grades 9-12 who chooses to participate in school-sponsored extracurricular activities. Each participating student will be subject to random drug and alcohol testing for the entire school year or until he or she discontinues participation in extracurricular activities. No student shall be allowed to practice or participate in any extracurricular activity until the student has returned the properly signed "Student Acknowledgement Form" and the "Parental Consent for Random Drug-Testing Program for Extracurricular Activities and the Voluntary Drug-Testing Program." After a mandatory base-line test at the beginning of the school year, each student shall make up a random testing pool and be subject for random testing throughout the school year. Testing information and disciplinary sanctions can be found in policy FNF(LOCAL). Also see **Steroids** on page 60.

## **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 their campus principal.

## **STANDARDIZED TESTING**

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

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the counselor early during their junior year to determine the appropriate exam to take; these exams are usually taken at the end of the junior year.

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

## **STAAR (State of Texas Assessments of Academic Readiness)**

### **Grades 3–8**

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

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

Successful performance on the reading and math assessments in grades 5 and 8 is required by law in order for the student to be promoted to the next grade level. For the 2011–2012 school year only, this requirement will be waived. See **Promotion and Retention** on page 53 for additional information.

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

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

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

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

- Algebra I, Geometry, and Algebra II
- English I, English II, and English III
- Biology, Chemistry, and Physics
- World Geography, World History, and United States History

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

Normally, there will be three testing windows during the year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months. For the 2011–2012 school year, however, there will be only the spring and summer administrations of the EOC assessments.

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

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

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

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

Additional information will be provided to students and parents prior to the spring 2012 administrations.

Also see **Course Credit** on page 19, **Grading Guidelines** on page 34, and **Graduation** on page 34 for additional information.

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

TAKS is a state-mandated assessment currently being transitioned to the STAAR program. However, depending on the grade level of the student, TAKS may still be administered to a student.

For a student in grade 10 or 11 during the 2011–2012 school year, the student will be assessed with TAKS in the subject areas of mathematics, English/language arts, social studies, and science. The test at grade 11 is called “exit-level” TAKS, and satisfactory performance on this test is required for graduation.

Also see **Graduation** on page 34 for more information.

### **THEA (Texas Higher Education Assessment)**

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]. The purpose of the THEA is to assess the reading, mathematics, and writing skills that entering freshmen-level students should have if they are to perform effectively in undergraduate certificate or degree programs in Texas public colleges and universities. This test may be required before a student enrolls in a dual-credit course offered through the district as well.

### **STEROIDS**

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

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

Students participating in UIL athletic competition may be subject to random steroid testing. More information on the UIL testing program may be found on the UIL Web site at <http://www.uiltexas.org/health/steroid-information>.

### **STUDENTS IN PROTECTIVE CUSTODY OF THE STATE**

The district strives to assist any student who has been placed in either temporary or permanent conservatorship (custody) of the state of Texas with the enrollment and registration process, as well as other educational services throughout the student’s enrollment in the district.

Please contact Curriculum Director, Mrs. Kellie Adams, who has been designated as the district’s liaison for children in the conservatorship of the state, at 806-592-5902 or 501 Mustang Ave., Denver City, TX 79323 with any questions.

### **SUICIDE AWARENESS**

The District is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access the following Web sites or contact the school counselor for more information related to suicide prevention and to find mental health services available in your area:

<http://www.texasuicideprevention.org/>

<http://www.dshs.state.tx.us/mhservices-search/>

### **SUMMER SCHOOL**

For information concerning summer school or extended day, please contact your campus principal.

### **TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS)**

See **Standardized Testing** on page 58.

## **TARDINESS**

After 20 minutes, a student on a secondary campus will be considered absent. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the Student Code of Conduct.

## **TEXTBOOKS, ELECTRONIC TEXTBOOKS, AND TECHNOLOGICAL EQUIPMENT**

State-approved textbooks are provided to students free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or paid for by the parent; however, the student will be provided textbooks and equipment for use at school during the school day.

## **TRANSFERS**

The campus principal shall be authorized to investigate and approve transfers of students from one classroom to another.

A nonresident student wishing to transfer into the District shall file an application for transfer each school year with the Superintendent or designee. A transfer student shall be notified in writing that he or she must follow all rules and regulations of the District, and that violation of the District's rules and regulations may result in revocation of the transfer agreement.

[See **School Safety Transfers**, on page 5, and **Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education**, on page 6, for other transfer options.]

## **TRANSPORTATION**

### **School-Sponsored Trips**

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent. The District shall not be liable for any injury that occurs 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 and on the district's Web site.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact 806-592-5976.

See the Student Code of Conduct for provisions regarding transportation to the DAEP.

At the Board's direction, the Superintendent or designee shall permit students for whom the District does not receive state transportation funds to use District transportation, within the limits of time and space and in accordance with guidelines established by the administration. All students who use District transportation shall board buses at authorized stops. Authorized bus stops shall be designated annually by the Superintendent or designee. Bus drivers shall load and unload passengers only at authorized stops.

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

- Follow the driver's directions at all times.

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

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

## **VANDALISM**

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

## **VIDEO CAMERAS**

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

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

## **VISITORS TO THE SCHOOL**

### **General Visitors**

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

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

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

### **Visitors Participating in Special Programs for Students**

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

## **WITHDRAWING FROM SCHOOL**

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

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

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

## Glossary

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

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

**ARD** is the admission, review, and dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student and his or her parents are members of the committee.

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

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

**EOC assessments** are end-of-course tests, which are state-mandated, and are part of the STAAR program. Successful performance on EOC assessments will be required for graduation beginning with students in grade 9 during the 2011–2012 school year. These exams will be given in English I, English II, English III, Algebra I, Geometry, Algebra II, Biology, Chemistry, Physics, World Geography, World History, and United States History.

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

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

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

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

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

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

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

**SHAC** stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to assist the district in ensuring that local community values and health issues are reflected in the district's health education instruction.

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

**STAAR** is the State of Texas Assessments of Academic Readiness, the state’s system of standardized academic achievement assessments, effective beginning with certain students for the 2011–2012 school year.

**STAAR Alternate** is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student’s ARD committee.

**STAAR Modified** is an alternative state-mandated assessment based on modified achievement standards that is administered to eligible students receiving special education services, as determined by the student’s ARD committee.

**STAAR Linguistically Accommodated (STAAR L)** is an alternative state-mandated assessment with linguistic accommodations designed for certain recent immigrant English language learners.

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

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

**TAKS** is the Texas Assessment of Knowledge and Skills, the state’s standardized achievement test currently given to students in certain subjects in grades 10 and 11 and required for graduation for students at these grade levels.

**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.

**TxVSN** is the Texas Virtual School Network, which provides online courses for Texas students to supplement the instructional programs of public school districts. Courses are taught by qualified instructors, and courses are equivalent in rigor and scope to a course taught in a traditional classroom setting.

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

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

Occasionally, the Denver City Independent School District wishes to display or publish student artwork or special projects on the district's Web site and in district publications. The district agrees to only use these student projects in this manner.

**Parent: Please circle one of the choices below:**

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

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX II

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

Federal law requires that the district release to military recruiters and institutions of higher education, upon request, the name, address, and phone number of secondary school students enrolled in the district, unless the parent or eligible student directs the district not to release information to these types of requestors without prior written consent. [See **Release of Student Information to Military Recruiters and Institutions of Higher Education** on page 11 for more information.]

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

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

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

## **APPENDIX III:**

### **INFORMATION FOR PARENTS ON THE USE OF CORPORAL PUNISHMENT**

1. Parents have the responsibility to notify the principal if they object to the use of corporal punishment. Objections must be signed by the parent and submitted in writing by a date specified by the District.
2. Corporal punishment will be administered only by the principal or another professional employee.
3. Corporal punishment will be administered as soon as possible after an offense and will not be administered in anger.
4. Corporal punishment will be administered in the presence of a witness.
5. The principal or a designee may choose not to use corporal punishment even if the parent has requested its use.
6. Any use of corporal punishment will be documented on a District form.
7. The principal or designee will inform the parent or guardian when corporal punishment is used.
8. Paddles used for administering corporal punishment will not be generally displayed and will be under the control of the principal or designee.
9. Corporal punishment will be limited to spanking or paddling and will consist of an appropriate number of strikes based upon the size, age, and the physical, mental, and emotional condition of the student.
10. Before corporal punishment is used, the District may give the student a choice between other disciplinary measures and corporal punishment

**OBJECTION TO CORPORAL PUNISHMENT**

I have read the information on the use of corporal punishment in Denver City Independent School District. I request that corporal punishment NOT be administered to my child.

Signature of Parent of Guardian \_\_\_\_\_

Date \_\_\_\_\_

Name of Student \_\_\_\_\_

Campus \_\_\_\_\_

Grade \_\_\_\_\_

## ACKNOWLEDGMENT FORM

*Dear Student and Parent:*

*As required by state law, the board of trustees has officially adopted the Student Code of Conduct in order to promote a safe and orderly learning environment for every student.*

*We urge you to read this publication thoroughly and to discuss it with your family. If you have any questions about the required conduct and consequences for misconduct, we encourage you to ask for an explanation from the student's teacher or campus administrator.*

***The student and parent should each sign in the space provided on the back of this page, and then return the page to the student's school.***

*Thank You,*

*Dag Azam, Superintendent of Schools*

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### NOTICE TO PARENTS: DIRECTORY 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 Denver City 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. Denver City ISD has designated the following information as directory information: name, address, telephone listing, electronic mail address, date and place of birth, photograph, participation in officially recognized activities and sports, weight and height of members of athletic teams, major field of study, dates of attendance, grade level, degrees, honors and awards received in school, and most recent/ previous school attended.

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

For the following school-sponsored purposes: yearbook, newspaper articles, Channel 16 announcements, programs for school-sponsored activities, and athletic or academic records, Denver City ISD has designated the following information as directory information:

1. Name
2. Address
3. Telephone listing

4. Date and place of birth
5. Photograph
6. Participation in officially recognized activities and sports
7. Weight and height of members of athletic teams
8. Dates of attendance
9. Grade level
10. Major fields of study
11. Degrees, honors and awards received in school
12. Most recent previous school attended
13. E-mail address

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

**(Parent: Please circle one of the choices in each statement below.)**

- I, parent of \_\_\_\_\_ (student's name),

**Do Give**

**Do Not Give**

the district permission to release the information in the above list for the specified school-sponsored purposes.

- I, parent of \_\_\_\_\_ (student's name),

**Do Give**

**Do Not Give**

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

**My child and I have received a copy of the Denver City ISD Student Handbook, Athletic Handbook, and the Student Code of Conduct for 2011–2012. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Student Code of Conduct. If I have any questions regarding this handbook or Code of Conduct, I should direct those questions to my campus principal.**

**Print name of student:** \_\_\_\_\_

**Signature of student:** \_\_\_\_\_

**Signature of parent:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## FORMA DE RECONOCIMIENTO

*Estimado Estudiante y Padres:*

*Como requerido por la ley del estado, los miembros de consejo de la escuela, han adoptado oficialmente el Código de Conducta para promover un ambiente seguro y ordenado para cada estudiante.*

*Nosotros le insistimos leer ésta publicación completamente y discutirlo con su familia. Si usted tiene alguna pregunta acerca de los requisitos de conducta y consecuencias por una mala conducta, nosotros le alentamos en pedir una explicación del maestro del estudiante o administrador del campus.*

**El estudiante y los padres deben firmar atrás de ésta hoja en el espacio proporcionado, y después regresar ésta hoja a la escuela del estudiante.**

*Gracias,*

*Dagobert Azam, Superintendente de las Escuelas*

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## AVISO A LOS PADRES : INFORMACIÓN de GUÍA

Cierta información acerca de los estudiantes del distrito es considerado información de guía y será dada a cualquiera que siga los procedimientos para solicitar la información a menos que el padre o el guardian se oponga en dar ésta información acerca del estudiante al guía de información. Si usted no quiere que el Distrito Independiente Escolar de Denver City revele información de guía de registros de la educación de su hijo(a) sin el previo consentimiento escrito, usted debe notificar el Distrito por escrito dentro de diez días del primer día de enseñanza de su hijo(a) por éste año escolar. La Escuela Independiente de Denver City ha designado la siguiente información como información de guía: nombre, dirección, número de teléfono, correo electrónico, fecha y lugar de nacimiento, fotografía, participación en actividades oficialmente reconocidos y deportes, peso y estatura de miembros del equipo de atletismo, campo de estudio, fechas de asistencia, el nivel del grado, títulos, honores y premios recibidos en la escuela, y la más reciente/previa escuela asistida.

Ésto quiere decir que el distrito debe dar cierta información personal (llamada “información de directorio”) sobre su hijo(a) a cualquier persona que lo solicite, sólo que usted le haya informado por escrito al distrito que no lo hagan. Además, usted tiene el derecho de decirle al distrito que puedan o no usar cierta información sobre su hijo(a) para propósitos de patrocinio escolares. El distrito le está proporcionando ésta forma para que usted pueda comunicar sus deseos sobre éstos asuntos. **[Vea la Información de Directorio en el guía de estudiante para más información.]**

Para los siguientes propósitos patrocinios escolares: anuario, artículos de periodismo, anuncios del canal 16, programas para actividades de patrocinio escolares, y historiales de atletismo o académicos, la escuela independiente de Denver City ha designado la siguiente información como información de directorio.

1. Nombre
2. Dirección

3. Número de teléfono
4. Fecha y lugar de nacimiento
5. Fotografía
6. Participación en actividades oficialmente reconocidas y deportes
7. Peso y estatura de miembros del equipo de atletismo
8. Fechas de asistencia
9. El nivel de grado
10. Campo de estudio
11. Títulos, honores y premios recibidos en la escuela
12. La más reciente/previa escuela asistida
13. Correo electrónico

**La información de directorio que ha sido identificado , sólo se usara para limitados propósitos de patrocinio escolar y quedan de otra manera confidenciales y la información no será dada al público sin el consentimiento del padre o del estudiante elegible.**

**(Padre: Porfavor pongan un círculo en una de las opciones de la declaración abajo)**

➤ Yo, padre de \_\_\_\_\_(nombre del estudiante)

**Si Doy**

**No Doy**

permiso al distrito para dar la información indicada en lista más arriba para los propósitos especificados de patrocinio escolar.

➤ Yo, padre de \_\_\_\_\_ (nombre del estudiante)

**Si Doy**

**No Doy**

permiso al distrito para dar la información en ésta lista en respuesta a una petición no relacionada a propósitos de patrocinio escolar.

**Mi hijo(a) y yo hemos recibido una copia de la Guia del Estudiante la Guia de Deportes, y el Código de Conducta del Estudiante para el 2011-2012. Entiendo que la guía contiene información que mi hijo(a) y yo podremos necesitar durante el año escolar y que todos los estudiantes serán responsables por su conducta y serán susceptibles a la consecuencias disciplinarias resumidas en el código.**

**Escriba el Nombre del Estudiante:** \_\_\_\_\_

**La Firma del Estudiante:** \_\_\_\_\_

**La Firma de Padre:** \_\_\_\_\_

**Fecha:** \_\_\_\_\_

## **BAD WEATHER CLOSING**

**The district may close schools because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to close, to open late or to release students early, the following radio and television stations will be notified by school officials:**

**KIKZ Radio-Seminole  
KAMC TV-Lubbock (Channel 28 & 13)  
KZOR, KIXN, KPZA - Hobbs, NM  
KKCL, KFNX, KZBR, KFYO, KKAM, KZII Radio-Lubbock  
KCBD TV-Lubbock - (Channel 11)  
Fox 34, UPN Channel 22,  
Telemundo Channel 46 & 32,  
Fox AccuWeather  
Magic 93.7 FM Radio  
Stars 97.3 FM Radio  
Denver City Police Station                      592-3516  
DCISD TV Station                                      Channel 16**

**You can also call the DCISD Bad Weather Hotline at  
592-5990. Ext. 6601**

**Or**

**Check the Denver City ISD Web site at: [www.dcisd.org](http://www.dcisd.org)**

**You should also receive an automated call from Blackboard Connect. Please make sure your child's contact information is correct.**