Regular

Monday, May 16, 2005 6:00 PM
Granbury ISD Board Room, 600 West Pearl St., Granbury, TX 76048, W Pearl St, Granbury, TX 76048

1. **Call to order**
2. **Convene in closed session under the Texas Open Meetings Act, Texas Government Codes, Chapter 551.074 - personnel matters and 551.072 purchase, exchange, lease or value of real property**
   a. Staff appointments
3. **Reconvene in open session**
4. **Invocation**
5. **Pledges - U.S. Flag & Texas Flag**
6. **Superintendent's Report - Goals 1, 2, 3, 6, 7**
   a. Student Recognition
   1. Elementary/Intermediate Regional Science Fair Winners
   2. GHS Range and Pasture Judging team
   3. GISD District Spelling Bee winner
   b. Employee Recognition
   c. Lamar Awards
7. **Board members special reports**
8. **Consider Consent Agenda Items - Goals 2, 3, 5**
   a. Minutes of the May 2, 2005 regular board meeting
   b. Budget amendments
   c. Library books, class sets & video media bid no. 2005-15
   d. Athletic supplies bid no. 2005-17 - football section
   e. Athletic supplies bid no. 2005-17 - volleyball section
   f. Athletic supplies bid no. 2005-17 - swimming section
   g. Athletic supplies bid no. 2005-17 - tennis section
   h. Office supplies & equipment CSP 2005-19
   i. Instructional supplies & equipment bid no. 2005-20
   j. Depository bid
9. **Consider technology purchases**
10. **Consider Buy Board purchase of (5) 72-passenger buses**
11. **Consider student handbook for 2005-2006**
12. **Consider facilities use fees**
13. **Canvass May 7, 2005 Board of Trustee Election**
14. **Canvass May 7, 2005 GISD Bond Election**
15. **Administer Oath of Office - Place 2 Board of Trustee**
16. **Elect Board officers for 2005-2006**
17. **Public comments/audience participation**
18. **Personnel - Goal 6**
    a. Consider staff appointments
19. **Adjourn**

GRANBURY ISD
BOARD OF TRUSTEES
OFFICIAL REGULAR MEETING
MINUTES
May 2, 2005

The Board of Trustees of the Granbury Independent School District convened in an official **REGULAR** meeting on Monday, May 2, 2005 at 6:00 p.m. in the Board Room of the Administration Building, 600 West Pearl St., Granbury, Texas

Presiding Officer.....Jerry Campbell

Board Members Present

J. Mark Graves
Gene Ellis
Micky Shearon (arrived at 6:50 p.m.)
Bowen Brawner (arrived at 6:15 p.m.)

Board Members Absent

Charlie Cloud
Brian Condit

School Officials Present

William Harris, Superintendent
Jan Van Dorn, Assistant Superintendent
Sharay Boynton, Executive Director of Finance
Troy Green, Executive Director of Human Resources
Ton Potappel, Director of Technology
Judy Duncan, Recording Secretary

Others Present

School Employees
Media
Community Members

Meeting Called to Order

Vice President, Jerry Campbell, called the meeting to order at 6:15 p.m. and noted that a quorum of board members is present, the meeting has been duly called and that notice of this meeting has been posted in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551.

Convened in Closed Session

The Board of Trustees convened in closed session at 6:16 p.m. under the Texas Open Meetings Act, Texas Government Codes, Chapter 551.074 - personnel matters and 551.072 – purchase, exchange, lease or value of real property.

Reconvened

The board reconvened at 7:01 p.m. Larry Dickson, Pastor of Faith Assembly of God Church led the invocation and Nettie Baccus students, Amanda Pritchett and Marissa Pore led the pledges.

Superintendent's Report

Principals Jimmy Dawson and Bobby Mabery along with GMS Science teacher John Dafoe recognized the secondary State Science Fair participants Megan Goetz, Lindsey Mueller, Marianna Pages of Acton Middle School and Justin Colborg and Cody Eberhart of Granbury Middle School. Cody Eberhart placed second overall in the Earth Science field at the State Science Fair.

Principal Roger Morgan recognized three Future Problem Solving teams that placed at the State Future Problem Solving competition. Also recognized was Tyler Wood who placed 1st at the State Future Problem Solving competition and will compete at the International contest in Kentucky in June.

The board was presented with a copy of the March 31, 2005 financial statements and the March 31, 2005 investment report for their review.

Board Members Special Reports

Jerry Campbell thanked employees and campuses for their work for those that were involved in the Relay for Life. Campbell also noted that the Relay for Life shirts were in memory of Jan Robertson, a former GISD employee that lost her battle to cancer.

Campbell congratulated the newly named Teacher's of the Year, who were honored at the Employee Awards Banquet

Consent Agenda

A request was made to pull item "c" – CH (LOCAL) policy change – from the consent agenda.

A motion was made by Mark Graves and seconded by Gene Ellis to approve consent agenda items "a" – minutes of the April 18, 2005 regular board meeting and "b" – budget amendments, as presented. **MOTION CARRIED** Yes 5 – Noe 0

A motion was made by Bowen Brawner and seconded by Micky Shearon to table item "c" of the consent agenda – CH (LOCAL) policy change – purchasing and acquisition.

Food Service Management Contract Proposal

A motion was made by Micky Shearon and seconded by Mark Graves to approve the food service management contract proposal as presented. **MOTION CARRIED** Yes 5 – Noe 0

Absent Student Assistance Program

A motion was made by Micky Shearon and seconded by Gene Ellis to approve the absent student assistance program as presented. **MOTION CARRIED** Yes 5 – Noe 0

Public Comments

None

Personnel

A motion was made by Mark Graves and seconded by Micky Shearon to approve the appointment of Debby Johnson as Kindergarten teacher at Acton Elementary School. **MOTION CARRIED** Yes 5 – Noe 0

A motion was made by Mark Graves and seconded by Gene Ellis to approve the appointment of Marsha Grissom as Athletic Director. **MOTION CARRIED** Yes 5 – Noe 0

A motion was made by Mark Graves and seconded by Gene Ellis to approve the appointment of Jamie Martin as Boys Head Soccer Coach. **MOTION CARRIED** Yes 5 – Noe 0

A motion was made by Mark Graves and seconded by Micky Shearon to approve the appointment of Scott Doran as Head Tennis Coach. **MOTION CARRIED** Yes 5 – Noe 0

Superintendent Harris announced that the new school resource officer should be working with the Granbury schools beginning the week of May 9, 2005. Harris also publicly thanked Sheriff Mayo for his work with the school district to make this agreement possible between the county and the school district and obtaining a school resource officer.

Adjournment

There being no further business, the meeting was adjourned at 8:44 p.m.

Charlie Cloud, President

Micky Shearon, Secretary

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: May 16, 2005
For: Approval

TO: Mr. William Harris, Superintendent

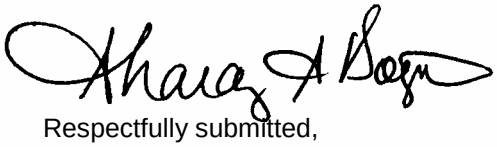
FROM: Sharay Boynton, Finance Director
DATE: May 5, 2005
RE: Budget Amendments

SUMMARY:

Attached are budget amendments that are for Board approval.

RECOMMENDATION:

I recommend the Board approve the amendments.



Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Emmett Whitefield
Date Submitted: May 5, 2005

BUDGET AMENDMENTS RECOGNIZING DONATED & MISCELLANEOUS REVENUES

Fund 199, Mr. Bobby Mabery, Originator
This Amendment recognizes donated funds in the amount of $500 allocated to function 11. These funds are generated from a donation for Cathey Hartmann Teacher of the Humanities Award and will fund Texas Heritage Day.

Fund 199, Mr. Ralph Purget, Originator
This Amendment recognizes funds in the amount of $1,000 allocated to function 11. These funds are generated within the Campus Fund for spring pictures and will be used for additional awards and supplies.

Fund 199, Ms. Nancy Alana, Originator
This Amendment recognizes donated funds in the amount of $4,000 allocated to function 11. These funds are generated from a donation from the campus PTA and will be used to purchase a poster making machine.

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: May 16, 2005
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: May 6, 2005
RE: Library Books, Class Sets, Reference Materials & Video/Media CSP 2005-15

SUMMARY:
The annual contract for Library Books, Class Set, Reference Materials, and Video/Media will expire on May 31, 2005. A bid was let to provide these supplies for the campus librarians for the 2005-06 school year. The award will cover one year with the option to renew for two additional one-year terms. Responses were received March 9, 2005. A summation of the process and outcome as well as a copy of the tabulation of the bid is attached for your review.

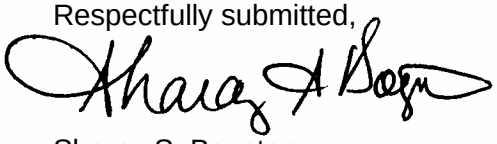
Ms. Bette Babers, GISD Library Coordinator, reviewed the bid responses and the following recommendation is that of Ms. Babers and reviewed by Mrs. Deborah Johnson.

RECOMMENDATION:

It is recommended that the Board award the vendors below for the purchase of Library Books, Class Sets, Reference Materials, and Video/Media for the period of June 1, 2005 through May 31, 2006

Baker & Taylor	Hendrick-Long
Books on the Square	Library Video
Bound to Stay Bound	Mackin Library
Davidson Titles	Perma Bound Books
DLB Educational Corporation	Sagebrush
Follett Library Resources	School Media
Garrett Educational	Southwest Book

Respectfully submitted,



Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Bette Babers
Debbie Johnson
Date Submitted: May 6, 2005

BID FOR BOARD APPROVAL

Board Meeting Date: May 16, 2005 **Bid Number**: 2005-15

1. **Item, material or service (specific or classification):** Library Books, Class Sets, Reference Materials & Video/Media

2. **Brief description:** A bid was let on for library books, class sets, reference materials and video/media to provide supplies for the campus librarians for the 2005-2006 school year.

3. **Period of time bid covers:** June 1, 2005 through May 31, 2006

4. **Person and title responsible for the expenditure:**

   Campus Librarian with principal approval
   Bette Babers – Library Coordinator

5. **Number of bids sent to vendors:** 89

6. **Number of bids received from vendors:** 50 (includes 5 "no bids")

7. **Listing of recommended vendors and total prices:** The following vendors are recommended for award for an approximate expenditure of $125,000 to $175,000.

Baker & Taylor	Hendrick-Long
Books On the Square	Library Video
Bound to Stay Bound	Mackin Library
Davidson Titles	Perma Bound Books
DLB Educational Corporation	Sagebrush
Follett Library Resources	School Media
Garrett Educational	Southwest Book

8. **Explanation of other than low recommendations:** N/A

9. **Last bid date (bid of comparable nature within last 5 years):** 2/21/02

10. **Percentage increase or decrease from last bid:** Most percentage discounts remained the same for vendors that were a repeat award, a few vendors increased their discount by 5% on certain categories.

11. **Budget information:** Expense for library books, class sets, reference materials and video/media will come from budgeted dollars for each campus in object code 6669.

12. **Other comments:** Some of the money from these accounts will be spent to purchase items from sole source or proprietary vendors.

Sharay S. Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: May 16, 2005
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: May 9, 2005
RE: Athletic Supplies Bid No. 2005-17
Football Section

SUMMARY:

A bid was let to provide athletic supplies for the 2005-2006 school year. Vendors were asked to quote firm pricing on line items that would remain the same through March 31, 2006. They were also asked to quote a percentage discount from their catalog/shelf prices for additional needs not identified in the bid. Due to the size of the bid and the number of vendors responding, the entire bid could not be processed for award at this meeting.

A summation of the process and outcome as well as a copy of the tabulation is attached for your review.

The following is the recommendation of Mr. Mark Wright, GHS Head Football Coach, Mr. Kendal Walling GMS Athletic Coordinator, Mr. Kody Smith, AMS Athletic Coordinator and Mr. Randy Leach, Athletic Director.

RECOMMENDATION:

That the Board award the shaded items on the attached tabulation to the vendors indicated. It is also recommended that all of the companies submitting a response to the catalog/list price discount portion of the bid be awarded for additional purchases of football supplies.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Debbie Johnson
Mark Wright
Kendal Walling
Kody Smith
Randy Leach

Date Submitted: May 9, 2005

BID FOR BOARD APPROVAL

Board Meeting Date: May 16, 2005 **Bid Number**: 2005-17 Athletic Supplies **(**Football Section)

1. **Item, material or service (specific or classification):** Football Supplies

2. **Brief description:** A bid was let to provide supplies for the athletic programs at the secondary campuses.

3. **Period of time bid covers:** From award notification through March 31, 2006

4. **Person and title responsible for the expenditure:**

   Granbury High School Head Football Coach – Mark Wright
   Granbury Middle School Athletic Coordinator – Kendal Walling
   Acton Middle School Athletic Coordinator – Kody Smith
   Randy Leach – Athletic Director

5. **Number of bids sent to vendors:** 101 (The bid included all sports.)

6. **Number of bids received from vendors:** 13 (for the football portion)

7. **Listing of recommended vendors and total prices:** The recommendation for award is shaded in the column under the vendor name on the tabulation for a total expenditure of $20,599.58. Additional supplies will be purchased on an as needed basis through the catalog discount bid.

8. **Explanation of other than low recommendations:**

   A1, A2, A3, A4, A5, A6, A7, A8, A9, A16, A17, A18, A 20: Need Champion brand to match existing in the program.

   A10: This item will not be awarded.

   A11: This item will not be awarded.

   A13: Need the Wilson ball. It is the district 5-5A approved football.

   A14, A15: Need the Riddell brand to match existing in the program.

   A19: Need Gear brand to match existing in the program.

   A21: Need the Wilson ball. It is the district 5-5A approved football.

9. **Last bid date (bid of comparable nature within last 5 years):** 3/3/2004

10. **Percentage increase or decrease from last bid:** Due to the number of items and a change in some of the brands, a comparison was not made.

11. **Budget information:** Football supplies and equipment will be purchased from the following budget codes.

181.36.6395.00.001.4(5).91.0.02	$24,000
181.36.6395.00.041.4(5).91.0.02	4,000
181.36.6395.00.042.4(5).91.0.02	4,000
181.36.6649.00.001.4(5).91.0.02	5,000

12. **Other comments:** The Athletic Booster Club and the Athletic Activity Club will make donations to cover the additional expense if the items purchased for the program exceed the allotted budget.

A disclosure was made that the owner of Advanced Embroidery is married to a Granbury High School coach. The coach was not involved in the recommendation of award for this bid.

Sharay S. Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: May 16, 2005
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: May 9, 2005
RE: Athletic Supplies Bid No. 2005-17
Volleyball Section

SUMMARY:

A bid was let to provide athletic supplies for the 2005-2006 school year. Vendors were asked to quote firm pricing on line items that would remain the same through March 31, 2006. Due to the size of the bid and the number of vendors responding, the entire bid could not be processed for award at one meeting.

A summation of the process and outcome for the volleyball section as well as a copy of the tabulation is attached for your review.

The following is the recommendation of Mrs. Tammy Clark, GHS Head Volleyball Coach and Mr. Randy Leach, Athletic Director.

RECOMMENDATION:

That the Board award the shaded items on the attached tabulation to the vendors indicated. Items G-6 and G-16 are tied and will need to be decided by casting of lots prior to award. It is also recommended that all of the companies submitting a response to the catalog/list price discount portion of the bid be awarded for additional purchases of volleyball supplies.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Debbie Johnson
Tammy Clark
Randy Leach

Date Submitted: April 26, 2004

BID FOR BOARD APPROVAL

Board Meeting Date: May 16, 2005 **Bid Number**: 2005-17 Athletic Supplies **(**Volleyball Section)

1. **Item, material or service (specific or classification):** Volleyball Supplies

2. **Brief description:** A bid was let to provide supplies for the athletic programs at the secondary campuses.

3. **Period of time bid covers:** From award notification through March 31, 2006 with the option to renew

4. **Person and title responsible for the expenditure:**

   Tammy Clark – Granbury High School Coach
   Randy Leach/Marsha Grissom – Athletic Director

5. **Number of bids sent to vendors:** 101 (bid included all sports)

6. **Number of bids received from vendors:** 17 (for the volleyball portion)

7. **Listing of recommended vendors and total prices:** The recommendation for award is shaded on the tabulation, in the column under the vendor name, for a total expenditure of $5,913.12.
   (This total includes items G6 and G16, which are tie bids and according to Local Government Code 271.901 must be decided by the casting of lots by the governing body of the district. None of the bidders involved identified their principal of business as being in Granbury.)

   If any additional supplies are needed for the program, they will be purchased on an as needed basis from the catalog discount bid.

8. **Explanation of other than low recommendations:**

   G4: The brands bid by Caps 'N Jackets and Team Sports are not the same quality as the brand used a spec in the opinion of the coach.

   G5: This item will not be awarded.

   G6: Tie bid – Board to cast lots.

   G9: The Adidas brand is preferred by the coach as better quality. Prices on this item bid by Leslie G will not be held firm for the duration of the contract as specified in the bid. Prices will expire 12/31/05.

   G12: The Baden V600 is a good ball, but in district play the game ball is the Tachikara. The coach wants varsity practice balls to be the same as competition balls.

   G16: Tie bid – Board to cast lots.

9. **Last bid date (bid of comparable nature within last 5 years):** 3/3/2004

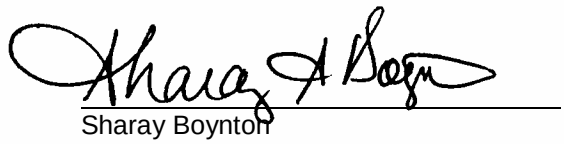
10. **Percentage increase or decrease from last bid:** Due to the number of items and a change in brand on some items a comparison was not made.

11. **Budget information:** Expenditures for these supplies will come from the following.

Budgeted amount:	GHS	181.36.6395.00.001.4(5).91.0.12	$6,000
	AMS	181.36.6395.00.042.4(5).91.0.12	$2,000
	GMS	181.36.6395.00.041.4(5).91.0.12	$2,000

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12. **Other Comments:** The Athletic Booster Club and the Athletic Activity Club will make donations to cover the additional expense if the items purchased for the program exceed the allotted budget.



Sharay Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: May 16, 2005
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: May 9, 2005
RE: Athletic Supplies Bid No. 2005-17
Swimming Section

SUMMARY:

A bid was let to provide athletic supplies for the 2005-2006 school year. Vendors were asked to quote firm pricing on line items that would remain the same through March 31, 2006. Due to the size of the bid and the number of vendors responding, the entire bid could not be processed for award at one meeting.

A summation of the process and outcome for the swimming section as well as a copy of the tabulation is attached for your review.

The following is the recommendation of Mr. Robert Laura, GHS Swim Coach and Mr. Randy Leach, Athletic Director.

RECOMMENDATION:

That the Board award the shaded items on the attached tabulation to the vendors indicated. It is also recommended that all of the companies submitting a response to the catalog/list price discount portion of the bid be awarded for additional purchases of swimming supplies.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Debbie Johnson
Robert Laura
Randy Leach

Date Submitted: May 9, 2005

BID FOR BOARD APPROVAL

Board Meeting Date: May 16, 2005 **Bid Number:** 2005-17 Athletic Supplies **(**Swimming Portion)

1. **Item, material or service (specific or classification):** Swimming Supplies

2. **Brief description:** A bid was let to provide supplies for the athletic programs at the secondary campuses.

3. **Period of time bid covers:** From written award notification through 3/31/06

4. **Person and title responsible for the expenditure:**

   Robert Laura – High School Swim Coach
   Randy Leach – Athletic Director

5. **Number of bids sent to vendors:** 101 (included all sports)

6. **Number of bids received from vendors:** 3 for swimming portion

7. **Listing of recommended vendors and total prices:** Recommendation for award is shaded in the column under the vendor name for a total expenditure of $3,525.50. Additional supplies will be purchased on an as needed basis using the catalog discount bid.

8. **Explanation of other than low recommendations:** N/A .

9. **Last bid date (bid of comparable nature within last 5 years):** 3/3/2004

10. **Percentage increase or decrease from last bid:** A comparison was made on the items where the brand remained the same.

    Item #1 – cost increased by 8.82%
    Item #2 – cost increased by 11.11%
    Item #4 – cost increased by 2.45%
    Item #5 – cost decreased by 1.81%

11. **Budget information:** Expenditures for these supplies will come from budget code 181.36.6395.00.001.4(or 5).91.0.21 with a budget of $3,000.

12. **Other comments:** The Athletic Booster Club and the Athletic Activity Club will make donations to cover the additional expense if the items purchased for the program exceed the allotted budget.

Sharay S. Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: May 16, 2005
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: May 9, 2005
RE: Athletic Supplies Bid No. 2005-17
Tennis Section

SUMMARY:

A bid was let to provide athletic supplies for the 2005-2006 school year. Vendors were asked to quote firm pricing on line items that would remain the same through March 31, 2006. Due to the size of the bid and the number of vendors responding, the entire bid could not be processed for award at one meeting.

A summation of the process and outcome for the tennis section as well as a copy of the tabulation is attached for your review.

The following is the recommendation of Mr. Ronnie Schneider, GHS Tennis Coach and Mr. Randy Leach, Athletic Director.

RECOMMENDATION:

That the Board award the shaded items on the attached tabulation to the vendors indicated. It is also recommended that all of the companies submitting a response to the catalog/list price discount portion of the bid be awarded for additional purchases of tennis supplies.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Debbie Johnson
Ronnie Schneider
Randy Leach

Date Submitted: May 9, 2005

BID FOR BOARD APPROVAL

Board Meeting Date: May 16, 2005 **Bid Number:** 2005-17 Athletic Supplies (Tennis Section)

1. **Item, material or service (specific or classification):** Tennis Supplies

2. **Brief description:** A bid was let to provide supplies for the athletic programs at the secondary campuses.

3. **Period of time bid covers:** From written notification of award through March 31, 2006

4. **Person and title responsible for the expenditure:**

   Ronnie Schneider – GHS Tennis Coach
   Randy Leach – Athletic Director

5. **Number of bids sent to vendors:** 101 (included all sports)

6. **Number of bids received from vendors:** 10 (for the tennis portion)

7. **Listing of recommended vendors and total prices:** The recommendation for award is shaded in the column under the vendor name for a total expenditure of $5,282.00. Additional supplies will be purchased on an as needed basis from the catalog discount bid.

8. **Explanation of other than low recommendations:**

   C5: The Edwards brand was used as spec because that is the net currently in use in the district. Recommendation was made to match existing in the program.

   C7: All vendors that did not specify a quantity of balls were contacted to request clarification so an apples to apples comparison could be made. Based on calculations by the Athletic Department, the Tennis Shop was low bidder.

9. **Last bid date (bid of comparable nature within last 5 years):** 3/3/2004

10. **Percentage increase or decrease from last bid:** Due to the size of the bid and a change in brands on some items, a comparison was not made.

11. **Budget information:** Expense for tennis supplies will come from account code 181.36.6395.00.001.4 (or 5) 91.0.09 with a budget of $4,000.

12. **Other comments:** The Athletic Booster Club and the Athletic Activity Club will make donations to cover the additional expense if the items purchased for the program exceed the allotted budget.

Sharay Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: May 16, 2005
For: Approval

TO: Mr. William Harris, Superintendent	**FROM**: Sharay Boynton **DATE**: May 6, 2005 **RE**: Office Supplies – Annual Contract CSP 2005-19

SUMMARY:

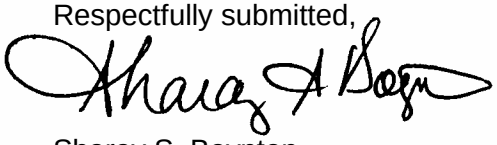
The annual contract for office supplies and equipment will expire on May 31, 2005. Vendors were asked to identify their pricing structure/benchmark and may additional discount that would be offered to Granbury ISD for the purchase of office supplies on an as needed basis. The award will cover one year with the option to renew for two additional one-year terms. Responses were received March 10, 2005. A summation of the process and outcome as well as a copy of the tabulation of the CSP is attached for your review.

The following is the recommendation of Mrs. Deborah Johnson and myself.

RECOMMENDATION:

It is recommended that the Board approve Martin's Office Supply as the office supply vendor for the period of June 1, 2005 through May 31, 2006.

Respectfully submitted,



Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Debbie Johnson

Date Submitted: May 6, 2005

BID FOR BOARD APPROVAL

Board Meeting Date: May 16, 2005 **Bid Number:** 2005-19

1. **Item, material or service (specific or classification):** Office Supplies

2. **Brief description:** Vendors were asked to identify their pricing structure/benchmark and any additional discount that would be offered to Granbury ISD for the purchase of office supplies on an as needed basis.

3. **Period of time bid covers:** June 1, 2005 through May 31, 2006

4. **Person and title responsible for the expenditure:** All district personnel with campus principal or director approval.

5. **Number of bids sent to vendors:** 11

6. **Number of bids received from vendors:** 6

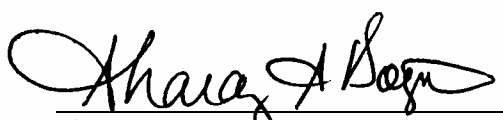
7. **Listing of recommended vendors and total prices:** Martin's Office Supply is recommended for award with an approximate expenditure of $100,000 - $150,000.

8. **Explanation of other than low recommendations:** N/A

9. **Last bid date (bid of comparable nature within last 5 years):** 04/17/02

10. **Percentage increase or decrease from last bid**: Discount pricing is the same based on the two programs offered. The Elite Program, which offers a catalog published with GISD pricing, which includes 5,113 of the most commonly purchased supplies based on national statistics. Discounts are variable and up to 82% off of MSRP. Average discount off MSRP is 32%. The Matrix Program covers all items not included in the Elite 5000 program. Pricing is based on a discount from MSRP of 30%, with exceptions for certain items, primarily technology and related equipment.

11. **Budget information:** Funds for expenditures to be covered under this proposal will come from budgeted dollars for each campus and department under object code 6395.



Sharay S. Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: May 16, 2005
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: May 9, 2005
RE: Instructional Supplies Bid No. 2005-20

SUMMARY:

The current bid will expire May 31, 2005. A bid was let in March for Instructional Supplies and Equipment for the 2005-06 school year with two one-year renewal options. Vendors were asked to quote a percentage discount rate from their catalog or list prices. A summation of the process and outcome as well as a copy of the tabulation is attached for your review.

The following is the recommendation of Ms. Sharon Whitefield, Curriculum Director, and reviewed by Mrs. Debbie Johnson.

RECOMMENDATION:
It is recommended that the Board approve the vendor and catalogs below for the period of June 1, 2005 through May 31, 2006.

Vendor	Catalog	% Discount Supplies/Equipment
ABC School Supply	ABC School Supply Early Learning	15% / 15%
Educational Record	2005 Educational Record Center	0% / 0%
Lakeshore Learning	Lakeshore Learning Materials	5% / 5%
	Lakeshore Elementary	5% / 5%
Martin's Office	Big Book of Learning Materials	20% / 20%
	Stuff for your School	0% / 0%
S & S Worldwide	S & S Education Plus	10% / 10%
	S & S Active Learning	10% / 10%
School Specialty	School Specialty Education Essentials	25% / 10%

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharon Whitefield
Debbie Johnson

Date Submitted: May 9, 2005

BID FOR BOARD APPROVAL

Board Meeting Date: May 16, 2005 **Bid Number:** 2005-20

1. **Item, material or service (specific or classification):** Instructional Supplies & Equipment

2. **Brief description:** A bid was let to establish vendors for the purchase of instructional supplies for the 2005-2006 school year. Vendors were asked to quote a percentage discount rate from their catalog or list prices.

3. **Period of time bid covers:** June 1, 2005 through May 31, 2006

4. **Person and title responsible for the expenditure:** Campus teacher with principal approval

5. **Number of bids sent to vendors:** 28

6. **Number of bids received from vendors:** 20 (includes 3 "no bids")

7. **Listing of recommended vendors and total prices:** The following vendors are recommended for award. Instructional supplies are purchased on an as needed basis. It is estimated the amount to be spent on instructional supplies will be between $200,000 - $300,000 for the 2005-2006 school year.

Vendor	Catalog Title	% discount on supplies/equipment
ABC School Supply	ABC School Supply Early Learning	15% / 15%
Educational Record	2005 Educational Record Center	0% / 0%
Lakeshore Learning	Lakeshore Learning Materials	5% / 5%
	Lakeshore Elementary	5% / 5%
Martin's Office	Big Book of Learning Materials	20% / 20%
	Stuff for Your School	0% / 0%
S & S Worldwide	S & S Education Plus	10% / 10%
	S & S Active Learning	10% / 10%
School Specialty	School Specialty Education Essentials	25% / 10%

8. **Explanation of other than low recommendations:** N/A

9. **Last bid date (bid of comparable nature within last 5 years):** 4/4/02

10. **Percentage increase or decrease from last bid**: Percentage discount quoted remained the same for the following vendors. The other vendors were not awarded under the previous contract.
    ABC School Supply
    Lakeshore Learning
    Martin's Office Supply
    School Specialty

11. **Budget information:** Funds for these expenditures are budgeted for each campus under code 199.11.6395 (or 6399).xx.(campus code).5.xx.x.xx.

Sharay S. Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: May 16, 2005
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton, Finance Director
DATE: May 6, 2005
RE: 2005-2007 Depository Contract

SUMMARY:

On May 3, 2005 Granbury ISD received three bids for depository services for the period of September 1, 2005 to August 31, 2007. They were from First Financial Bank, Heritage National Bank, and TexasBank. An analysis of the bids is attached for your reference.

GISD is currently contracted with Heritage National Bank for depository services and has been since September 1, 2003.

Based upon the financial analysis, any of the banks responding could serve as the depository of GISD. The deciding factors on which bank would better serve the needs of GISD will be the potential interest earnings, services and cost of those services offered by the various banks.

- **First Financial Bank** – The collateral offered by First Financial would be sufficient to meet the needs of GISD. The cost to GISD of the services that GISD would utilize is lower than the other two banks. The potential earnings of deposits is 25 basis points below the 91-day T-bill and is equal to that offered by TexasBank and higher than that offered by Heritage National. First Financial will provide overdraft protection on an aggregate balance. First Financial has their internet Cash Management Program available to GISD free of charge. First Financial offers positive pay services free of charge. First Financial will assist with investment opportunities, plus they have the Cash Management Pool Account whose earnings are equal to the monthly TexPool rate and it is accessible via the Cash Management Program.

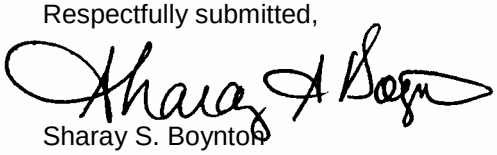
- **Heritage National Bank** – The collateral offered by HNB is sufficient to meet the needs of GISD. The cost of services to GISD is less than TexasBank. The interest earning options offered by HNB is less than those offered by both First Financial and TexasBank. HNB offers overdraft protection based on aggregate balances. HNB has an internet banking program, but is not as sophisticated as those offered by First Financial or TexasBank. HNB has personnel available to assist with investment functions.

- **TexasBank** – The collateral offered by TexasBank is sufficient to meet the needs of GISD. The cost of services to GISD is higher than First Financial and HNB. The interest earning option allows fluctuation of earnings should the market increase. However, the rate offered is equal to the rate offered on the 91 day t-bill minus 25 basis points. This is the same as offered by First Financial. TexasBank offers overdraft protection based on the aggregate balances. TexasBank offers an online banking service opportunity more sophisticated than Heritage's comparable to the one offered by First Financial. TexasBank offers a positive pay service that could assist the District in fraud protection. TexasBank has personnel available to assist with investment options.

RECOMMENDATION:

I recommend the Board contract with First Financial Bank for the period of September 1, 2005 to August 31, 2007 for depository services as presented.

Respectfully submitted,



Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton

Date Submitted: May 6, 2005

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: May 16, 2005
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: May 6, 2005
RE: Technology Purchases – DIR/QISV

SUMMARY:

Board Policy CH(LOCAL) requires board approval on purchases in excess of $25,000. The policy states "The Board delegates to the Superintendent or designee the authority to determine the method of purchasing, in accordance with CH(LEGAL), and to make budgeted purchases. However, any purchase that costs or aggregates to a cost of $25,000 or more shall require Board approval before a transaction may take place".

Technology purchases are all purchased using the DIR and CISV interlocal agreements the District has entered into. DIR and CISV award contracts via an approved purchasing method. GISD is able to purchase directly from their contracts without going through the formal bid process. The following purchases are planned to occur prior to August 31, 2005. Since these purchases exceed the $25,000 amount, they need to be approved by the Board.

Account Code 199.12.6397.00.728.5.99.0.00 - Computer Supplies

- Computer Supplies
- Toner Cartridges
- HP OpenView Mngt. Software
- Asset Tracker Mngt. Software

Budget - Up to **$30.000**

- **Account Code 199.12.6636.00.728.5.99.0.00 - Technology Equipment > 5000**

- HP OpenView Server
- Cisco Internet Router
- Cisco 720 Supervisor Blade for Core Network Switch

Budget - Up to **$45.000**

- **Account Code 199.12.6645.00.728.5.99.0.00 - Technology Equipment < 5000**

- GradeQuick Server
- Replacement UPS Systems
- Replacement Network Switches

- Replacement Wireless Access Points
- Technology Laptop Replacement (2)
- Smart Board and related stand

Budget - Up to **$56,800**

- **Account Code 199.11.6645.00.999.5.99.F.00 - Technology Equipment < 5000**

  - Desktops
  - Laptops

  Budget – up to $317,659 – per technology replacement schedule

- **Account Code 211.11.6645.00.041.5.24.0.00 - Technology Equipment < 5000**

  - Smart Boards and related stands

  Budget – up to $7,200

- **Account Code 199.11.6645.00.042.5.11.0.00 - Technology Equipment < 5000**

  - Smart Boards and related stands

  Budget – up to $5,400

- **Account Code 199.12.6645.00.102.5.99.0.00 - Technology Equipment < 5000**

  - Smart Boards and related stands

  Budget – up to $3,600

- **Account Code 199.11.6645.00.103.5.11.0.00 - Technology Equipment < 5000**

  - Smart Boards and related stands

  Budget – up to $3,600

- **Account Code 211.11.6645.00.103.5.24.0.00 - Technology Equipment < 5000**

  - Smart Board and related stand

  Budget – up to $1,800

- **Account Code 199.11.6645.00.104.5.11.0.00 - Technology Equipment < 5000**

  - Smart Board and related stand

  Budget – up to $1,800

- **Account Code 199.11.6645.99.105.5.11.0.00 - Technology Equipment < 5000**

  - Smart Boards and related stands

  Budget – up to $7,200

- **Account Code 199.11.6645.00.107.5.11.0.00 - Technology Equipment < 5000**

- Smart Board and related stand

Budget – up to $1,800

- **Account Code 411.11.6645.00.108.5.11.0.00 - Technology Equipment < 5000**
    - Smart Boards and related stands

    Budget – up to $3,600

- **Account Code 262.13.6645.00.731.5.11.0.00 - Technology Equipment < 5000**
    - Smart Board and related stand

    Budget – up to $1,800

- **Account Code 211.11.6645.00.104.5.24.0.00 - Technology Equipment < 5000**
    - Smart Board and related stand

    Budget – up to $1,800

- **Account Code 199.11.6645.99.042.5.25.0.00 - Technology Equipment < 5000**
    - Smart Board and related stand

    Budget – up to $1,800

- **Account Code 199.11.6645.29.042.5.23.0.00 - Technology Equipment < 5000**
    - Magic Touch Screens

    Budget – up to $ 450

- **Account Code 199.11.6645.29.104.5.23.0.00 - Technology Equipment < 5000**
    - Magic Touch Screens

    Budget – up to $ 450

- **Account Code 199.11.6645.29.105.5.23.0.00 - Technology Equipment < 5000**
    - Magic Touch Screen

    Budget – up to $ 225

- **Account Code 199.11.6645.29.108.5.23.0.00 - Technology Equipment < 5000**
    - Magic Touch Screen

    Budget – up to $ 225

- **Account Code 199.21.6645.29.943.5.23.0.00 - Technology Equipment < 5000**

    - Scanner

    Budget – up to $ 250

- **Account Code 199.21.6649.00.943.5.23.0.00 - Technology Equipment < 5000**

    - Smart Board

    Budget – up to $ 1,750

- **Account Code 199.21.6649.29.943.5.23.0.00 - Technology Equipment < 5000**

    - LCD Projector

    Budget – up to $ 2,000

- **Account Code 224.11.6397.00.041.5.23.0.00 Technology Supplies**

    - Keyboard

    Budget – up to $ 205

- **Account Code 224.11.6645.00.001.5.23.0.00 Technology Equipment < 5000**

    - Computers
    - Digital Camera
    - Scanner

    Budget – up to $ 5,700

- **Account Code 224.11.6645.00.042.5.23.0.00 Technology Equipment < 5000**

    - Laser Printer

    Budget – up to $ 700

- **Account Code 224.11.6645.00.102.5.23.0.00 Technology Equipment < 5000**

    - Digital Camera

    Budget – up to $ 225

- **Account Code 224.11.6645.00.104.5.23.0.00 Technology Equipment < 5000**

    - Digital Camera

    Budget – up to $ 225

- **Account Code 224.11.6645.00.105.5.23.0.00 Technology Equipment < 5000**

    - Digital Camera

    Budget – up to $ 225

- **Account Code 224.11.6645.00.107.5.23.0.00 Technology Equipment < 5000**

    - Digital Camera
    - Computers

    Budget – up to $7,610

- **Account Code 224.11.6649.00.001.5.23.0.00 Equipment < 5000**

    - Digital Camcorder

    Budget – up to $ 350

- **Account Code 224.11.6649.00.042.5.23.0.00 Equipment < 5000**

    - Digital Camcorder

    Budget – up to $ 350

- **Account Code 224.11.6649.00.108.5.23.0.00 Equipment < 5000**

    - Digital Camcorder

    Budget – up to $ 350

- **Account Code 224.31.6645.00.943.5.23.0.85 Technology Equipment < 5000**

    - Computers

    Budget – up to $4,900

The following recommendation is that of Mr. Ton Potappel, Director of Technology and Ms. Cheryl Meger, Special Ed Director.

RECOMMENDATION:

It is recommended that the above purchases be made from DIR and CISV vendors in the best interest of the District.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Debbie Johnson
Ton Potappel

Date Submitted: May 6, 2005

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: May 16, 2005
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: May 9, 2005
RE: Buy Board Purchase – (5) 72-Passenger Buses

SUMMARY:

Replacement of five 72-passenger buses was budgeted for the 2004-2005 school year. The buses are available from a Buy Board vendor. The Buy Board awards contracts to vendors via the purchasing process. GISD's interlocal agreement with the Buy Board allows purchases to be made from these awarded vendors without GISD having to go through the formal bid process. The cost per bus would be $66,378 from Longhorn Bus Sales according to the Buy Board contract. The same bus was bid around March 2004 and the price received through that bid process was $66,321. Administration does not believe that a better price would be realized by initiating a formal bid process. It would be in the best interest of GISD to purchase from the Buy Board vendor.

Board Policy CH(LOCAL) requires board approval on purchases in excess of $25,000. The policy states "The Board delegates to the Superintendent or designee the authority to determine the method of purchasing, in accordance with CH(LEGAL), and to make budgeted purchases. However, any purchase that costs or aggregates to a cost of $25,000 or more shall require Board approval before a transaction may take place".

The following recommendation is that of Mr. Terry Slemmons, Transportation Director , Mrs. Debbie Johnson, Purchasing Supervisor, and Mrs. Sharay Boynton, Executive Director of Finance.

RECOMMENDATION:

It is recommended that the above purchase be made from Longhorn Bus Sales through the Buy Board contract.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Debbie Johnson
Terry Slemmons

Date Submitted: May 9, 2005

OFFICE OF CURRICULUM & INSTRUCTION

For:	**Board of Trustees**
Date:	**5-16-05**
Action:	**Approval**

To:	**Mr. William Harris, Superintendent**	**From:**	**Jan Van Dorn**
		Date:	**May 10, 2005**
		RE:	**Student Handbook**

SUMMARY:

On an annual basis, the Student Handbook must be updated to reflect changes in law and board policy. Principals, Assistant Principals, and teachers have had input into information provided for the Student Handbook.

RECOMMENDATION:

The administration recommends the approval of the 2005-2006 Student Handbook.

Respectfully submitted,

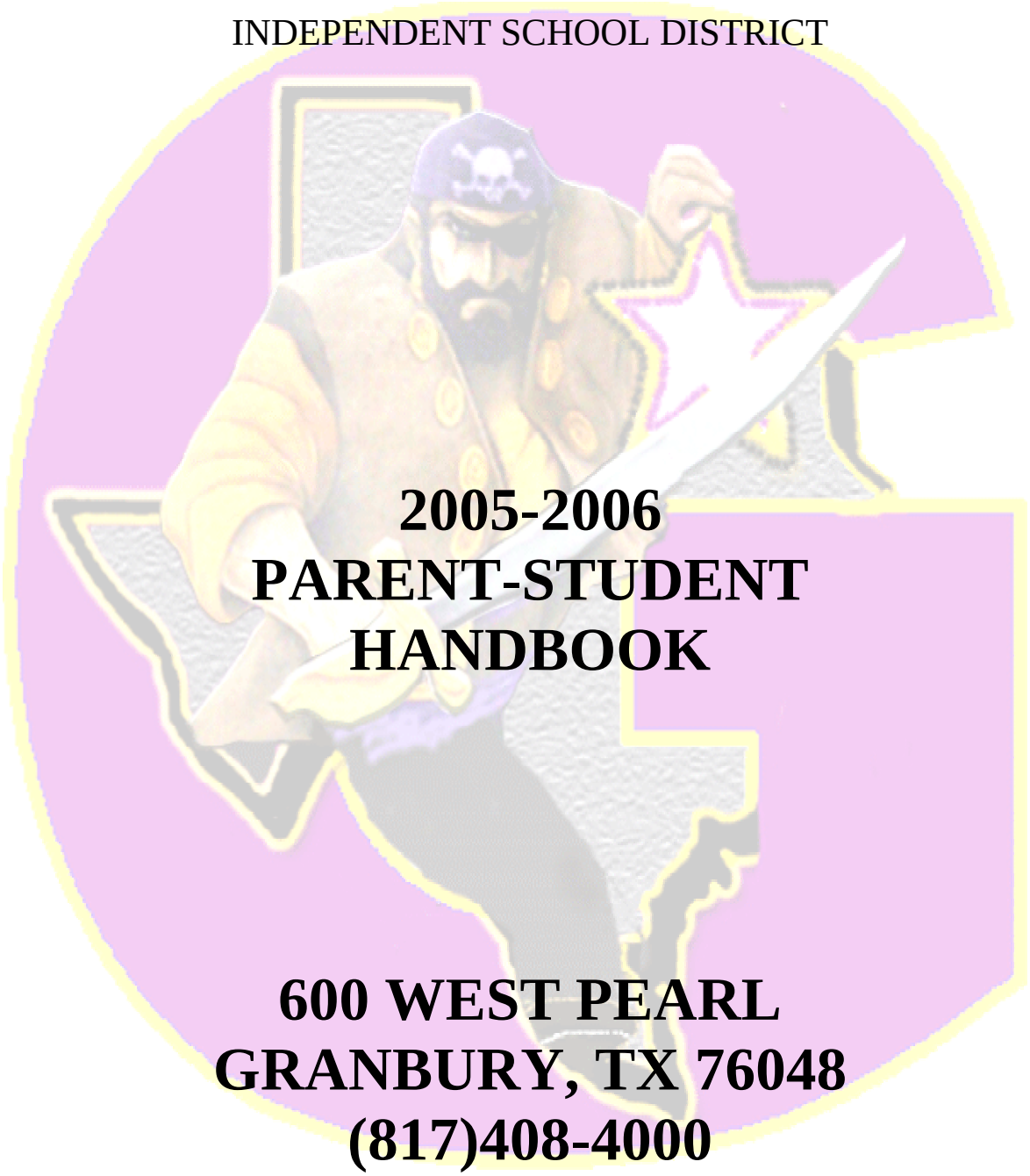


Jan Van Dorn
Assistant Superintendent

Staff Persons Responsible: All Principals
Jan Van Dorn

GRANBURY

INDEPENDENT SCHOOL DISTRICT



2005-2006 PARENT-STUDENT HANDBOOK

600 WEST PEARL
GRANBURY, TX 76048
(817)408-4000

www.granbury.k12.tx.us

(La version en espanol puede obstenerse en laoficina escolar)

GRANBURY INDEPENDENT SCHOOL DISTRICT
GRANBURY, TEXAS 76048

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Jerry Campbell ..... Vice-President
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William Harris ..... Superintendent (817-408-4007)
Jan Van Dorn ..... Assistant Superintendent (817-408-4009)
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Sharay Boynton ..... Executive Director of Finance (817-408-4015)
Sharon Whitefield ..... Director of Curriculum and Instruction (817-408-4035)
Ton Potappel ..... Director of Technology (817-408-4100)
Cheryl Meger ..... Director of Special Education (817-408-4050)
Marsha Grissom ..... Director of Athletic/Community Education 817-408-4080)
Randy Leach ..... Director of Facilities (817-408-4075)
Larry Gehrke ..... Director of Maintenance (817-408-4170)
Terry Slemmons ..... Director of Transportation (817-408-4150)
Laine Meek ..... Aramark Food Service/Custodial Director (817-408-4085)
Vicki Thomas ..... Testing Coordinator (817-408-4035)
Heather Dollins ..... Secondary Coordinator (817-408-4035)
Stacie Brown ..... Elementary Coordinator (817-408-4035)
Debbie Richey ..... At Risk Coordinator (817-408-4035)
Carolyn Thomas ..... Extended Day Coordinator (817-408-4035)
Brenda Mabery ..... Special Education/Special Programs Coordinator (817-408-4035)
Amy Wood ..... Instructional Technology Coordinator (817-408-4035)
Vacant ..... Principal, Granbury High School (817-408-4600)
Bobby Mabery ..... Principal, Acton Middle School (817-408-4800)
Jimmy Dawson ..... Principal, Granbury Middle School (817-408-4850)
Carolyn Horton ..... Principal, Brawner Intermediate School (817-408-4950)
Roger Morgan ..... Principal, Crossland Intermediate School (817-408-4700)
Vacant ..... Principal, Oak Woods Intermediate School (817-408-4750)
Rebecca Johnson ..... Principal, Mambrino School (817-408-4900)
Ralph Purget ..... Principal, Acton Elementary School (817-408-4200)
Nancy Alana ..... Principal, Baccus Elementary School (817-408-4300)
Kellie Brandon ..... Principal, Roberson Elementary School (817-408-4500)
John Shreve ..... Principal, STARS Academy (817-408-4450)
Biff Peterson ..... Principal, Behavior Transition Center (817-408-4400)

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NOTES

This student handbook contains information needed by both students and parents during the school year. It is organized alphabetically by topic. Students are addressed as "the student," "students," "the child," or "children." The term "the student's parent" refers to the parent, legal guardian, or other person who has agreed to assume the school-related responsibility for the student and filed the appropriate documents thereto.

READ THIS CAREFULLY, IT CONTAINS INFORMATION THAT LEGALLY EFFECTS YOU AND YOUR CHILD.

RESPONSIBILITIES OF THE SCHOOL COMMUNITY

Rights and Responsibilities of Administrators: References in this handbook to "administrator" or "principal" may include the superintendent, assistant superintendent, principal, assistant principal, or the principal's designee as named on each campus. During the absence of the campus principal, the principal's designee will assume all responsibilities, rights, and duties of the principal. Administrators have the responsibility to:

1. Implement and assess the discipline management program in that school. (SBOE Rule)
2. Respond to discipline problems referred to them by teachers.
3. Assume responsibility and leadership to implement and assess the Discipline Management Plan. Refer appropriate students to school-community guidance programs. (SBOE Rule)
4. Require the development of a student code of conduct that clearly describes the district expectations with respect to student conduct.
5. Promote effective training and discipline of all students.
6. Provide appropriate assistance to students in learning self-discipline.
7. Encourage parent communication with the school, including participation in required parent-teacher conferences.
8. Serve as appropriate role models for the students on their campuses in accordance with the standards of the profession.

Rights and Responsibilities of Teachers: Teachers have the responsibility to:

1. Use discipline management techniques developed in the District's Discipline Management Plan.
2. Ensure good student discipline by being in regular attendance and on time.
3. Perform their teaching duties with appropriate preparation, assignments, and resource materials.
4. Comply with State, District and School policies, directives, rules and regulations.
5. Maintain an orderly classroom atmosphere conducive to learning.
6. Teach to the standards of performance required by the District.
7. Establish rapport and an effective working relationship with parents, students, and other staff members.
8. Teach students to strive toward self-discipline.
9. Encourage good student work habits that will lead to the accomplishment of personal goals.
10. Serve as appropriate role models for their students, in accordance with the standards of the teaching profession.
11. Be available to students and parents before and after the instructional hours, as appropriate.

Parental Involvement and Responsibilities: Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Throughout this plan, the term "parents" includes single parent, legal guardian, or person having lawful control of the student. The school asks parents to:

1. Sign and return to the school the written statement that the parent understands and consents to the responsibilities outlined in the student handbook. Parents with questions are encouraged to contact the principal.
2. Maintain up-to-date work, home, and emergency telephone numbers and other pertinent information in the child's school records.
3. Encourage their children to put a high priority on education and to commit themselves to making the most of the educational opportunities the school provides.
4. Stay informed on school activities and issues. The District newsletter, Open House opportunities, and parent/booster club meetings provide good opportunities for learning more about the school.
5. Become a school volunteer. For further information, contact the campus principal.
6. Participate in campus parent organizations. The activities are varied, ranging from band boosters to the campus committee formulating campus performance objectives fostering improved educational opportunities for all students. The District will provide all parents a copy of the "school report card" containing a comparison of the school's performance in relation to the District, the state, and a comparable group of schools. For further information, contact the school principal.

7. Monitor their children's progress and contact teachers as needed. Conferences may be arranged as shown in "Conferences."
8. Provide for the physical needs of the child.
9. Teach the child to be attentive and to obey the rules.
10. Ensure regular and prompt school attendance by their child and report and explain absences and tardies to school personnel.
11. Encourage and lead the child to develop proper study habits at home.
12. Participate in meaningful parent-teacher conferences to discuss their child's school progress and welfare. One or more conferences is required between teacher and parents of a student if the student is not maintaining passing grades or achieving the expected level of performance or presents some other problem to the teacher. (SBOE Rule)
13. Keep informed of school policies and academic requirements of school programs.
14. Discuss report cards and school assignments with their child.
15. Bring to the attention of school authorities any learning problem or condition that may relate to their child's education.
16. Cooperate with school administrators, teachers and other school staff.
17. Ensure attendance at school tutorials when required of their child, or as the need arises.
18. Become familiar with student code of conduct and submit a signed statement that indicates the parents understand and consent to the responsibilities outlined in that code.
19. Ensure that student is dressed according to the established school dress code.
20. Model appropriate behavior.
21. Control their child: Under Family Code 41.001, a student's parent is legally liable for property damage caused by a) the negligent conduct of the student, if such conduct is reasonably attributable to the negligent failure of the parent to exercise that duty, or b) the willful or malicious conduct of a student who is at least 10 but under 18 years of age.

Remember - a child spends the majority of his/her waking hours at school. The school and home must work together to make this a positive experience for everyone concerned. Talk positively about school and encourage your child to come to school every day, prepared for class.

ADMISSION

The Granbury ISD does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education or providing access to benefits of educational services, activities, and programs, including vocational programs in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act. The District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

Parents or legal guardians of students under 18 years of age will be required to provide information establishing the student as a legal resident of the District for the purpose of enrollment.

~~Students who leave the STARS Academy and who desire to re-enter Granbury High School may enroll only during the last week or during the first three weeks of the trimester. This is necessary due to the transition from a self-paced modular curriculum to a structured trimester schedule~~.

Jan Van Dorn has been designated to coordinate compliance with these legal requirements and should be contacted at 600 W. Pearl, Granbury, Texas 76048 or 817-408-4009 for information.

ASSEMBLIES

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

ATTENDANCE

Compulsory Attendance: A person who is at least five years of age and under 21 years of age on the first day of September of any school year is entitled to the benefits of the available school fund for that year. **Students who are less than six years old who elect to enroll in school are required to attend school and are subject to the compulsory attendance laws**. Students who are within the compulsory attendance age range but who have already

graduated from high school or received a high school equivalency certificate are exempt. Students must complete the school year in which they become 18. School employees must investigate and report violations of the state compulsory attendance law. These attendance requirements also apply to any District-required tutorial sessions.

Attendance Requirement for Credit: To receive credit or be promoted in a class, a student must attend at least 90 percent of the days the class is offered**.** The actual number of days a student must attend in order to receive credit will vary, depending on whether the class is for a semester or a full year. A student who attends fewer than 90 percent of the number of days the class is offered cannot be given credit for the class or be promoted to the next grade unless the student petitions the attendance committee for relief because the absences are the result of extenuating circumstances and that committee grants that relief**. If a petition for credit is denied, the student or parent may appeal the decision to the Board by completing a written request to the Superintendent**.

Parents should notify the school when their child or children are absent for any reason. When a medical appointment or some other pre-scheduled event is planned, parents should notify the school before such absence so that arrangements can be made for class work. A student who must leave school during the day must bring a note from his or her parents that morning or the parents must notify the principal's office by telephone.

Excused Absences/Extenuating Circumstances: The district accepts student absences, with the knowledge and consent of the parents, for one of the following reasons as excused and/or extenuating circumstances and for the purpose of granting credit for a class:

1. An excused absence based on personal sickness, sickness or death in the family, quarantine, weather or road conditions making travel dangerous, any reason which the principal judges an emergency beyond the control of the student or parent and any other unusual cause acceptable to the superintendent, teacher or principal
2. Days of suspension
3. Participation in court proceedings or child abuse/neglect investigation
4. A migrant student's late enrollment or early withdrawal
5. Days missed as a runaway
6. Completion of a competency-based program for at-risk students
7. Late enrollment or early withdrawal of a student under Texas Youth Commission
8. Teen parent absences to care for his or her child
9. Participation in a substance abuse rehabilitation program
10. Homelessness, as defined in federal law

Partial Day Absences for Medical Appointments:

Students who miss a portion of a school day to visit a health care professional should provide documentation of the visit from the office of that health care professional to the school attendance office. When documentation is provided the student will be excused for the absence. However, for grades 7-12 the absence will be listed on the report card for each period missed and will be included in the calculation of *Attendance For Credit* in policy FEC(LOCAL). For grades Pre-Kindergarten – 6, if the student was not present at 10:00 a.m. the absence will be listed on the report card. This type of absence will not be considered when determining perfect attendance.

A student may be excused for temporary absence:

- Resulting from any cause acceptable to the teacher, principal, or superintendent
- A student will not be counted absent for funding for the purpose of observing religious holy days, including traveling for that purpose, if before the absence the parent submits a written request for the excused absence
- For treatment by health care professionals if the student begins classes or returns to school on the same day of the appointment or treatment and brings documentation of the appointment or treatment.

Make-Up Work for Absentees: A student whose absence is excused shall be permitted a reasonable time within which to make up work missed. **A reasonable time is generally defined as the number of days absent, plus one.** Make-up assignments will be graded and averaged with other grades according to the values in Section I of GRADING PROCEDURES. 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. Parents may contact the campus office for assignments. In order for assignments to be ready on the day requested, the request must be made before 10:00 a.m. For work not requested prior to the student's return to school, immediately upon the student's return to school the student should ask his/her teachers for detailed assignments covering the work missed and arrange to complete such make-up work promptly. The responsibility for requesting and completing make-up work rests entirely upon the student.

When returning to school after an absence, a student must bring a note signed by the parent, **within three days**, that describes the reason for the absence. Students have only three school days starting on the date of return to provide a note from the parent or physician in order to receive an excused absence. Notes signed by the student, even

with the parent's permission, will be considered a forgery and the student will be disciplined. Administration may require a doctor's signature for 3 consecutive days or a pattern of absences.

If the attendance committee finds there are no extenuating circumstances for the absence or if the student does not meet the conditions set by the committee to earn or regain credit, the student will not receive credit for the class. If a petition for credit is denied, the student or parent may appeal the decision to the Board of Trustees by completing a written request to the Superintendent and following the appeal procedure as set forth for student complaints in Board Policy FNG(LOCAL).

The District may provide the following alternative ways for students to make up work or regain credit lost because of absences:

1. Complete additional assignments, as specified by the committee
2. Satisfy time-on-task requirements before and/or after school
3. Attend tutorial sessions as scheduled
4. Attend Saturday or evening classes
5. Maintain the attendance standards for the rest of the semester
6. Successfully complete summer school program for K-8 if offered

A student absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. ~~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~~.

Absences and Extra-Curricular Activities: A student must be in attendance at least one-half day to participate in school-related activities on that day or evening. Should the activity be scheduled on Saturday or a school holiday, the student must be in attendance at least one-half day the last day of instruction prior to the activity.

Unexcused Absences and Failure to Attend: A student absent from school or from any class, without permission, including required tutorials, will be considered truant and subject to disciplinary action. A zero may be recorded for all work missed because of an unexcused absence.

School employees investigate and report violations of the state compulsory attendance law. Truancy is now a Class C misdemeanor, with the courts having greater flexibility in prosecuting truancy cases and in sentencing persons convicted of truancy. The school *will* file a complaint against parents when children are in violation of the compulsory attendance law. **A student who has accrued more than three days of unexcused absence in 4 weeks or more than ten days or parts of days of unexcused absence in a 6-month period shall have a complaint of truancy filed with local authorities.** A parent or guardian's failure to attend a hearing under the truancy statutes is a Class C misdemeanor.

Tardies: Students who are tardy to class shall be disciplined according to campus procedure. Repeated instances of tardiness shall result in more severe disciplinary action. Excessive tardies and missed D-Halls may result in assignment to ISS. Three unexcused tardies equals one unexcused absence. Habitual tardies may be filed with the judicial system.

BEHAVIOR TRANSITION CENTER

PURPOSE: The purpose of the Granbury Behavior Transition Center is to provide an alternative education setting for students in accordance with Texas Education Code Chapter 37.008. The BTC will provide an opportunity for students to perform at grade level in courses specified in the code. In addition, students will have the opportunity to learn behavioral and interpersonal skills and to develop the self-esteem necessary for them to function more effectively both as students and as members of the community.

BUS TRANSPORTATION

Providing transportation to and from school is a service offered by Granbury ISD to all students who will abide by the rules and regulations designed to produce a safe and efficient transportation system. **Riding a school bus is a privilege which will be withdrawn for inappropriate behavior as outlined in these school bus passenger guidelines and conduct rules.** Transportation services on privately owned streets and roadways will be at the discretion of the Granbury ISD.

School Bus Passenger Guidelines:

1. Parents must sign and return Code of Student Conduct within two weeks of registration. Failure to do so will result in the suspension of the bus riding privileges until such time as the signed code is returned.
2. Students will ride their assigned bus unless otherwise approved **in writing by the Principal.**
3. Students are expected to be at their assigned bus stop before the bus is scheduled to arrive. Walking distance to bus stop may be up to 1/4th mile for PK-6 and ½ mile for grades 7-12. The bus must maintain a schedule and **will not wait for late arrivals.**
4. Each child will only be allowed one pick-up and one drop off. These two stops do not have to be the same but the pick-up will have to be the same each day and the drop-off the same each day.

Bus Conduct Rules:

1. Students will remain seated at all times when bus is moving.
2. Absolutely no shoving, tripping, scuffling or fighting will be tolerated.
3. Upon leaving the bus, the passenger will wait for the driver's signal before crossing in front of the bus.
4. Talking to a seat neighbor in a normal voice is acceptable. Loud talking or yelling creates a distraction for the driver and will not be allowed.
5. Students are to keep all parts of their bodies inside the bus at all times.
6. Possession or use of tobacco, alcohol, or drugs in any form is prohibited.
7. Eating and drinking on the bus is prohibited.
8. Musical instruments, playground equipment, and other items too large to be held in the student's lap may be allowed on the bus provided there is sufficient room to place them on the seat. If a bus is crowded, such items will not be allowed. No item may be placed in the aisle at any time.
9. The driver is charged with the safety and control of all students on the bus and is authorized to assign seats. Students are expected to be cooperative and responsive to driver's requests. Being argumentative and rude will be grounds for disciplinary action.
10. The bus is an extension of the school and students are expected to exhibit the same type of behavior that would be acceptable in a classroom.
11. The rules of safety and good conduct are common sense rules. No attempt will be made to list all of the undesirable behaviors or all of the appropriate behaviors. Therefore, any activity not listed that is disruptive, dangerous, in bad taste, or creates unnecessary distraction to the driver will be reported and will be subject to disciplinary action.

Disciplinary Procedures Relating to School Bus Conduct:

The principal has the authority to use his/her discretion to supersede the disciplinary punishment listed for bus violations. The principal may consider the age of the student as well as other factors, including whether the violation is a nuisance or a safety factor. **The principal or designee may suspend a student immediately and for a length of time he/she deems appropriate, regardless of the number of times of offense if a student is fighting on the bus, using foul or abusive language, showing disrespect to the driver, or any other flagrant violation.**

Disciplinary sanctions and changes in transportation for a student with a disability will be made in accordance with the student's Individual Education Plan (IEP) or other individually designed program, as agreed upon in the Admission-Review-Dismissal (ARD) Committee meeting.

1. Misconduct or Violation of Safety Procedures:

First Offense: A written "Bus Conduct Report" will be filed with the appropriate school principal or designee, who will notify the parents that a second offense will normally result in suspension. The principal or designee will meet with the student to discuss the problem behavior and to review all bus conducts rules. It is the parent's responsibility to discipline the student.

Second Offense: A written "Bus Conduct Report" will be filed with the appropriate school principal or designee, who will notify the parents of a suspension from riding the bus for up to five (5) days.

Third Offense: A written "Bus Conduct Report" will be filed with the appropriate school principal or designee who will notify the parents of suspension from riding the bus for ten (10) to thirty (30) days.

Fourth Offense: A written "Bus Conduct Report" will be filed with the appropriate school principal or designee who will notify the parents that the student is suspended from riding the bus for the remainder of the semester or the remainder of the school year.

2. Damage to Seats or Other Equipment:

First Offense: Student(s) or student's parents or guardians will be held responsible for all costs related to repair or replacement of the damaged equipment.

Second Offense: Student(s) or student's parents or guardians will be held responsible for all costs related to repair or replacement of the damaged equipment and may be suspended from riding the bus for the remainder of the school year.

One copy of the "Bus Conduct Report" will be sent to the parent. One copy will go to the Transportation Director, and a copy will be kept in the principal's office.

People who observe misconduct on school buses or school buses in violation of the law are encouraged to report such conduct to the Director of Transportation.

CHEATING/PLAGIARISM/ACADEMIC DISHONESTY

Plagiarism is the use of another person's original ideas or writing as one's own without giving credit to the true author. Original work includes, but is not limited to, other students' works, published material, or material displayed on electronic media. Plagiarism will be considered cheating and the student will be subject to academic disciplinary action that may include loss of credit for the work in question. Teachers who have reason to believe a student has engaged in cheating or other academic dishonesty will determine the academic penalty to be assessed. Students found to have engaged in academic dishonesty will be subject to disciplinary penalties as well as academic penalties.

COMPLAINTS BY STUDENTS/PARENTS

Complaints by students or parents about instructional materials, loss of credit on the basis of attendance, removal to alternative education programs, expulsion, or prior review of non-school materials intended for distribution to students are handled through procedures specific to policies in those particular areas. All complaints should be voiced first at the level at which the problem has arisen and it is the District's intent that all complaints be resolved at the campus level, if possible. When resolution at this level is not possible, student/parents will follow appropriate procedures. To review relevant policies or obtain further information, see the principal.

A student and/or parent should contact Jan Van Dorn at the Administration Office at 600 W. Pearl or call 817-408-4009 with a complaint regarding:

- possible discrimination in any school program on the basis of sex;
- the placement of a student with disabilities who is not eligible for special education or about the District's programs and services available to the student.

On all other matters, a student or parent who has a complaint should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested within seven calendar days of the event or events causing the complaint. If the outcome of the conference with the principal is not satisfactory, a conference with the Superintendent or designee can be requested within seven calendar days following the conference with the principal. If the outcome of this conference is not satisfactory, the student or parent may appear before the Board of Trustees, in accordance with Board policy.

COMPUTER ACCESS - ACCEPTABLE USE AND CODE OF CONDUCT

Only students who have been authorized by the District and who are under direct supervision of designated District employees are permitted to use a District computer or to access any local network or outside telecommunications services such as the Internet. Prior to such authorization, the student and his/her parents must sign and return the District Acceptable Use Policy acknowledging their responsibilities and the consequences. Students and parents are warned that unauthorized or inappropriate use of District computers may result in loss of privileges, as well as criminal charges.

CONFERENCES

Students and parents may expect teachers to request a conference:

1. If the student is not maintaining passing grades or achieving the expected level of performance;
2. If the student presents any other problem to the teacher, or
3. In any other case the teacher considers necessary.

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

COUNSELING

Students are encouraged to talk with a counselor, teachers, and principal in order to learn about the curriculum, course offerings, graduation requirements, and the differences between graduation programs. All students in grades 7-12 and their parents will be notified annually about the recommended courses for students preparing to attend college. Students who are interested in attending a college, university, or training school or pursuing some other advanced education should work closely with the counselor so that they take the high school courses to best prepare them for further work. The counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, or chemical dependency needs. A state licensed or certified school counselor, physician, psychologist, or social worker may consult with a child without the consent of the child's parents, managing conservator, or guardian when the professional has reasonable grounds to believe that a child has been sexually or physically abused, is contemplating suicide, or is involved in chemical addiction, dependency, or abuse. The exception to this would be if consent is refused by an order of the court. **Because of the educational focus of the school district, clinical counseling by the school counselors is limited.**

CREDIT BY EXAMINATION

Granbury Independent School District will provide Credit by Exam in grades one (1) through twelve (12) for the purpose of grade acceleration. Students in grades Kindergarten through six(6) may be accelerated one grade level upon successful completion of the exam and school recommendation. With no prior instruction, students in grades seven (7) through twelve (12) may earn credit for an academic subject with a grade of at least 90 on the approved exam. With prior instruction, students in grades seven (7) through twelve (12) may earn credit with a grade of at least 70 or above on the approved exam.

Testing for grade acceleration is contracted through the Region XI Education Service Center in Fort Worth. Applications are available at each campus and the central administration testing office and must be filed at the students' own campus with the counselor.

Fall Semester Test Dates:

Testing Dates	**Registration Deadlines**
July 6, 2005	May 17, 2005
July 7, 2005	May 17, 2005
October 20, 2005	September 2, 2005

Spring Semester Test Dates:

Testing Dates	**Registration Deadlines**
February 28, 2006	January 25, 2006
June 29, 2006	May 25, 2006
June 30, 2006	May 25, 2006

DETENTION

Students may be assigned detention hall (D-Hall). Teachers may assign only one day of detention for any single offense. If the offense requires more than one day of detention, the teacher must refer that student to the principal. Students may be assigned before or after school hours or on Saturday. Before assigning a student to after-school detention, the teacher shall inform the parents of the reason for the detention and permit parents to make arrangements for the necessary transportation of the student. All students assigned for ~~disciplinary purposes~~ detention shall be under the direct supervision of staff.

Excessive detention assignments or refusal to serve the assigned noon or after-school detentions may result in additional days in D-Hall, placement in Saturday detentions or placement in In-School Suspension (ISS). There are no set numbers of detention assignments that result in reassignment to ISS. The principal has the authority to assign students to ISS or to suspend students for not serving their assigned D-Halls.

Members of extra-curricular organizations or teams who are assigned D-Hall and fail to serve that D-Hall will not be permitted to participate in the next activity scheduled for that organization or team.

DISCIPLINE

The District developed a Student Code of Conduct as required by law, which governs student discipline and supersedes policies adopted by the Board within the context of previous law, a copy of which is an exhibit to this handbook. Except in cases specifically cited by state law which mandate required discipline actions for violations of the Student Code of Conduct, the principal is authorized to consider the circumstances of each disciplinary situation, including the following factors:

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

Any adult employed by the District has authority to correct, and shall be required to correct, any student at any time while on campus or at any school function. Any action by a student contrary to teacher or adult authority will result in disciplinary action.

Placement Review Committee: Each school shall establish a three-member committee to determine placement of a student when a teacher refuses the return of a student to the teacher's class and to make recommendations to the district regarding readmission of expelled students. This committee shall be composed of two teachers selected by the campus faculty and one teacher to serve as an alternate member and one member of the administrative staff of each campus. The teacher refusing to readmit the student may not serve on the committee.

Placement of Students with Disabilities: The placement of a student with a disability who receives special education services may be made only by a duly constituted Admission, Review, and Dismissal committee. A student with a disability who receives special education services may not be placed in alternative education programs solely for educational purposes if the student does not also meet the criteria for alternative placement under "Removal for Certain Conduct" or "Expulsion for Serious Offenses."

Discipline Management Techniques: Discipline management techniques are always available when assessing penalties for violations of the code of conduct, regardless of the offense. Discipline management techniques shall include:

1. Verbal correction
2. Cooling-off or time-out
3. Counseling by teachers, special services, or administrative personnel
4. Parent-teacher conferences
5. Rewards or demerits
6. Behavioral contracts
7. Assigned school duties other than class tasks
8. Removal of the student to the office or other assigned areas
9. Withdrawal of privileges, including participation in extracurricular activities and honorary positions
10. Probation

11. Detention (See "Detention" for details.)
12. Grade penalties for unexcused absences when students may not make up missed assignments
13. Referral to outside agency or authority for criminal prosecution
14. Temporary confiscation of items that disrupt the educational process
15. Saturday/Evening School: All students assigned to Saturday School must present a picture identification when they arrive at school. The District does not furnish transportation to Saturday School.
16. **Corporal Punishment**
17. **Removal to Alternative Education Program**
18. **Removal to In-School Suspension (ISS)**. This is a form of discipline in which the student will be permitted to come to school but will not be permitted to attend regular class. It is the responsibility of the student to make up work missed in his/her regular classes. To be released, students must complete all assignments.
19. **Suspension**. A student may be suspended for no more than 3 consecutive days for an offense. There is no limitation on cumulative totals. When a student is suspended from school, the parent or guardian is to be notified immediately that the student is suspended and is to be picked up at the school principal's office. When parents cannot be located to be notified, the student is to be kept in isolation until the end of the school day, at which time the student is to be sent or taken home and the parent notified. No student is to be released from school without the parent's prior notification. Students that have been suspended from school are prohibited from being on any school property or school event.
20. **Expulsion**. A student who has been expelled will be prohibited from attending classes and will lose credit for the semester or year. Expelled students are also prohibited from being on any Granbury ISD campus or attending any extra-curricular activities that involve Granbury ISD.

Consequences for Expulsion:

- The student loses credit for the semester of expulsion.
- The student may not attend another public school during the time of expulsion.
- The student may be required to complete his assigned time in a discipline alternative education program before returning to a regular campus.
- The student may forfeit his/her driver's license or be prevented from applying for a driver's license during this time he is expelled.
- The school district is required to notify the Juvenile Probation Department of all expulsions. The student is considered by the Juvenile Probation Department as "a child in need of supervision" and appropriate supervision will be assigned to the child by the Juvenile Probation Department.

It is the responsibility of each student and parent to read the Student Code of Conduct attached hereto. When your signature is affixed to the verification form, you are also verifying that you are aware of the Student Code of Conduct and consequences of behavior.

DISRUPTIONS BY STUDENTS OR OTHERS

Disruption of classes or any school activities by a student or others is prohibited and is subject to disciplinary action and/or referral for criminal prosecution.

The District may pursue a criminal charge against and/or discipline any person inciting, promoting, or participating in a protest demonstration, riot, sit-in, walk-out, blocking of entrances, threatening force, etc.

Disruption of Classes: For purposes of this rule, "school property" includes the public school campuses or school grounds upon which any public school is located, and any grounds or buildings used by District schools for assemblies or other school-related activities, and "public property" includes any street, highway, alley, public park, or sidewalk.

No student shall be permitted, on school property or on public property within 500 feet of school property, to willfully disrupt, alone or in concert with others, the conduct of classes or other school activities. Conduct that disrupts the educational activities of a school includes:

1. Emissions by any means of noise of an intensity that prevents or hinders classroom instruction.
2. Enticement or attempted enticement of students away from classes or other school activities that students are required to attend.
3. Prevention or attempted prevention of students from attending classes or other school activities that students are required to attend.
4. Entrance into a classroom without consent of either the principal or teacher and either through acts of misconduct and/or use of loud, profane, vulgar language or obscene gestures causing disruption of class activities.

DISTRIBUTION OF MATERIAL

Delivery to Students: ***No balloons or flowers will be delivered to students at school. Parents are to receive permission from the principal for delivery of any other objects to their own children or other children.***

School Materials: All school publications are under the supervision of the teacher, sponsor and principal.

Non-school Materials: Written material, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus by a student or a non-student without the prior approval of the principal. If the material is not approved within two school days of the time it was submitted, it should be considered disapproved. Disapproval may be appealed by submitting the disapproved material to the Superintendent. Material not approved by the Superintendent within three days is considered disapproved. This disapproval may be appealed to the Board in accordance with policy FMA(LOCAL). Any student who posts material without prior approval will be subject to disciplinary action. Materials displayed without this approval will be removed.

The principal will designate the location for approved non-school materials to be placed.

DRESS/GROOMING CODE

There is a close relationship between high standards of dignity and pride and proper grooming. Personal appearance is important. The student and parents share in the responsibility for proper grooming of the student. The District's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. Students should be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. Modesty will be the dominant feature in all clothing. Behavior, attitude and community standards take precedence over individual clothing and hairstyle. While the enforcement of the student dress code rests with the principal, teachers and other staff should be familiar with the dress code and be cognizant of student dress and grooming, referring violations to the principal. **The campus principal is the final authority concerning propriety of clothes, hairstyle, and jewelry.**

The following dress code will be enforced:

Pants

- ~~Pants/Jeans/ Shorts will be worn at the natural waistline, not below or above (no sagging/baggy will be permitted~~)
- Pants/Jeans/Shorts must be appropriately sized, fitting in the waist, crotch, and leg; not baggy, oversized or excessively tight
- Jeans must be regular/original/classic straight-legged or boot cut (May not be wide-legged, wide-bottomed, full thigh, or loose fit)
- Pants/Jeans/Shorts must be hemmed, free of holes, splits, fraying, patches

Shirts

- Shirts will be short or long sleeve in grades 4 - 12
- Shirts must be appropriately sized in the shoulders, sleeves, and length; not baggy or excessively tight in grades 4-12
- ~~Shirt/top must be cut straight across the bottom (e.g., T-shirt, sweatshirts and Hawaiian print shirts) to be worn outside. Shirt/top cut with tails or otherwise designed to be worn tucked in, must be tucked in~~.
- The ~~untucked~~ shirt/top must cover the midriff at all times (e.g., standing, sitting, stretching and bending)
- The ~~untucked~~ shirt/top can not be oversized/undersized and may not extend below the natural crotch on boys and girls
- Sweaters, sweatshirts, and vests do not have to be tucked in

Shorts, Skorts, Skirts

- Shorts are permitted in grades Pre K – 3
- In grades 4-12, shorts are allowed as follows:
- No shorter than 3 inches above the top of the knee
- May not be oversized, wide-legged, full thigh or wind shorts
- Dress and skirt length must be no shorter than 3 inches above the top of the kneecap
- Dress and skirt slit must not exceed 3 inches above the top of the kneecap

Shoes

- Shoes must be worn at all times

Hair

- Hair must be a natural human color

- A neatly trimmed mustache above the lip that does not extend beyond the lip line is the only facial hair permitted
- Sideburns must be cut above the bottom of the ear

Miscellaneous

- Clothing items must be free of pictures, emblems and/or writings that are lewd or obscene
- Clothing items must not advertise or depict tobacco products, alcoholic beverages, drugs, or and substance prohibited under policy FNCF (LOCAL)
- Clothing items or style may not be construed as gang related or indicative of gang identification, including bandannas
- All clothing and grooming should conform to standards that may not, in the principal's opinion, cause disruption of or interference with normal school operations
- Body piercing jewelry may only be worn in the ears

The Following Will Not Be Permitted:

- ~~JNCO, BOSS, ZONZ. L2, and other similar brand jeans/pants~~
- ~~Overalls~~
- Muscle shirts
- Tank tops
- Garments with spaghetti straps
- Crop tops
- Halters
- Midriffs
- Bicycling or spandex shorts/pants
- Tight fitting dresses or skirts
- See "through" or see "in" garments
- Any clothing that reveals skin or undergarments
- Bathing Suits
- Torn, ripped or cut-off clothing
- Cleats
- Headgear will not be worn during school hours to include hats caps, sweatbands, ear muffs, toboggans, kerchiefs, wraps, scarves, turbans, nets. Etc.
- Sunglasses will not be worn during school hours
- Obvious house shoes and slippers
- Obvious pajamas or sleep wear
- Chains or jewelry that have the potential to be used as a weapon (Examples; heavy neck chains, double or triple rings, wallet chains, chain belts, etc.)
- Leather collars or collars intended for use on animals may not be worn on school property
- Black lipstick
- Black nail polish
- Decorative facial art
- Shoes with pop out rollers

Spirit Days

The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students who violate these standards may be removed or excluded from the activity for a period determined by the principal or sponsor and may be subject to other disciplinary action. [See FNCA(LOCAL)] A sponsor, coach, or other person in charge, with the principal's approval, may establish dress standards for students who participate in these activities.

The dress and grooming code may be modified with administrative consent to accommodate extracurricular activities and special events.

DRILLS - FIRE, TORNADO, AND OTHER EMERGENCY DRILLS

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 Marshall quickly, quietly, and in an orderly manner.

Emergency alarms will be established by the campus principal.

Procedure:

1. The fire alarm will be the signal for a fire drill.
2. The students will file out in a single file behind the appointed leader and will follow him/her to the assigned exit.
3. The class will move to a safety zone at least 100 feet from the building.
4. The class will turn around, face the building, and wait for the signal to return to class.
5. All teachers will be responsible for appointing a leader in each class, informing each class as to the manner and behavior of leaving the building, and showing the proper route to follow.
6. Teachers will be the last to leave the classroom and see that doors are closed. The teacher will stay with his/her class.
7. No books or other articles should be carried out. Girls may take their purses.
8. Teachers will take their grade books with them and take roll at the assembly location to verify accountability of students.
9. The class members will walk when leaving the building and when entering the building. No student will be permitted to leave the line.
10. There must be no talking during emergency drills in order that signals and instructions may be heard by all.

EARLY ARRIVALS AND LATE PICK-UPS

Granbury ISD provides before school and after-school child care for a fee at all elementary campuses. This service is available at a weekly or monthly tuition rate only. The tuition covers extended care for students between the hours of 6:30 a.m. and 6:30 p.m. Parents may contact 817-408-4072 to make arrangements for this service.

Before-school and after-school childcare ***will not*** be provided for students who do not subscribe to the tuition service. School facilities are open with adult supervision fifteen (15) minutes before school starts and fifteen (15) minutes after school is dismissed. Students should not be at school facilities before or after these times unless they are involved in an approved, supervised activity. Students not picked up in a timely manner may be turned over to local law enforcement officials.

NOTE: This section does not pertain to students utilizing school transportation to get to and from school. Bus students will be supervised from the time the bus arrives at the school until the time the bus departs from the school.

ELECTRONIC ITEMS PROHIBITED

During the instructional day, students shall not bring into a school building or have in their possession in a school building electronic items such as radios, CD/tape players, MP3 players, earphones, games, or toys. Such items can be disruptive and are susceptible to theft, damage and destruction. These items found in possession of students during the instructional day will be confiscated and returned only to the parent. Appropriate disciplinary action will be taken for their possession and/or use.

A phone or pager may be in the possession of a student enrolled in Granbury ISD. The item(s) must be turned off and out of sight during the instructional day. Appropriate disciplinary action will be taken if they are turned on, can be seen or are used during the instructional day. Additionally, the item will be confiscated and will be returned only to the parent. Parents may be charged a fee up to $15.00 for the return of cellular phones and pagers.

Neither school personnel nor the school district will be held responsible for the loss, damage or destruction of electronic items brought to school by students.

EMERGENCY MEDICAL TREATMENT (Policy FFAC)

Parents are asked to complete an emergency care form that includes a place for parental consent for school officials to obtain medical treatment for the student, as permitted by law. Other information that may be required in case of an emergency should be provided and updated by the parents as often as necessary.

EMERGENCY SCHOOL CLOSING INFORMATION

Campus Emergencies or Disasters: If a campus should experience a major emergency or disaster, the District asks that parents **NOT** go to the campus. This is very important, as it will be necessary for emergency vehicles to

move freely to and from the site of the crisis. Traffic jams can develop quickly and the safety of everyone can be jeopardized.

The District will provide information as deemed necessary to the school web page, www.granbury.k12.tx.us, KPIR AM 1420 and WBAP AM 820. Whenever possible, the information could include the nature of the emergency and the status of the situation, evacuation locations, and requests for parental action.

In the event of an emergency at the Comanche Peak Steam Electric Station requiring evacuation of the students, they will be taken to either Cleburne High School at 1501 Harlin Drive in Cleburne or to Stephenville Junior High School at 2798 Frey St in Stephenville. Information concerning any evacuation of the schools can be heard on WBAP 820 AM radio.

Bad Weather:

1. On bad weather days, a decision will be made by 6:00 a.m. to close schools or delay the start of school. This information will be broadcast on the school web page, www.granbury.k12.tx.us, and WBAP AM 820. It may possibly be broadcast on Television Channel 5. Since weather and road conditions can change quickly, this decision will be made during the early morning hours rather than during the evening hours the night before.
2. The most efficient means of informing everyone, including school staff, of weather-related school scheduling changes is through the radio and television stations. Telephone lines within the school district remain open. Therefore, please do not call the schools, school personnel, the transportation department, the administration building, or the radio or television station for normal communication and emergencies.
3. A decision to start late will be communicated as an amount of time. EXAMPLE: "School will start one and one-half hours late." This means that all schedules, including buses, will be running one and one-half hours later than normal. If your child's bus normally comes by at 7:20 a.m., then on that day the bus would be expected to arrive at 8:50 a.m.
4. The District's primary concern will always be the safety of the children. Even at times when school is in session, a child who is unable to be in school or who is tardy due to hazardous roads, the absence or tardy will be excused.
5. School personnel, including the superintendent and transportation director, will be driving the most difficult roads to determine safety in running school buses.

EXTRA-CURRICULAR ACTIVITIES

A student shall be permitted to participate in extra-curricular activities subject to the following restrictions:

1. During the first grading period, a student is eligible if he/she was promoted at the end of the previous year, or has accumulated the required number of units toward graduation. See PROMOTION and GRADE CLASSIFICATION in this handbook or the principal for further information on promotion.
2. During subsequent grading periods, a student who receives, at the end of any grade evaluation period, an average grade below 70 in any academic class other than an identified honors or advanced class, or a student with disabilities who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extra-curricular activities for at least three weeks. A student may practice or rehearse while suspended. The student regains eligibility when the principal and teachers determine that he/she has: (1) earned a passing grade (70 or above) in all academic classes and (2) completed three weeks of suspension.
3. A student is allowed up to **15** activity-related absences during a year in order to participate in school-related or school-sanctioned activities on or off campus. All UIL activities come under this provision, as do other Board sanctioned activities. A student who misses class because of participation in an activity sponsored by a non-approved organization will receive an unexcused absence.

Since participation in athletics, band, choir, and other UIL activities is voluntary, those students who choose to participate are choosing also to submit themselves to the rules of that particular sport or organization and may be dismissed for violations of those rules. Students found in violation of school policies or state laws with regard to the use of drugs, and/or alcohol are subject to disciplinary action, which may include suspension from the organization.

FIELD TRIPS

Field trips may be co-curricular or extra-curricular. Field trips offer an opportunity for instructors to bridge the gap between the classroom instruction and observation of the real world application of the information taught or locations. Trips to historic sites instill pride, character and patriotism while assisting students to understand historical events.

Out-of-district field trips will be limited to one trip per grade level or subject area each year. Monies will not be collected from students to cover admission fees. When special events or exhibits are offered which will be educationally beneficial to students, teachers may request special consideration for a trip, defining the benefit to the students' education. Such requests will be submitted to the Assistant Superintendent for final approval.

The locations for out-of-district field trips in grades 1-6 will be determined by the administration and teachers to assure that classes are not scheduled to visit locations previously visited at a prior grade level, unless a repeat visit is deemed appropriate because of the instructional level.

Field trips/student activities **may not** be taken in May except in extenuating circumstances.

In-district field trips will be approved by the campus principal on an individual basis and request for such trips will be submitted at least two weeks in advance so that parent notification and transportation arrangements may be made.

Many students are involved in two or more extracurricular activities and, from time to time, requirements of these activities may conflict. When such a conflict occurs, the following guidelines will be used to resolve the issue:

- An actual event or competition will have priority over a practice or rehearsal.
- UIL events shall have priority over non-UIL events (e.g., student council, JROTC, National Forensic League, Future Problem Solvers).
- Higher level UIL competitions will have priority over lower level events (the ascending order is district, bi-district, area, region, state).
- District competitions or representation will have priority over non-district events.
- School sponsored events will have priority over non-school sponsored events.
- Where activities have equal priorities, or agreement cannot be made because they are outside the guidelines above, the student shall make the decision based on personal preference. No punishment (e.g., extra running or exercises) will be assessed for the student's decision.

In the event conflicts occur in interpretation, the athletic director will resolve athletic conflicts and the principal will resolve other conflicts. When athletic and non-athletic conflicts cannot be resolved by the guidelines, the athletic director and the principal will confer and develop a consensus on the resolution of the issue.

FEES

Check Acceptance Procedure: In the event that a check written to any GISD campus, club or organization is returned unpaid by your bank, GISD or its agent will redeposit your check electronically. Additionally, you understand and agree that we may electronically collect a returned check fee of $30.00 plus applicable sales tax. The use of a check for payment is your ACKNOWLEDGEMENT and ACCEPTANCE of this policy and its terms.

Materials that are part of the basic education program are provided without charge to a student. A student is expected to provide his or her own supplies of pencils, paper, erasers, and notebooks, and may be required to pay certain other fees or deposits, including:

1. Costs for materials for a class project that the student will keep.
2. Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
3. Security deposits.
4. Personal physical education and athletic equipment and apparel.
5. Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
6. Voluntarily purchased student accident insurance.
7. Musical instrument rental and uniform maintenance, when provided by the District.
8. Personal apparel used in extracurricular activities that becomes the property of the student.
9. Parking fees and replacement student identification cards.
10. Fees for lost, damaged or overdue library books and school-owned equipment.
11. Fees established for driver training courses.
12. Fees for optional courses offered for credit that requires use of facilities not available on District premises. (Fees shall not be charged, however, if parents of at least 22 students request a transfer to another school in the District to take required curriculum courses, other than fine arts or career and technology not offered at the original school.)
13. Summer school courses.

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

FOOD AND DRINK

Food or drink is not to be taken into the classroom, bottled water may be allowed in the classroom at the teacher's discretion. The only exceptions to this rule are special teacher-directed activities, which must be cleared by the principal. Supervised snack time at Kindergarten –3 level is acceptable.

FOOD SERVICES

Lunchroom: The District participates in the National School Lunch Program and offers free and reduced-price breakfast and lunch based on a student's financial need. Information can be obtained from each campus cafeteria manager or Laine Meek, Food Service Director. Wholesome, well-balanced meals are served to all children each day in the lunchroom. At lunch, all grade levels will be given a choice of at least two (2) entrees. The salad bar is an option for students in grades 7-12. Milk will be offered with all tray lunches. All students are expected to be quiet and courteous in the lunchroom.

PK-12th grade students are permitted to charge on an emergency basis. Students who accumulate **two unpaid** charges will not be permitted to charge again. These students will be served an appropriate substitute sandwich as their meal. ~~High School and Middle School students will not be allowed to charge under any circumstances.~~

Prices for Cafeteria Meals:

	PK-6	7-8	9-12	Staff	Adult Visitor
Breakfast					
Regular	$.75	$.75	$.75	$1.00	$1.25
Reduced	$.30	$.30	$.30	N/A	N/A
Lunch					
Regular	$1.60	$1.75	$2.00	$2.50	$3.00
Reduced	$ .40	$ .40	$ .40	N/A	N/A

Grades PK-12: Granbury ISD maintains a closed campus for all students in grades PK-12. All lunches, whether bought at school or brought from home must be eaten in the lunchroom.

Overview of the New Texas Nutrition Policy:

Definitions:

Competitive Foods: Foods and beverages sold or made available to students that compete with the school's operation of the National School Lunch Program, School Breakfast Program and/or After School Snack Program. This definition includes, but is not limited to, food and beverages sold or provided in vending machines, in school stores or as part of school fundraisers. School fundraisers include food sold by school administrators or staff (principals, coaches, teachers, etc.), students or student groups, parent or parent groups, or any other person, company or organization.

FMNV: Foods of Minimal Nutritional Value. Refers to the four categories of foods and beverages (soda water, water ices, chewing gum, and certain candies) that are restricted by the U.S. Department of Agriculture under the child nutrition programs. This policy does not restrict what parents may provide for their own child's lunch or snacks. Parents may provide FMNV or candy items for their own child's consumption, but they may not provide restricted items to other children at school. A school may adopt a more restrictive rule, however, as local policy.

Elementary Schools

Foods of Minimal Nutritional Value (FMNV) Policy: Elementary school campuses may not serve or provide access for students to FMNV and all other forms of candy at any time anywhere on school premises until ***the end of the last scheduled class***.

Competitive Foods: An elementary school campus may not serve competitive foods (or provide access to them through direct or indirect sales) to students anywhere on school premises throughout the school day until ***the end of***

the last scheduled class. This does not pertain to food items made available by the school food service department. It does include pizza and other parties in the classroom where food is not provided by the school food service department.

Middle Schools

Foods of Minimal Nutritional Value (FMNV) Policy: Middle school campuses may not serve or provide access for students to FMNV and all other forms of candy at any time anywhere on school premises until after the end of the ***last lunch period***.

Competitive Foods: A middle school campus may not serve competitive foods (or provide access to them through direct or indirect sales) to students anywhere on school premises ***during meal periods***. This does not pertain to food items made available by the school food service department. The competitive foods included in this policy do not include FMNVs, which are not allowed until after the last lunch period. It does include pizza and other parties in the classroom where food is not provided by the school food service department.

High Schools

Foods of Minimal Nutritional Value (FMNV): High schools may not serve or provide access to FMNV ***during meal periods in areas where reimbursable meals are served and/or consumed***.

Competitive Foods: High schools may not serve or provide access to competitive foods ***during meal periods in areas where reimbursable meals are served and/or consumed.*** This does not pertain to food items made available by the school food service department.

FMNV and Candy Exemptions

1. **School Nurses:** This policy does not apply to school nurses using FMNVs or candy during the course of providing health care to individual students.
2. **Accommodating Students with Special Needs:** Special Needs Students whose Individualized Education Program (IEP) plan indicates the use of an FMNV or candy for behavior modification (or other suitable need) may be given FMNV or candy items.
3. **School Events:** Students may be given FMNV or candy items during the school day for ***up to three different events each school year*** to be determined by school officials as part of school policy and included on the school calendar. ***However***, these items may not be given during meal times in the areas where school meals are being served or consumed.

FUND RAISING

Student clubs or classes, outside organizations and/or parent groups may occasionally be permitted to conduct fund-raising activities for approved school purposes. An application for permission to conduct a fund-raising event must be made to the principal. These events must also be approved by the Assistant Superintendent. Except as approved by the process indicated, fund-raising is not permitted on school property. No door-to-door or brochure sales will be approved.

GENERAL RULES OF CONDUCT

Bullying or Taunting Behaviors: Students must not participate, either individually or in a group, in bullying or taunting behaviors toward another student. Such behaviors may include repeated teasing or ridicule, name-calling, threats, theft, gossip and rumors, or physical intimidation of any kind. A substantiated complaint against a student will result in disciplinary action, according to the nature of the offense and the Student Code of Conduct.

General Rules of Conduct: Any item prohibited in school is prohibited on the bus.
Students at school, school-related activities, or on the bus are prohibited from:

1. Cheating or copying the work of another
2. Throwing objects ~~outside supervised school activities~~ which may cause bodily injury or damage property
3. Leaving school grounds or school-sponsored events without permission

4. Directing profanity, vulgar language, or obscene gestures toward other students
5. Insubordination, such as disobeying directives from school personnel or school policies, rules and regulations
6. Being disrespectful or directing profanity, vulgar language, or obscene gestures toward teachers, other school employees, students, or visitors
7. Playing with matches or fire, or committing arson
8. Stealing from students, staff, or the school
9. Damaging or vandalizing property owned by the District, other students, or District employees
10. Disobeying school rules about conduct on school buses
11. Fighting, committing physical abuse, or threatening physical abuse
12. Committing extortion, coercion, or blackmail; that is, obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat of force
13. Name-calling, ethnic or racial slurs, or derogatory statements that school officials have reasonable cause to believe will substantially disrupt the school program or incite violence
14. Engaging in inappropriate physical or sexual conduct disruptive to other students or the school environment.
15. Assaulting a teacher or other individual
16. Selling, giving, or delivering to another person, possessing, using, or being under the influence of: marijuana or a controlled substance; a dangerous drug, abusable glue, aerosol paint, other volatile chemical or an alcoholic beverage
17. Possessing a knife of any size or other object that could be considered a weapon (such as a stun gun or cattle prod)
18. Bringing a firearm to school. Federal and state law requires expulsion for this conduct
19. Possessing or using tobacco products
20. Hazing
21. Bullying
22. Possessing a paging device or cellular telephone.
23. Behaving in any way that disrupts the school environment or educational process (See page 11 for dress and grooming standards)
24. Engaging in any conduct constituting felony criminal mischief as defined by law
25. Membership or participation in any secret society, fraternity, sorority, or gang
26. Engaging in unruly, disruptive, or abusive behavior that seriously interferes with the teacher's communication with students or with the ability of students to learn
27. No chewing gum is allowed on campus

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

1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
2. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or the safety of the student.
3. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or the safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from remaining registered in a District school, or that may reasonably be expected to cause a student to leave the organization or the school rather than submit to acts described above.
5. Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.

Students shall have prior approval from the principal or designee for any type of "initiation rites" of a school club or organization. No student shall engage in any form of hazing, nor shall any student encourage or assist any other person in hazing. Acts of hazing and failure to report known hazing can result in criminal penalties, as well as school discipline.

Harassment on the Basis of Race, Color, Religion, National Origin, or Disability: Students must not engage in harassment behaviors motivated by race, color, religion, national origin, or disability directed toward another student.

Students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

The District encourages parental and student support in the efforts to address and prevent harassment in any form in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal or designee, or assistant superintendent.

A student who believes he or she has been harassed by another student or by a District employee is encouraged to report the incident to the principal or assistant superintendent. The allegations will be investigated and addressed. A substantiated complaint against a student will result in disciplinary action, according to the nature of the offense and the Student Code of Conduct.

The student or a parent may appeal the decision of the principal regarding the outcome of the investigation in accordance with policy FNG(Local). [See also policy FNCL]

Jurisdiction: The District has jurisdiction over its students during the regular school day and while going to and coming from school on District transportation. This jurisdiction includes any activity during the school day on school grounds, attendance at any school-related activity, regardless of time or location, and any school-related misconduct, regardless of time or location. This Code of Conduct applies to all school-sponsored and school-related activities, on or off campus. Students who violate these rules will be subject to disciplinary action and, when appropriate, will be referred to legal authorities for criminal prosecution for violations of the law. A violation of the law and the student code of conduct involving retaliation against an employee, even though it occurs off school grounds and not at any school-related activity, is also subject to District jurisdiction as described at "DISCIPLINE" below.

Rights and Responsibilities of Students: All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. District schools shall foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of other students, teachers, and District staff. The District's rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate the rights of others, or who violate District or school rules, shall be subject to disciplinary measures designed to correct the misconduct and to promote responsibilities of citizens in the school community.

Students are responsible for conducting themselves properly in a manner appropriate to their age and level of maturity. Student responsibilities for achieving a positive learning environment at school or school-related activities include:

1. Attending all classes, daily and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being appropriately dressed and groomed.
4. Showing courtesy and respect toward others.
5. Behaving in a responsible manner.
6. Paying required fees and fines, unless the fees are waived.
7. Avoiding violation of the Code of Student Conduct.
8. Obeying all school rules, including safety rules.
9. Seeking changes in school policies and regulations in an orderly and responsible manner through appropriate channels.
10. Cooperating with staff in investigation of disciplinary cases and volunteering known information relating to a serious offense.

GRADING

PK: The District shall utilize report cards based on TEA Pre-kindergarten Curriculum Guidelines. There will be an adjustment period for the 1st six weeks. Additionally, teachers should schedule a parent conference during that time period. Teachers will use the grading system key on the report card for academics and social and emotional behavior.

Kindergarten: The District shall utilize report cards based on Texas Essential Knowledge & Skills (TEKS). Teachers will use the key on the report card for academics, social development and work habits. PE and Fine Arts will use E (90-100), S (80-89), N (70-79) and U (69 and below). There will be an adjustment period for the 1st six weeks. Additionally, teachers should schedule a parent conference during that time period. Teachers will use the grading system key on the report card for academics and social and emotional behavior.

Grade 1st – 6th Grades: There is no adjustment period for 1st grade, as the report card is designed to reflect skills the student demonstrates only.
Numerical scores shall be used for reporting grades in all academic content areas. Grades for physical education, fine arts, and conduct will be reported in E, S, N, and U. Study habits/social development will use a √ or N.

No grade below 50 will be reported on the report cards or permanent records for any average numerical grade that is lower than 50. Grades shall not be recorded in excess of 100.

Conduct Grades: The conduct grade will be entered on the report card in a separate category. The conduct grade is not intended to reflect any part of the student's academic grade. Study habits and social development are not reflected in the conduct grade, but show the student's progress in the areas shown on the report card. Examples of conduct might include verbal aggression, fighting, and other behaviors. (See page 21 in this handbook under General Rules of Conduct.)

Academic Achievement: Promotion and Retention

Grades 1-8

Promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based upon course-level, grade-level standards (TEKS) for all subject areas and a grade of 70 or above in Language Arts and Mathematics and a grade of 70 or above in either Science or Social Studies. Summer school may be offered for students who do not meet the specified criteria. Attendance in summer school does not guarantee promotion.

Grades 9-12

- Grade-level advancement for students in grades 9-12 shall be earned by course credit and a grade of 70 or higher shall be considered a passing grade.
- The parent/guardian of a student who has not successfully completed a subject or course for any semester or trimester shall be notified by the District as soon as possible regarding any summer program available in the District that may permit the student to successfully complete the failed subject(s) or course(s).
- Credit for a course shall be awarded if a student had satisfactorily met all state and local requirements. A student shall either:
  a) Be enrolled in and complete a course that meets State Board instructional time requirements with a passing grade; or
  b) Meet standard requirements of the course, regardless of the time the student has been enrolled in the course.
- A student who makes below a 70 on a scale of 100 must repeat that semester or trimester.

Late Work: Teachers may deduct up to 10 points daily for late work for 1st – 6th grade. ~~After the 3rd day, the student may receive a "0"~~. (for example, if the student earns an 80 on a late paper, he/she would receive a 70 if it were one day late.) The teacher shall contact the parent after the 3rd late day.

Limited English Proficient Students: In assessing students of limited English proficiency for mastery of the TEKS, the District shall be flexible in determining the methods to allow the student to demonstrate knowledge or competency independent of their English language skills in the following ways:

1. Assessment in primary language
2. Assessment using ESL methodologies
3. Assessment with multiple varied instruments

Make-up Work: Students may make up assignments and tests if the absence is excused, or have prior approval from the principal, or is the result of school-sponsored activities. Students have the number of days absent, plus one day, to finish makeup work. Long term assignments or projects, assigned well before the absence, may be due upon return.

Minimum Number of Grades Per Period: The teacher will document a minimum of two (2) grades per week in the content areas of Reading/English Language Arts and Mathematics. In all other content areas, the teacher may document only one per week as appropriate.

Student Success Initiative: In addition to the above standards of mastery and promotion, students in grades 3 and 5 must meet the passing standard established by the State Board on the TAKS Reading required under state law in order to be promoted to the 4th and 6th grade.

Students with Disabilities: Promotion standards and appropriate assessment and acceleration options, as established by individual education programs (IEP) or grade level classification of students eligible for special education, shall be determined by the ARD committee.

HALLS AND CORRIDORS

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from a teacher. The hall pass must be visible while the student is in the hall.

Hallways should be kept clear of books, backpacks, trash and debris.

HOMEBOUND

Students with disabilities that prohibit daily attendance for an extended period of time may be served with homebound services.

Parents' request for homebound services shall be made to an administrator or counselor. A packet will be made available to the parent and the request for homebound services will be processed when the packet is completed by the parent and physician and is returned to the campus. That packet contains 1) Parents Rights Booklet; 2) Consent to Request Information; 3) OHI Eligibility Form; and 4) Request for Homebound Services.

When the completed packet is returned to the campus, the administrator or designee will notify the campus diagnostician and schedule an Admission/Review/Dismissal (ARD) meeting. The ARD committee will determine eligibility for services, extent of services and projected length of service, and will develop the goals and objectives for an Individual Educational Program (IEP).

Certified instructional faculty will provide a minimum of four (4) hours of instruction per week. The instructor shall serve as a liaison between the school and home. A weekly attendance sheet will be utilized and shall be submitted to the ~~attendance clerk on the student's home campus~~ Special Education department's secretary.

When homebound services are no longer needed, a dismissal ARD or 504 committee meeting must be scheduled.

HOMELESS

In accordance with the McKinney-Vento Homeless Assistance Act of 2001, Granbury Independent School District will provide services for students who are considered homeless. ~~Parents are required to fill out a Student Residency Questionnaire to determine eligibility~~. If eligibility is determined, students will be able to immediately enroll without school records, medical records, proof of residency, or other documents. Students will be able to attend school while records are obtained.

Granbury Independent School District's Homeless Liaison will coordinate area agencies to provide clothing, shelter, immunizations, and school supplies for homeless students as needed. The District's Homeless Liaison may be contacted at 600 West Bridge Street, Granbury, Texas 76048 or 817-408-4070.

Parents or guardians who are homeless may choose to enroll their children (or, unaccompanied youth may choose to enroll) in a public school in the attendance area where they are living. Transportation services will be provided to homeless students to the extent feasible with the request made by the parent or guardian regarding school selection. Granbury Independent School District will provide a written explanation of its decision and the right to appeal if a student is sent to a school other than that requested by parent, guardian, or youth.

HOMEWORK

Homework deserves special attention to ensure its value in the learning process and to avoid frustrating the student, teacher, or parent. The assignment should serve as reinforcement of learning at the level of independent practice. The review or grading of the work should provide immediate feedback to the student and inform the teacher of student progress toward mastery. **Students in advanced courses may expect differentiated assignments that could require more time outside the classroom.**

A suggested time allowance recommended for homework is 10 minutes per grade level. For example, 3rd – 30 minutes; 4th – 40 minutes; 5th – 50 minutes; 6th – 60 minutes. GISD recognizes that family time is important therefore, teachers are encouraged to give special consideration for Wednesday, weekends, & holidays.

Reason for Homework:

1. To expand, reinforce, or enrich regular class work
2. To build interest in reading and learning
3. To hold students accountable for work missed due to absences
4. To encourage parent-awareness of student learning
5. To provide an opportunity to pursue special interest or ability areas
6. To increase learning time
7. To establish independent study skills
8. To complete work started in class

Student Responsibility in Regard to Homework:

1. Make sure he/she understands the homework assignment(s) before leaving school
2. Take home all necessary homework and materials needed to complete the assignment(s)
3. Have an organized means of keeping and carrying homework to and from school
4. Arrange for a place to work and have a regular time to study
5. Schedule time for homework that is compatible with family and/or after school activities
6. Do homework with a minimum of parental help
7. Do homework assignments as carefully and neatly as in-school work
8. Complete homework on time and be sure it is turned in on time
9. Budget time for long-term projects
10. Be accountable for all required work that is missed due to absences

Parent Responsibilities:

1. Provide necessary assistance and a positive, supportive attitude and encourage good study habits.
2. Promptly communicate any concerns or questions regarding homework assignments to the teacher. Encourage the child to seek additional help from the teacher, if needed.
3. Provide an appropriate time and environment for study and learning. A parent should look at the homework and show an active interest in it. DOING the homework for the student will not help the child learn the necessary skills.
4. Monitor television, radio and outside activities to be sure the student has sufficient study time.
5. Encourage student to attend tutorials before school, during lunch, after-school and evening tutorials for assistance with homework and studying.

IDENTIFICATION CARDS

Because of the large number of students on the secondary campuses and the need to be able to identify any student immediately, all students in grades 7-12 will be required to carry a student identification card. The card will also be used to check out library books and to provide special privileges based upon six weeks grades. The first card will be provided free of charge each year. If the card is lost or stolen, students will be charged $5.00 for a replacement. Identification cards may be issued to students in grades PK-6 to be used for library services.

~~INSTRUCTIONAL TELEVISION~~

~~The District provides the opportunity for students in grades 7-12 to view a 12-minute educational program on current events and news items, two minutes of which contain commercial advertising. A parent who prefers that his or her child not view any commercial broadcast at school should notify the building principal in writing. An alternative supervised assignment will be made for the student.~~

INSURANCE

The school provides student accident insurance for all students when they are participating in UIL or extracurricular activities. At the beginning of the school year, student accident insurance is made available for

purchase for any parent who wishes coverage for his/her child. **The school is not liable for any doctor bills, or any expenses incurred as a result of injury to students while at school or engaged in a school activity.**

LAW ENFORCEMENT

Questioning of Students:

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- The principal will make reasonable efforts to notify parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.
- If the event is part of a child abuse investigation, the principal will cooperate fully regarding the conditions of the interview.

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.
- To comply with a properly issued directive to take a student into custody.
- 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.

  Before a student is delivered 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. Since the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

Notification of Law Violations

The District is also required by state law to notify:

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

LOCKERS

Lockers, which are provided for convenience and use for students, remain under the jurisdiction of the school even when assigned to an individual student. A student has the full responsibility for the security of the locker and may place a lock on the locker if so desired. A student is responsible for keeping the locker closed, neat and clean. Those who place a lock on their locker must provide the principal's office with a key or combination. If students do not comply with this regulation, the lock will be removed from the locker. The school reserves the right to inspect all lockers and searches of lockers may be conducted at any time there is reasonable cause to do so or to check the health, safety and welfare of students whether or not a student is present. Students shall not place, keep, or maintain any article or material in lockers that is forbidden by District policy.

No locks are permitted in elementary or intermediate school.

LOST AND FOUND

Lost and found articles are to be turned in to the office and the owner may claim these items by making proper identification. Students should never carry large sums of money to school. The school will not be responsible if money is lost or stolen. If an article of value is lost or stolen, it should be reported to the principal's office immediately. **Unclaimed articles will be donated to charity at the end of the semester.**

MEDICAL INFORMATION

Clinic: Duties of the nurse are to aid in maintaining good health and to take care of injuries that occur at school until a parent can be notified. The nurse is not equipped to care for ill students, but only to provide a place to wait to be picked up when they become ill at school. If a student is not ill enough to leave school, he/she will be returned to his/her classroom. Students who become ill at school are NOT to call home and ask their parent to come after them. The school nurse will make the decision to phone home.

Communicable Diseases: Parents of students with a communicable or a contagious disease are asked to telephone the school nurse/principal so that other students who have been exposed to the disease can be alerted. Students with certain diseases are not allowed to come to school when their disease is contagious. These diseases include chicken pox, diphtheria, viral gastroenteritis, head lice, viral hepatitis Type A, impetigo, influenza, measles, German measles, bacterial meningitis, mumps, pink eye, polio, ringworm, salmonellosis, scabies, shigellosis, streptococcal sore throat and Scarlet Fever, pulmonary tuberculosis, and whooping cough, or a fever.

Emergency Medical Treatment: Parents are asked to complete an enrollment card each year that includes parental consent for school officials to obtain medical treatment for the student, as permitted by law. Other information that may be required in case of an emergency should be provided and updated by parents as necessary, including emergency names and phone numbers to contact.

Immunization: *[See Board Policy FFAB(LEGAL)* 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 Health, Immunization Division , can be honored by the District. The immunizations required are: diphtheria, rubeola (measles), rubella, mumps, tetanus, Haemophilus influenzae type B, poliomyelitis, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

School Entry Vaccination Requirements

DTaP	5 doses, unless fourth dose was administered on or after the 4th birthday
Polio	4 doses, unless third dose was administered on or after the 4th birthday
Measles	2 doses by Kindergarten entry
Rubella	1 dose by Kindergarten entry
Mumps	1 dose by Kindergarten entry
Hepatitis B	3 doses Grade 2004-05 K-5; and 7-10 2005-06 K-11 2006-07 K-12
Varicella	1 dose Grade 2004-05 K-4; and 7-10 2005-06 K-5; and 7-11 2006-07 K-12 (If the first dose is received after age 13, two doses are required)

Childhood Immunizations As Recommended by the Texas Department of Health

AGE	BIRTH	1 MO	2 MO	4 MO	6 MO	12 MO	15 MO	18 MO	24 MO	4-6 YRS
VACCINE										
Hepatitis B	Hep B #1 **[**only if Mother HBsAg (-)**]**									
		Hep B #2			Hep B #3					
DTaP			DTaP	DTaP	DTaP		DTaP			DTaP
Hib			Hib	Hib	Hib	Hib				
Polio			Polio	Polio	Polio					Polio
MMR						MMR #1				MMR #2
Varicella						Varicella				
Pneumococcal			PCV	PCV	PCV	PCV				

Lice Policy: If live lice are detected on a student, the student will be sent home for treatment. Upon returning to school, the student must first report to the school nurse. The nurse will check the child for live lice. If no lice are found, the students may return to class. Nits (egg sacs) need to be removed as thoroughly as possible since many medications do not penetrate the eggs in order to kill the young lice.

The screening of students for lice will be done in the nurse's office in order to respect the privacy of the student. If live lice are detected on the student, the entire class will be screened in private. In grades PK-6, parents will be notified if live lice are detected in their child's classroom.

Medication Policy: For the safety and welfare of all our students, parents are asked to bring any medication to the school nurse's office. Please **do not** send medication to school with your child whether your child comes to school by bus or by private car. All medications, prescriptions and non-prescription, that need to be taken at school must be administered in the nurse's office. This will include all medications that are taken either orally or by injection, including the monitoring of blood glucose levels and any other procedure where exposure to blood is possible. Prescription drugs, in the original container, will be administered if specific written permission is given by the parent and the medication is delivered to the nurse or principal by an adult. **Non-prescription drugs** such as aspirin, ibuprofen, herbs, and vitamins **will be administered upon presentation of the medication form.**

Meningitis: Acute meningitis may be caused by a variety of organisms including viruses, bacteria, fungi, mycoplasma, and parasites. Viral or aseptic meningitis or meningoenciphalitis is an acute inflammation of the meninges that may or may not involve parts of the brain as well. The most common causative agents are enteroviruses, but no cause is determined in the majority of cases. Severity of symptoms is determined by the extent of tissue involvement. Onset is generally gradual and may be preceded by a nonspecific febrile illness. Headache and hyperesthesia are the most commonly reported symptoms in children and adolescents. Nausea, vomiting, leg pain, and photophobia are also common.

Bacterial meningitis is one of the most potentially dangerous infections in children. The most common causative organisms in children 2 months to 12 years of age are *S. pneumoniae, N. meningitides* (see below), and *H. influenzae* type b. Onset of symptoms is usually gradual and may be preceded by several days of upper respiratory symptoms. Increased lethargy and irritability follow.

The bacteria are passed between people who are in close contact through coughing, sneezing, nasal discharge, saliva, and touching of infected secretions. It can be spread by sharing eating utensils, drinking cups, water bottles, and kissing. While household contacts are at the highest risk of contracting this illness, others sharing these exposures are at risk as well.

Stop-spread guidelines:

- The best way to prevent spread of meningococcal disease is to alert everyone that a case has occurred so that appropriate preventive treatment can begin.
- Anyone having close contact with the ill person (e.g., household members and friends sharing eating and drinking utensils, sharing water bottles, or kissing) in the 2 weeks prior to the onset of symptoms should take antibiotics, e.g., refampin, per licensed prescribed order, to lower the risk of the spread of the disease. Treatment of all close contacts should be done within the first 2 weeks of diagnosis of the first case, but preferably as soon as possible within the first 24 hours. Deciding who is a close contact can be established by consulting with the school nurse, school physician, and/or local board of health.
- Inform parents and staff that antibiotics do not provide absolute protection against disease. Therefore, any student or adult who develops symptoms such as fever or headache requires prompt evaluation by a health care provider.

- **Varicella (Chicken Pox)**: Varicella (Chicken Pox) illness is characterized by a generalized, itchy, blister-like rash, with mild fever and fatigue. The rash appears as red bumps, which quickly become blistered, ooze, and then crust over. New spots continue to appear for about three to four days. The spots will dry up and scab over before falling off.

The Varicella (Chicken Pox) vaccine is now available and is recommended between 12 and 18 months of age, or at any age if a child has not had chickenpox. If a child has not had the illness or vaccine by age 4, they must receive the Varicella (Chicken Pox) vaccine prior to attending school.

Physical Education Classes: The District is committed to the total development of all students, therefore, all students who are enrolled in a physical education class will participate in physical education activities. In response to a parent request, **the principal or designee** may excuse a student from physical education one day at a time. **Three or more days or a permanent excuse from physical education requires a doctor's statement.** A student's refusal to fully participate by dressing in recommended dress will result in a reduction in grade.

PEST CONTROL AND ASBESTOS INFORMATION

Pesticides: This district periodically applies pesticides. Information concerning these applications may be obtained from Larry Gehrke at (817) 408-4170

Asbestos: The Asbestos Management Plan is available for public inspection in the maintenance office, call Larry Gehrke at (817) 408-4170. It contains information about inspections, response actions, and post-response action activities.

PHYSICAL EXAMINATIONS/HEALTH SCREENINGS

Students in kindergarten and grades 1, 3, 5, 7 and grade 9 will be screened for vision and hearing problems annually at any time during the reporting year prior to May 31.

Due to the rise in occurrences of childhood obesity, youth onset type 2 diabetes, and cardiovascular related diseases, the state of Texas is requiring students in grades 3, 5, and 7 be screened for Acanthosis Nigricans, a medical condition that signifies disorders such as hyperinsulinemina and insulin-resistance.

Students in grades 6 and 9 shall be screened for abnormal spinal curvature before the end of the school year.

A student is exempt from the screening requirements if the tests conflict with the tenets and practices of a recognized church or religious denomination of which the student is an adherent or a member.

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

Parents of students identified through any screening programs as needing treatment or further examination shall be advised of the need and referred to appropriate health agencies.

PLEDGES

Texas law requires students to recite the Pledge of Allegiance to the united States flag and the Pledge of Allegiance to the Texas flag each day. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

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

PREGNANCY RELATED SERVICES

Pregnancy related services are available to qualified students either at hone or at school. Compensatory Education Home Instruction (CEHI) services are available if the student must go home because of medical reasons during the prenatal period and/or postpartum period. This program will help the student stay current with her schoolwork. A medical practitioner must provide a medical reason for the student's confinement.

PROTECTION OF STUDENT RIGHTS

The school will notify parents of the right to inspect all instructional materials to be used in connection with a survey or evaluation as part of a federally funded program. Parents will be notified before such a survey, analysis, or evaluation is administered, and parent consent (or student consent if 18 or older) will be requested if information regarding any of the following is part of the survey, analysis, or evaluation:

- Political affiliations.
- Mental and psychological problems potentially embarrassing to the student or family**.**
- Sexual behavior and attitudes**.**
- Illegal, anti-social, self-incriminating, or demeaning behavior**.**
- Critical appraisals of other individuals with whom the student or student's family has close family relationships**.**
- Legally recognized privileged or analogous relationships, such as lawyers, physicians, and ministers**.**
- Income, other than as required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

RANDOM DRUG TESTING

Any student in grades 7-12 who is a member of a campus organization that engages in extracurricular activity competition shall be subject to mandatory student drug testing. The testing shall be done in accordance with accepted practices and procedures established by the drug-testing laboratory affiliated with the District. The testing parameters shall be set at industry-accepted standards as defined by the National Institute for Drug Use.

The district will also allow any student in grades 7-12 who is not subject to mandatory drug testing to voluntarily be added to the random drug testing pool. A student (with parental consent) or parent may make the request for the student to be included in the random test program.

Student privacy shall be protected to the maximum extent possible. Records of test results shall be kept confidential and provided only to District administrators and other personnel responsible for administering this program.

Students testing positive on a random test will be subject to suspension from extracurricular competition for a period established by district policy, will be required to attend counseling sessions and must complete a written assignment prior to reinstatement of eligibility for competition.

RELEASE OF STUDENTS FROM SCHOOL

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the campus sign-out procedures. Unless the principal has granted

approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

A student who will need to leave school during the day must bring a note from his or her parent that morning or have the parent personally appear at the principal's office. A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parents.

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.

School officials may search lockers, personal items or vehicles parked on school property if there is reasonable cause to believe that they contain articles or materials prohibited by District policy. Students shall be responsible for any prohibited items found.

The District shall use trained dogs to sniff out and alert officials to the presence of concealed prohibited items, illicit substances and alcohol. This action is implemented in response to drug and alcohol related problems in District schools with the objective of maintaining a safe school environment conducive to education.

Students found to be in possession or control of prohibited items will be subject to disciplinary action in accordance with the Student Code of Conduct. A citation may also be issued by law enforcement officers.

SEXUAL HARASSMENT

The District believes that every student has the right to attend district schools and school-related activities free from all forms of discrimination on the basis of sex, including sexual harassment. The district considers sexual harassment of students to be serious and will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense.

All students are expected to treat one another courteously, with respect for the other person's feelings; to avoid behaviors known to be offensive; and to stop these behaviors when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct of a sexual nature directed toward another student. This prohibition applies whether the conduct is by word, gesture, or any other intimidating sexual conduct, including requests for sexual favors that the other student regards as offensive or provocative.

Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the teacher, the principal or designee, the counselor, or nurse. Students and/or parents may also talk to Jan Van Dorn, in the Superintendent's office at 817-408-4009.

A complaint alleging sexual harassment by another student, or sexual harassment or sexual abuse by a staff member shall be presented by a student and/or parent in a conference with the principal or with the Title IX Coordinator, Jan Van Dorn, who will coordinate an appropriate investigation, which ordinarily will be completed within ten days. The student or parent will be informed if extenuating circumstances delay completion of the investigation.

The student will not be required to present a complaint to the person who is the subject of the complaint.

If the resolution of the complaint is not satisfactory to the student or parent, the student or parent may request a conference with the Superintendent or designee by following the procedure set out in Board policy FNCJ(LOCAL). If the resolution by the Superintendent or designee is not satisfactory, the student or parent may present the complaint to the Board as provided by policy.

SKATEBOARDS
ROLLER BLADES/BICYCLES

Bicycles are permitted on GISD property but must be kept on sidewalks. Bicycles are not to be ridden on any grass field, playground, or track. The District is not responsible for bicycles.

Skateboards, skates or roller blades are ***NOT*** permitted on GISD property at any time. Students with skateboards, skates or roller blades on school premises after school hours are subject to arrest and charges of trespassing. GISD is not responsible for any prohibited items brought to school.

SPECIAL PROGRAMS

The District provides special programs for students with special needs. Students or parents with questions about these programs should contact the building principal who can answer questions about programs and services, as well as eligibility requirements. Special programs include:

- **Bilingual Program:**
  The goal of the Bilingual Program is to enable limited English proficient students to become competent in comprehension, reading, speaking and composition of the English language. This program will also continue development of their native language through the use of the students' first language and the integration of second language acquisition methods. The Bilingual Program shall emphasize the mastery of English language skills and the students' native language skills as well as mathematics, science and social studies as integral parts of the academic goals for all students. This will enable limited English proficient students to participate equitably in school. The curriculum content of the program is based on the essential knowledge and skills established by the state.

- **Compensatory Education:**
  State Compensatory Education is a program designed to improve and enhance the regular education program for students in at-risk situations. The purpose is to increase the achievement and reduce the dropout rate of identified students in at-risk situations.

- **ESL (English as a Second Language):**
  The goal of English as a second language program is to enable limited English proficient students to become competent in the comprehension, speaking, reading, and composition of English language through the integrated use of second language methods. The English as a second language program shall emphasize the mastery of English language skills as well as mathematics, science and social studies, as integral parts of the academic goals for all students to enable limited English proficient students to participate equitably in school. The basic curriculum content of the program is based on the essential skills and knowledge by the state.

- **Special Education:**
  Special Education services are offered to students with disabilities to meet individual educational needs and are provided without cost to the eligible student or to the parents. A free appropriate public education is available from birth until age 21 for students with auditory and visual impairments and from ages 3-21 for all other eligibilities.
  In order to meet educational needs of all identified children, a full continuum of services is provided. Service delivery alternatives are available ranging from consultation to mainstream teachers, content mastery, resource, speech therapy, life skills, transition services, homebound, preschool programming for children with disabilities, visually impaired services, vocational programming and deaf education services. The district is committed to provide special education services based on best practices.

- **Title I:**
  Title I is a Federal aid program for schools in the United States. The goal of Title I is to provide a high quality education for every child. The program provides additional help with instruction for students who need it the most. Students who are at risk of not meeting the state's essential skills and knowledge requirements are the most in need. Schools with high poverty levels have access to Title I resources. Funding for each campus is based on the number of low-income families.

- **Testing Options for Learning Difficulties**: 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 support services that are available to all 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 evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report

within 60 calendar days of the date of the district receives the written consent. The district must give a copy of the report to the parent.

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Cheryl Meger at 817-408-4050.

- **Advanced Academics (formerly Gifted/Talented):** The Advanced Academic classes in Granbury ISD encompasses grades Kindergarten through 12 and utilizes a variety of programs that are designed to meet the needs of the gifted/talented learner. All classes are TEKS (Texas Essential Knowledge and Skills) based with major emphasis on performance based learning through projects, Future Problem Solving, Pre-Advanced Placement and Advanced Placement classes. These projects and programs provide students a differentiated curriculum that includes depth and complexity of learning. For more information contact your schools Counselor.

- **Career & Technology (CATE)** Career and technology programs in Agricultural Science and Technology, Business and Office Education, Home Economics, Technology Education and Industrial Technology, Marketing, Trade and Industry, and Media Technology are offered. Admission to these programs is based on grade classification, age, attendance, and application. Lack of English language skills will not be a barrier to admission and participation in all educational and career/technical programs.

STUDENT ASSESSMENT

Granbury ISD uses a variety of assessment during the school year to evaluate progress.

The Texas Assessment of Knowledge Skills (TAKS), a criterion-referenced test, is required in Reading and Mathematics of all students in 3rd through 11th grades. TAKS Writing is required of students in 4th, 7th, 10th and 11th grades. TAKS Social Studies is required in 8th, 10th and 11th grades and TAKS Science is required for grades 5th, 10th and 11th. Please refer to the district calendar for test dates.

Iowa Test of Basic Skills (ITBS), a norm-referenced test, is administered to students in grades 3-6 to access progress. The Cognitive Ability Test (CogAT) is given to students in 3rd grade. The assessment results are used to evaluate a variety of district programs such as Advanced Academics, Reading, and Math.

Students are also assessed according to each grade level's benchmarking system. Kindergarten through 2nd grade students are assessed in reading through the Texas Primary Reading Inventory (TPRI). 3rd through 8th grade students prepare for the TAKS by taking TAKS released tests. The results of these tests are used to evaluate each individual student's strengths and weaknesses that will be used in planning instruction.

Additional Guidance:

- All grading standards must be horizontally aligned within the district by department.
- Accelerated Reader points should always be a positive incentive and should never be used to negatively impact a student's academic grade. Extra credit grades may be given for AR.
- No grades will be given in tutorial classes (example: TAKS remediation, language lab).

Permanent Record and Other Purposes: Numerical scores shall be maintained in the permanent records for grades 2-8 and used on all academic achievement records (transcripts) for grades 9-12. Numerical scores shall be used in determining promotion, course credit, and maintenance of a grade of 70 for participation in extracurricular and other activities.

Grade Conversion Scale: When letter grades are used, the following conversion table shall be in effect:

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

Report Cards: At least once every six weeks, the District shall give written notice to parents of students' grades in each class or subject. ("Parent" includes legal guardian.) For students in alternative programs (see Board Policy EIE)

the report shall clearly specify the instruction level at which the student is functioning. The notice shall provide for the signature of the parent and must be returned to the District.

If in any class or subject a student receives a grade of less than 70 on a scale of 100, the grade notice shall state the need for a conference between the appropriate teacher and the parent. Teachers shall advise parents in the grade report whether students are recommended or required to attend tutorials in the subsequent six weeks' grading period. The number of student absences will be included in the report to the parents at the end of each six weeks' period. This shall be reported by the principal's office as the total number of absences per six weeks.

Report cards will be distributed the week following each grading period. Elementary and intermediate report cards will be sent with students and secondary report cards will be mailed. Kindergarten and pre-kindergarten students' progress shall be reported to parents by checklist.

Three Weeks Reports: At the end of the first three-weeks of a grading period, the teacher shall provide notice of progress to the parent or guardian of a student whose grade average in any class is lower than 70 or whose grade average is deemed borderline by the teacher. This is not intended to be a detailed report, but should be a brief notice of a potential problem. The parent will be requested to schedule a conference with the teacher of that class or subject.

STUDENT RECORDS

General Record Information: A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. **A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights**. The principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of a written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Parents of a minor or of a student who is a dependent for tax purposes, or the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District, of cooperatives of which the District is a member or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, an Individual Education Program (IEP) for a student with disabilities under IDEA or an individually designed program for a student with disabilities under Section 504;
3. Compiling statistical data; or
4. Investigating or evaluating programs.

Certain officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student.

A student over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requester has the right to a hearing. If the records are not amended as a result of the hearing, the requester 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, parents and the student are not allowed to contest a student's grades in a course through this process. Parents or the student have the right to file a complaint with the U. S. Department of Education if they believe the District is not in compliance with the law regarding student records. Copies of student records are available at a cost of $.10 per page, payable in advance. Parents may be denied copies of a student's records:

1. After the student reaches age 18 and is no longer a dependent for tax purposes;
2. When the student is attending an institution of post-secondary education;

3. If the parent fails to follow proper procedures and fails to pay the copying charge; or
4. When the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about District students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the principal within 10 school days after the issuance of this handbook.

Directory information includes:

- a student's name,
- address,
- telephone number,
- date and place of birth,
- participation in officially recognized activities and sports
- weight and height of members of athletic teams,
- dates of attendance,
- awards received in school, and
- most recent previous school attended.

Further information with regard to the Family Educational Rights and Privacy Act of 1974 is located in the office of the superintendent and may be examined at the request of the parent.

Special Education Records: Requests to inspect and review the special education records will be directed to the Director of Special Education Services and an appointment with the appropriate school personnel will be scheduled without necessary delay. The appropriate personnel upon request will interpret any information in the records. Amendments to the records will follow operational guidelines established by state and local policies. Student eligibility folders will be maintained within the Special Education Services office at least seven years after the cessation of services to the disabled students. After that time records will be destroyed unless written requests not to destroy the records have been received from parents or adult disabled students.

STUDENT RIGHT TO PRAY

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

TELEPHONE USAGE AND MESSAGES

Parents should make special transportation or after school arrangements with children before they arrive at school. **Campuses cannot assume responsibility for delivery of messages**.

Students and/or parents of students should plan not to receive or make telephone calls during school hours. **Classes will not be interrupted to deliver messages except in cases of emergency.**

TESTING/STUDENT ASSESSMENT

The District will administer state mandated criterion referenced tests and norm-referenced tests annually and language assessments for students in special programs as mandated by law.

Six Weeks & Trimester: Six weeks and multiple unit tests may be given at grades 7-12. Trimester examinations will be administered in grades 10-12 on a prearranged schedule at the end of each trimester. No early trimester/semester exams will be administered.

Unit Testing: Tests will be given at the end of learning segments or units as appropriate to determine student mastery of the Texas Assessment of Knowledge and Skills as stated in the state documents, district curriculum documents and/or a student's individual education plan.

TAKS Testing: Annual criterion-referenced (TAKS) testing in mathematics and reading is required for all students in grades 3 through 8. Additional TAKS testing is required for all students in social studies for grades 8 and 10, science for grades 5 and 10 and writing ~~is required~~ for ~~all students in~~ grades 4, 7 and 10.

- Students in grade ~~10~~ 11 will be tested in ~~writing, reading, and mathematics~~ English language arts, mathematics, social studies and science on an exit level TAKS test, which must be mastered before a student is eligible to graduate from high school. Students not mastering any section of that test when administered in grade ~~10~~ 11 will have the opportunity to retest any section(s) not mastered.
- Students on all grade levels who fail to master sections of the TAKS tests may be required to participate in remedial activities designed to assist them in acquiring essential skills needed to master these tests. Students who fail to master will also receive a TAKS Study Guide to help strengthen the TEKS-based skills that are taught in class and tested on TAKS.

~~**End-of-Course Testing:** End-of-course tests will be administered to students according to state law. These test grades may be used to enhance a student's performance grade for the semester or year. Options will be determined for the grade level and may include any of the following~~

- ~~In lieu of a six weeks' or trimester exam.~~
- ~~In lieu of some other activity or grade.~~
- ~~As added points to raise grade.~~

~~**Under no circumstances will end-of-course test scores be used to lower a student's grade.**~~

NOTE: No school-related activities or building usage may be scheduled on any grade level the evening before or the day of any scheduled TAKS test at any grade level, except exit retest. Parents are encouraged to help students get plenty of rest and come prepared to give their best effort on these days.

2005-06 TESTING SCHEDULE

September 20	PLAN 10th Grade GHS
September 22	ASVAB
September 24	ACT (GHS)
October 8	SAT (GHS)
October 12	PSAT Test (GHS) & PSAT Test (Middle School)
October 17-28	ITBS, Grades 3, 4, 5 & 6
October 18	TAAS Exit Writing & TAKS Exit English L/A (retest)
October 19	TAAS Exit Math & TAKS Exit Math (retest)
October 20	TAAS Exit Reading & TAKS Exit ~~Social Studies~~ Science (retest)
October 21	TAKS Exit ~~Science~~ Social Studies (retest)
October 22	ACT
November 1-10	CogAT Grade 3
November 5	SAT
November 9 -10	GHS Trimester Exams
December 3	SAT
December 10	ACT
January 28	SAT
February 11	ACT
February 21	TAKS & SDAAWriting, Grades 4 & 7, TAKS Reading Grade 3 & 5
February 21	TAKS English L/A Grade 10, Exit, & Exit (retest)
February 22	TAAS Exit Writing (retest)
February 22	SDAA Reading, Grade 9 & English L/A Grade 10
February 23	TAKS Exit Science (retest) & TAAS Exit Reading (retest)
February 24	TAKS Exit Social Studies (retest)
February 23-24	GHS Trimester Exams
April 1	SAT
March 12 – Apr 7	TELPAS & RPTE (Texas English Language Proficiency Assessment System) (Reading Proficiency Test in English)
April 4	TAKS Math Grade 5
April 8	ACT (GHS)
April 18	TAKS Math, Grades 3, 4, 6, 7, 8, & 10

April 18	SDAA Math, Grades 3, 4, 5, 6, 7, 8, 9, & 10
April 18	TAAS Exit Writing, (retest)
April 18	TAKS Exit ELA (retest graduating seniors only)
April 19	TAKS Reading, Grades 3 & 5 (retest), 4, 6, 7, & 8
April 19	SDAA Reading, Grades 3, 4, 5, 6, 7 & 8
April 19	TAAS Exit Math, (retest)
April 19	TAKS Exit Math & (retest graduating seniors only)
April 20	TAKS Science, Grade 5
April 20	TAKS Math, Grade 9
April 20	TAKS Science, Grade 10
April 20	TAKS Exit Science & (retest graduating seniors only)
April 20	TAAS Exit Reading (retest)
April 21	TAKS Exit Social Studies & (retest graduating seniors only)
April 21	TAKS Social Studies, Grade 8 & 10
May 7	SAT
May 1-5 & 8-12	AP Advanced Placement Exams
May 16	TAKS Math Grade 5 (retest)
May 22-24	GHS Trimester Exams
June 3	SAT
June 10	ACT
June 27	TAKS Grade 5 Math (retest)
June 28	TAKS Grade 3 & 5 Reading (retest)
July 11	TAKS Exit English L/A (retest) & TAAS Exit Writing (retest)
July 12	TAAS & TAKS Exit Math (retest)
July 13	TAKS Exit Science (retest) & TAAS Exit Reading (retest)
July 14	TAKS Exit Social Studies (retest)

TEXTBOOKS

State-approved textbooks are provided free of charge for each subject or class. Students:

- are responsible for the care and return of the books. Students who are issued a damaged book should report that fact to the teacher.
- are required to use these books carefully.
- are to cover books, and to keep them covered, as directed by the teacher.
- will be charged for damaged textbooks and replacement of lost textbooks**.**

TOBACCO USE/POSSESSION

Students, patrons or staff shall not possess or use tobacco products, including, but not limited to cigarettes, cigars, pipes, snuff, or chewing tobacco, while under the school's jurisdiction, at any school-related activity, on school premises, or within 500 feet of school premises.

In accordance with the law and Board Policy DH, Granbury ISD campuses are smoke-free and employees shall not use tobacco products within District buildings, in District vehicles, or in the presence of students at school or school-related activities.

TRAVEL – SCHOOL SPONSORED

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

1. The parent personally requests that the student be permitted to ride with the parent; or
2. On the day before the scheduled trip, the parent presents a written request that the student be permitted to ride with an adult designated by the parent.
3. The principal may determine that extenuating circumstances warrant that the student not be required to travel with the group. This determination will be made on an individual basis for a single trip. Special exceptions will be determined by the principal if written notice from the parent is given to the principal at least 24 hours in advance.

Travel Permits: In order to ride a school bus to and from extracurricular activities sponsored by Granbury schools, a student must have on file, in the principal's office, a travel permit. The permit gives parental consent for a student to go on trips and also states that the student will return by bus unless picked up by the parent or guardian.

TUTORIALS

The District provides tutorial services on all campuses. Students whose grade in a subject for a reporting period is lower than 70 need to attend tutorials.

VANDALISM & DAMAGE TO SCHOOL PROPERTY

Students shall not vandalize or otherwise damage or deface any property, including furniture and other equipment, belonging to or used by the District or District schools. Parents or guardians of students guilty of damaging school property shall be liable for damages in accordance with law. Students may be subject to criminal penalties.

VEHICLES

All vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable cause exists to do so, with or without the presence of the driver. The driver has full responsibility for the security of his or her vehicle and must make certain it is locked and that the keys are not given to others. The driver shall be held responsible for any prohibited objects or substances, such as alcohol, drugs, or weapons, that are found in his/her car, and will be subject to disciplinary action by the District, and referred for criminal prosecution.

No student may drive to middle school campuses.

VISITORS

Parents and other visitors are always welcome to visit District schools and are encouraged to do so. **All visitors** must first report to the principal's office before going to any area on the campus. **Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher, and such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment**. A parent who wishes to talk to a teacher regarding his/her child shall call the office or write a note to the teacher requesting an appointment. Only parents, guardians or other appropriate adults will be allowed to visit the school. Please do not ask to bring friends from out of town or from other schools to visit classes.

USE OF BUILDINGS

Buildings are not to be occupied by students after school hours unless they are supervised by a teacher or have permission from the school administration.

WITHDRAWALS

Parents should inform the school of their intent to withdraw their children from school at least one day before the student's last day, so that records can be cleared, a signed report card, and book card can be made ready. Each student is involved with several teachers, so it takes time to gather the necessary information.

ADDITIONAL
ELEMENTARY/ INTERMEDIATE INFORMATION

Gum: Chewing gum is not permitted at school.

Supplies: Parents shall provide all supplies necessary for each student to do the best possible work in school. The child's name should be put on all supplies, lunches, coats, sweaters, etc. Each year many good items, which lack identification, are left by students, and never claimed by their owners.

Forms: It is absolutely necessary that certain forms be on file for each student. Read and respond to any notes sent home with the child. Keep the school informed of current address and telephone numbers where parents can be reached. School personnel will not transport your child home.

Parties: There will be three parties during the year in each classroom. These parties are planned for the pupils in the class. If you are not a room mother/father or helper, please do not plan to attend or bring younger children. Parents are at times asked for donations of party items, but should not be asked to donate cash. Baked goods must be store bought and brought to school in store packaging. For safety reasons, no home baked goods should be brought to school.

Lunch: Please have the child bring his/her lunch or buy it at school every day. It is disruptive for parents to bring lunches to students after class has started.

Discipline: A list of classroom and campus rules will be sent home. Disciplinary action shall be taken at the teacher's discretion in accordance with set classroom rules (e.g. loss of privileges, time-out). The teacher shall make contact with the parent either by phone or in person when discipline problems arise.

Referral to office will be made only after other discipline techniques have failed. Except in extreme cases, a discipline referral form shall accompany the student to the office. Corrective action is made at the principal's discretion. (e.g., removal from class for a specified time, emergency removal from class, referral to outside agencies, behavior contracts, assigned work tasks, detention, I.S.S. - length of stay to be determined by principal, or corporal punishment.

Teacher-Parent Conference: You will be asked to attend a conference with your child's teacher. Kindergarten conferences will be used instead of a checklist for the first reporting period.

Lockers: Locks are not to be placed on lockers at the elementary or intermediate grade levels. No valuables should be placed or left in lockers.

Visitors: All visitors must check in at campus office.

Your child's teacher is_____

Conference time:_____

ADDITIONAL MIDDLE SCHOOL INFORMATION

ELECTRONIC ITEMS

During the instructional day, students shall not bring into a school building or have in their possession in a school building electronic items such as radios, CD/tape players, MP3 players, earphones, games, or toys. Such items can be disruptive and are susceptible to theft, damage and destruction. These items found in possession of students during the instructional day will be confiscated and returned only to the parent. Appropriate disciplinary action will be taken for their possession and/or use.

A phone or pager may be in the possession of a student enrolled in Granbury ISD. The item(s) must be turned off and out of sight during the instructional day. Appropriate disciplinary action will be taken if they are turned on, can be seen or are used during the instructional day. Additionally, the item will be confiscated and will be returned only to the parent. Parents may be charged a fee up to $15.00 for the return of cellular phones and pagers.

Neither school personnel nor the school district will be held responsible for the loss, damage or destruction of electronic items brought to school by students.

AMS/GMS Grading Policy

Philosophy: Frequent and comprehensive measurement of student achievement is a critical element of both student and school success. That measurement is gained through teacher-designed tests, informal teacher observations, projects, demonstrated skills, daily work, and criterion-referenced and norm-referenced tests and through other means. The results of evaluation are used to provide feedback to students and their parents, to determine what must be learned and to improve student performance and instruction.

Application: The following guidelines will be used in student evaluation:

- Major evaluations consist of exams, projects involving significant time and effort, important performances, demonstrations of skills and other assessments of a comprehensive nature. Major evaluations will be 40% of a six weeks grade. There must be a minimum of two major evaluations during each six weeks.

- Minor evaluations consist of homework, daily work, minor quizzes or tests, brief demonstrations of skills, oral or board work, daily performances or other assessments of a limited nature. Minor evaluations will be 60% of a six weeks grade. There must be a minimum of ten (10) minor evaluations during each six weeks.

- All recorded grades during a six weeks will be entered as major or minor evaluations and the two categories must total 100% of the grade.

- Grades shall not be recorded in excess of 100.

Additional guidance:

- Homework may be used to reinforce classroom learning, evaluate student understanding, improve knowledge and skills, validate results of class work, improve understanding of instruction, progress toward completion of a project, or for other reasons contributing directly to student success. To be of optimum value, homework should be frequently checked or graded, the results recorded and computed in the student's six weeks grade.

- Students who have been absent shall complete make-up work and exams. Students will normally have one day for each day absent, plus one additional day to make up missed work. If the student knew of the assignment well in advance of the absence, it may be due immediately upon return as determined by the teacher. Teachers may also assign additional work to ensure students have sufficient opportunity to master the essential knowledge and skill or to meet course requirements. This additional work shall be based on the instructional objectives for the course and may provide greater depth of subject matter than routine make-up work. A student who does not make up assigned work within the time allotted by the teacher may receive a grade of zero for the assignment.

HOMEWORK

Homework deserves special attention to ensure its value in the learning process and to avoid frustration for the student, teacher, or parent. The assignment should serve as reinforcement of learning at the level of independent practice. The review or grading of the work should provide immediate feedback to the student and inform the teacher of student progress toward mastery. Students in advanced courses may expect differentiated assignments that could require more time outside the classroom.

Late Work Policies: Students in Pre-AP classes will have one day to turn in late work. That late work will receive a grade no higher than 80. Late work in regular classes will be accepted for 3 days. One day late work will receive a grade no higher than 80. Work that is 2 days late will receive a grade no higher than 70 and work that is three days late will receive a grade no higher than 60. Work turned in after the one day for Pre-AP or three days for regular classes may receive a zero.

- Students who are determined to have engaged in academic dishonesty (e.g., cheating, copying, plagiarism or unauthorized communication during an exam) shall receive a zero on that evaluation based on the judgment of the classroom teacher.

- Ninth Grade students will follow High School Grading policies.

PRE-AP Classes 7th & 8th Grade: Pre-AP Students must be involved in one competitive event during the school year. Academic competition must be approved through the Pre-AP teacher. Pre-AP Science must compete in the Science Fair.

BAGS

Bags will not be allowed in the classroom nor will they be allowed to be stored in the hallway for safety purposes. They must fit in the student's locker and should be kept there during the school day. The school is not accountable for lost items.

EARLY ARRIVALS AND LATE PICK-UPS

Before school and after school childcare ***will not*** be provided. School facilities are open with adult supervision fifteen (15) minutes before school starts and fifteen (15) minutes after school is dismissed. Students should not be at school facilities before or after these times unless they are involved in an approved, supervised activity. Students not picked up in a timely manner may be turned over to local law enforcement officials.

NOTE: This section does not pertain to students utilizing school transportation to get to and from school. Bus students will be supervised from the time the bus arrives at the school until the time the bus departs from the school.

EMERGENCY SCHOOL CLOSING INFORMATION

On bad weather days, a decision will be made by 6:00 am to close schools or delay the start of school. This information will be broadcast on the school web page, www.granbury.k12.tx.us and WBAP AM 820 radio. It may possibly be broadcast on Television Channel 5. Since weather and road conditions can change quickly, this decision will be made during the early morning hours rather than during the evening hours the night before. Therefore, please do not call the schools, school personnel, the transportation department, the administration building, or the radio or television station for normal communication and emergencies.

FOOD AND DRINK: Food and drink are not to be taken into the classroom. Bottled water may be allowed in the classroom at the teacher's discretion. The only exceptions to this rule are special teacher-directed activities, which must be cleared by the principal.

FUNDRAISING: Student clubs or classes, outside organizations, and/or parent groups may occasionally be permitted to conduct fund-raising activities for approved school purposes. An application for permission to conduct a fund-raising event must be made to the principal. These events must also be approved by the Assistant Superintendent. Except as approved by the process indicated, fund-raising is not permitted on school property. No door-to-door or brochure sales will be approved.

LIBRARY

Students must have an ID card to use library facilities.

Books are checked out for 2 weeks. A $.10 fine per day is assessed on overdue materials. If the student has an excused absence, no fine will be assessed if the book is turned in the first day upon returning to school.

NATIONAL JUNIOR HONOR SOCIETY

Please see the campus sponsor for National Junior Honor Society handbook information.

ORGANIZATIONS

Organizations that one may join are:

Builders Club
Foreign Language Club
Science Club
Junior Historians
National Junior Honor Society
Tri-M Society
Student Council
Fellowship of Christian Anybodies (FCA)
Spanish Club
Character Counts Club

PHYSICAL EXAMINATIONS

Students desiring to participate in the UIL athletic program shall submit a physical form 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.

PICTURE IDENTIFICATION CARDS

All students will be required to wear their picture identification card each day at school and to be admitted to any school function or dance. Admission to dances will be $5.00 with student identification card and $10.00 without student identification card. The first ID card is free, if lost, the student will be charged a $3.00 fee for replacement.

POSTERS

The principal or designee must first approve signs and posters that a student wishes to display. Posters displayed without authorization will be removed and the person responsible will be subject to disciplinary action.

SCHEDULE CHANGES

W*hen a student selects a course, he/she is expected to complete the course.*

Changes will only be considered for circumstances deemed extenuating by the counselors. Teacher changes will not be considered an extenuating circumstance. A parent must follow school guidelines to make this kind of change.

Students will complete a form to see their counselor. The counselor will then contact that student to discuss the change.

The following criteria must be met:

1. The change is possible and reasonable for the existing schedule.
2. The change will not overload another class.
3. The change must be approved by all teachers involved, the counselor or an administrator, and a parent.

SKATEBOARDS, ROLLER BLADES, BICYCLES

Bicycles are permitted on GISD property but must be kept on sidewalks. Bicycles are not to be ridden on any grass field, playground, or track. The District is not responsible for bicycles/roller blades/skateboards.

Skateboards, skates or roller blades are ***NOT*** permitted on GISD property at any time. Students with skateboards, skates or roller blades on school premises after school hours are subject to arrest and charges of trespassing.

TELEPHONE USAGE AND MESSAGES

Parents should make special transportation or after school arrangements with children before they arrive at school. **Campuses cannot assume responsibility for delivery of messages.**

Students and/or parents of students should plan not to receive or make telephone calls during school hours. **Classes will not be interrupted to deliver messages except in cases of emergency.**

Pay phones are available for student use during passing periods, lunch and before or after school.

VISITORS

Parents and other visitors are always welcome to visit District schools and are encouraged to do so. **All visitors** must first report to the principal's office before going to any area on the campus. **Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher, and such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.** A parent who wishes to talk to a teacher regarding his/her child shall call the office or write a note to the teacher requesting an appointment. Only parents, guardians or other appropriate adults will be allowed to visit the school. Please do not ask to bring friends from out of town or from other schools to visit classes.

DANCE GUIDELINES

Granbury Middle School and Acton Middle School staff and the P.T.O. board members want our students to not only have an enjoyable experience at our dances, but also a safe one. Please read the following guidelines and sign and return the acknowledgement below.

1. G.I.S.D. dress code is enforced.
2. No purses or backpacks allowed.
3. Students are not allowed to run or jump.
4. Chasing other students is not allowed.
5. No rough housing or rough dancing is allowed.
6. No lying down on the floor while dancing or resting.
7. No mashing, slamming, or freaking.
8. No food or drink allowed on the dance floor.
9. Students will clean up their own messes.
10. Space between students slow dancing, hands are not allowed below the waist.
11. Students are not allowed to kiss, make out or stay in dark corners.

12. Parents will be called to come pick up students who do not follow the rules.
13. Students will not be allowed to leave the dance early unless a parent comes to sign them out.
14. Any student who on the day of the dance is absent, in I.S.S. or B.T.C. will not be allowed to enter the dance.
15. Any student who has been asked to leave because of his or her behavior will not be allowed to attend any future dances during the current year.
16. The dances are from 7:00 until 10:00 p.m. Any student who is picked up after 10:30 p.m. will not be allowed to attend any future dance during the current school year.

I HAVE READ AND UNDERSTAND THE STUDENTS' DANCE GUIDELINES AND AGREE TO ABIDE BY THESE RULES.

Parent Signature:_____

Student Signature: _____

ADDITIONAL
HIGH SCHOOL INFORMATION

ACCELERATED READER (AR)

All English courses will include the Accelerated Reader program as a method of improving reading skills. The program will operate as follows:

1. English teachers will provide time each week, during class, for silent reading. During this time, students are encouraged to read selections from the GHS Library, the Hood County Library, or from their own book collection.
2. Students will turn in weekly journals or literary letters reflecting on their reading for the previous week. Each journal/letter will count as a test grade.
3. Computers will be available in each classroom, the computer labs and the library for taking AR exams. Students may take and pass AR exams over the books they have read. The points earned will be applied as extra credit on their journal/test grades.

ALTERNATIVE METHODS OF EARNING CREDIT

The GISD Board of Trustees has approved the following alternative methods of earning credit:

Credit by Examination (Prior Instruction-Retrieval) – The credit by exam is for students who have taken a course and received an average of no lower than a 60. If the student is denied credit in a course for excessive absences, the Attendance Committee must approve, on an exceptional basis, earning credit by exam. The exam is taken through either Texas Tech University or through the University of Austin Distance Learning Program. With the approval of the campus administration, locally developed exams may be used for special circumstances. A grade of 70 must be earned. Grades will be posted to the students transcript and will count towards graduation, but will not be computed in the student's GPA or for class rank. A fee will be charged for the exam.

Credit by Examination (No Prior Instruction-Acceleration) – Students who provide evidence of proficiency in a subject area may take an exam to earn credit. A grade of 90 is required to meet credit requirements. The district will publish dates for a fall and a spring administration of exams for acceleration.

CLASS RANKING

The valedictorian and salutatorian shall have completed the Recommended High School Program or the Distinguished Achievement Program. The senior class shall be ranked scholastically at the end of the second trimester. If a tie of two or more students exists for the top places after grades have been averaged, then the fifth six weeks grades shall be used to determine rank. A tie beyond this point shall be broken by the total score achieved on the single highest Scholastic Aptitude Test.

Grades in all state approved courses taken for credit in grades 9-12 only shall be used in computing GPA and class rank. These courses must be taken in residence, which excludes the use of credit by exam and correspondence courses in ranking

In the case of transfer students, only honors, pre-AP and AP courses offered at Granbury High School will be computed on a five or six point scale when figuring GPA.

CLUBS AND ORGANIZATIONS

There are many clubs and organizations at Granbury High School and each helps to fill the need of meeting student interests. Student organizations provide an added dimension to the high school experience and give

additional opportunities for students to excel. Each student is strongly encouraged to become an active member of one or more of the recognized organizations.

Student clubs and performing groups such as band, choir, drill team and athletic teams will establish constitutions and bylaws that outline unique expectations and consequences for not meeting those expectations. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct will apply in addition to any consequences specified by the organization.

All activities of student clubs and organizations must be approved in advance and must be supervised by the faculty director or sponsor.

COLLEGE/MILITARY VISITS

Students are authorized to visit campuses or institutions of higher education (e.g., colleges, vocational schools, art institutes) or military (e.g. MEPS) during their junior or senior year for a **maximum** of two school days over two years. Visits must be scheduled prior to May 1st. Visits requiring an absence must be approved one week in advance by the student's parent or guardian, and a GHS administrator.

The GHS counseling office will provide a form on which the required information can be recorded. The form must be signed by the student, the parent or guardian, counselor, and assistant principal. The student must provide a letter or admit slip on official letterhead with the date of the visit and an official's signature from the college/military office. Such absences will not count against exam exemptions.

CORRESPONDENCE COURSES

Students are eligible to earn credits through correspondence courses. Grades earned on these courses will not be included in students' grade point average or rank in class. Texas Tech and the University of Texas offer state-approved courses. Students must apply to take correspondence courses through the counseling office. Fees and textbooks for these courses are the responsibility of the students. Self-discipline is necessary for students to complete these courses within the time frame established by the university and to meet GISD requirements prior to participating in graduation activities.

DISTANCE LEARNING

Students will have a scheduling option for both high school and dual credit courses taught from a distant location and electronically transmitted to GHS. Students will be located at GHS in a room with equipment that supports interactive capabilities with the instructor who will be teaching to a number of remote sited simultaneously.

The availability of courses will be determined by agreements with the Region XI Education Service Center in cooperation with a number of high schools and colleges in the region. Typically offerings will include courses that would not "make" at GHS because of low enrollment, specialty courses (e.g. Latin, Japanese), and freshman and sophomore college courses.

Counselors will brief students on Distance Learning during registration and will inform students of their eligibility to take these courses and identify the courses available. As always, dual credit courses will require tuition payment for college credit and require the student to be in a full time status without Distance Learning course.

DUAL CREDIT COURSES

Juniors and seniors who have passed the TSI or are TSI Exempt may register for concurrent college and high school credit in selected courses offered by cooperating colleges. The student is responsible for paying for tuition, books, and any fees, which are required by the college for credit. Dual credit courses will be offered pending arrangements with colleges for on-site instructors. ~~**Students taking one or two dual credit classed must be enrolled in THREE additional regular classes.**~~

EARLY GRADUATION

Students may graduate at the end of three years of high school if they accomplish the following actions:

- Submit a letter to the counselor, signed by the parent, agreeing to an early graduation. The letter must be received not later than the end of the sophomore year.
- English III must be passed prior to the start of the junior year.
- All TAKS exams must be passed.
- All graduation requirements must be completed.

No early graduation will be allowed during the senior year. Seniors must be enrolled in at least one of the following courses each term of the senior year:

English IV U.S. Government Economics

Students who have declared their intent to graduate in three years shall be included in senior year ranking/GPS after they have completed 17 credits. No three-year graduate shall be eligible for the position of valedictorian or salutatorian.

ELECTIONS AND STUDENT LEADERSHIP

The Student Council and class leaders will be selected through student elections held one each year. The Student Council sponsor will be responsible for coordinating the election(s) to include the slate of candidates, date and time of election, campaign coordination, voting procedures, vote tallies and dissemination of election results.

All students running for class officer must meet the following requirements:

- Cannot have failed any courses during the previous trimester
- Cannot have been denied credit for excessive absences the previous trimester
- Cannot have been assigned to BTC during the previous school year

In addition to the requirements listed above, Student Council officers must:

- Be a member of the Student Council at least one year prior to holding office
- Not have been removed from Student Council for disciplinary reasons
- Be a senior to be eligible to be elected to President of the Student Council
- Be passing all classes at the time of the election and must have passed all classes during the previous six weeks

Students, who fail a course, are denied credit for excessive absences or are assigned to BTC during the time they hold office will immediately be dismissed from office. The position of a vacant office will be assumed by the other elected students in accordance with Student Council bylaws or, in the case of class officers, by the next elected person in seniority order of President, Vice President, Secretary, and Treasurer.

ELECTRONIC ITEMS

During the instructional day, students shall not bring into a school building or have in their possession in a school building non-essential electronic items such as radios, CD/tape players, MP3 players, earphones, games, or toys. Such items can be disruptive and are subject to theft, damage or destruction. These items found in possession of students during the instructional day will be confiscated and returned only to the parent. Appropriate disciplinary action will be taken for their possession and/or use.

A phone or pager may be in the possession of a student enrolled in Granbury High School. The item(s) must be turned off and out of sight during the instructional day. Appropriate disciplinary action will be taken if they are turned on, can be seen or are used during the instructional day. Additionally, the item will be confiscated and will be returned only to the parent. Parents may be charged a fee up to $15.00 for the return of cellular phones and pagers.

Neither school personnel nor the school district will be held responsible for the loss, damage or destruction of electronic items brought to school by students.

EXAM EXEMPTIONS

Students may earn exemptions from trimester exams as follows:

1. Have an average of at least 85 or better for the two six weeks with no more than two absences during the trimester, or have an average of 80-84 for the two six weeks with no more that one absence during the trimester.
2. Absences include both excused and unexcused to include doctor and dentist appointments. Extracurricular absences do not count in determining exemptions. Each multiple of two tardies, regardless of amount of time, counts as one absence for exemption calculations.
1. Have no more than one discipline referral in the class during the trimester.
2. Have no assignment to BTC during the trimester.
3. Must have been enrolled in the course at GHS the entire trimester.

Individual teachers will make the final determination as to whether requirements have been met for the exemption.

Additionally, teachers may require all students to take a trimester exam if students will benefit directly and significantly from the requirement in a subsequent exam or performance evaluation (e.g., Advanced Placement examinations).

A grade for the second six weeks may be determined approximately one week prior to the trimester exam so that students and teachers can plan accordingly—any absences or discipline problems subsequent to that date may negate the exemption.

Freshmen and sophomores may earn an exemption from not more than three courses. No exemptions will be authorized for freshmen and sophomores in selected core courses required for graduation. Such courses include English I and II, Algebra I and Geometry, Integrated Physics and Chemistry and Biology, World Geography and World History.

Exempted students will report to a designated location each period for an attendance check. Students will be given directions on options available during that period. Failure to attend the attendance check will result in loss of exemption for that period and the student may be required to take the exam or receive a zero.

EXCESSIVE ABSENCES

At the end of each trimester, the Attendance Committee will evaluate the status of each student's absences and make a decision as to whether credits will be denied because of excessive absences. Parents will be notified of the decision and may appeal, within the time indicated, to the Principal. If the parents desire to continue the appeal process, they may request action by the Superintendent and, subsequently, the Board of Trustees.

Students who are denied credit for excessive absences will not be permitted to purchase a parking permit for a trimester or may be suspended from parking on campus, will not be eligible for college programs, will not be accepted into the work cooperative programs and will not be issued the TEA form for license issue or renewal.

Students, who have been denied credit and subsequently demonstrate good attendance for ~~at least six weeks~~ ,the next trimester will be considered for reinstatement of their privileges by the Attendance Committee.

FIGHTING

Students fighting on school property will receive appropriate disciplinary action, which may include suspension (either in or out of school) or possible ~~expulsion~~ BTC placement. In addition, the police may issue a citation for disorderly conduct and assault. Normally the student will be released to parents for the remainder of the school day on which the fight occurs.

FUND RAISING

Student clubs or classes, outside organizations and parent groups may occasionally be permitted to conduct fund-raising activities. An application for permission to conduct a fund-raising event must be made to the principal by the end of the first six weeks of the school year. These events must also be approved by the Assistant Superintendent. Except as approved by the process indicated, fund-raising is not permitted on school property.

GRADE CLASSIFICATION

Student grade classification is determined as follows:

Freshman	0 – 5.5 credits
Sophomores	6 – 11.5 credits
Juniors	12 –16.5 credits
Seniors	17 or more credits

GRADING POLICY

Philosophy: Frequent and comprehensive measurement of student achievement is a critical element of both student and school success. That measurement is gained through teacher-designed tests, informal teacher observations, projects, demonstrated skills, daily work, and criterion-referenced and norm-referenced tests and through other means. The results of evaluation are used to provide feedback to students and their parents, to determine what must be learned and to improve student performance and instruction.

Application: The following guidelines will be used in student evaluation:

- Major evaluations consist of exams, projects involving significant time and effort, important performances, demonstrations of skills and other assessments of a comprehensive nature. Major evaluations may range from 33% to 67% of a six weeks grade. There must be a minimum of two major evaluations during each six weeks.

- Minor evaluations consist of homework, daily work, minor quizzes or tests, brief demonstrations of skills, oral or board work, daily performances or other assessments of a limited nature. Minor evaluations may range from 33% to 67% of a six weeks grade. With the exception of AP and Dual Credit courses, there must be at least ten minor evaluations during each six weeks, spread as evenly as instruction will allow throughout the entire period. AP and Dual credit courses, presented at college level, require a minimum of six minor evaluations during each six weeks.

- All recorded grades during a six weeks will be entered as major or minor evaluations and the two categories must total 100% of the grade.

- The trimester grade will be an average of the two six weeks averages and the semester exam. The trimester exam will count 20% of the trimester average. Trimester exams must be given

during the scheduled exam period. No early exams will be given for any reason. All students must take the trimester exam unless they meet all requirements for exemption and are granted an exemption by the appropriate teacher.

- The trimester exam will be comprehensive test evaluation mastery of the essential knowledge and skills for all of the material covered during that trimester. Material covered during the second six weeks should not be emphasized on a trimester exam any more that material covered during the other six weeks. The content of the exam is a matter of the professional judgment of the teacher based on the needs of the student in the course.

- Any six weeks average below 50 will be recorded on the report cards as a 50 during the first six weeks of a trimester. Trimester exam grades and the second six weeks grades will be entered as the actual grade earned. Any trimester averages below 50 will be recorded on the report card and on the student's permanent record as a 50.

- Any grade below 70 in any trimester is failing and the subject must be repeated for credit.

- Individuals denied credit due to excessive absences will have those grades recorded as course failures (zero grade point) for class rank and GPA purposes.

Additional guidance:

- Homework may be used to reinforce classroom learning, evaluate student understanding, improve knowledge and skills, validate results of class work, improve understanding of instruction, progress toward completion of a project, or for other reasons contributing directly to student success. To be of optimum value, homework should be frequently checked or graded, the results recorded and computed in the student's six weeks grade.

- Students who have been absent shall complete make-up work and exams. Students will normally have one day for each day absent, plus one additional day to make up missed work. If the student knew of the assignment well in advance of the absence, it may be due immediately upon return as determined by the teacher. Teachers may also assign additional work to ensure students have sufficient opportunity to master the essential knowledge and skills or to meet course requirements. This additional work shall be based on the instructional objectives for the course and may provide greater depth of subject matter than routine make-up work. Students shall receive a zero for work not made up within the allotted time and for make-up work after an unexcused absence. The grade for make-up work after a suspension shall be reduced by 20%.

- Late work policies shall be determined by each teacher and made known to each student, in writing, at the beginning of the course. Such policies may include grade reduction to lose partial or full credit, assignment of extra work or loss of privileges. Repeated late completion of work or failure to turn in work may result in extra tutorials, detention in the teacher's classroom or such other classroom management techniques as necessary to change the behavior of the student. Extreme violations may result in disciplinary action.

- Students who are determined to have engaged in academic dishonesty (e.g., cheating, copying, plagiarism or unauthorized communication during an exam) shall receive a zero on that evaluation based on the judgment of the classroom teacher.

- Trimester exam exemptions shall be used to motivate students to excel academically, attend regularly and exhibit acceptable behavior. Details on the exemption policy are provided separately.

- UIL exemptions from the “no pass, no play” rule shall be made for designated honors, pre-AP and AP courses. Such exemptions are limited as follows:
    - No course may have a numerical grade lower than 60.
    - No more than two courses may have a grade of 60-69 for any six weeks.
    - No course may be failed more that one six weeks in any trimester.

Should any of the limitations be exceeded, the student will be ineligible under the “no pass no play” rule.

All grading standards must be horizontally aligned within the district by departments

GRADUATION REQUIREMENTS

Course credit requirements for each diploma program are shown on the following two pages. Students and parents should work with guidance counselors to ensure that the necessary courses required for the program selected are successfully completed.

GRADUATION PLANS

Requirements	Minimum	Recommended	Distinguished Achievement*
English	4	4	4
Math	3 Three credits to include: • Algebra 1 • Geometry • Algebra II or Math Models for Seniors	3 Three credits must consist of: • Algebra 1 • Geometry • Algebra 2	3 Three credits must consist of: • Algebra 1 • Geometry • Algebra 2
Science	2 Two credits to include: • Biology and • Integrated Physics and Chemistry May substitute Chemistry or Physics for IPC but must use the second of these as academic elective credit.	3 Three credits. One credit must be Biology. The remaining two credits must be chosen from the following areas. No more than one credit from each area. • IPC • Chemistry • Physics Students are encouraged to take Biology, Chemistry, & Physics.	3 Three credits. One credit must be Biology. The remaining two credits must be chosen from the following areas. No more than one credit from each area. • IPC • Chemistry • Physics Students are encouraged to take Biology, Chemistry, & Physics.
World Geography/	1	2	2
World History			
U.S. History	1	1	1
U.S. Government	½	½	½
Economics	½	½	½
Academic Elective	1 One credit selected from either: • World Geography • World History, or • Any state approved science course	0	0
Health	½	½	½
Physical Education	1 ½	1 ½	1 ½
Foreign Language	0	2	3
Fine Arts	0	1	1
Technology App. (Computers)	1 One credit selected from either: • Business Computer Information Systems I or II • Business Image Management and Multimedia • Web Mastering • Computer Science	1 One credit selected from either: • Business Computer Information Systems I or II • Business Image Management and Multimedia • Web Mastering • Computer Science	1 One credit selected from either: • Business Computer Information Systems I or II • Business Image Management and Multimedia • Web Mastering • Computer Science
Communication Applications (Speech)	½	½	½

Requirements	Minimum	Recommended	Distinguished Achievement*
Electives	7 ½	5 ½	4 ½
	Five and one-half credits • State approved courses Two credits • State approves or Local courses	Three and one-half credits • State approved courses Two credits • State approves or Local courses	Two and one-half credits • State approved courses Two credits • State approves or Local courses
Advanced Measures	0	0	***(Plus 4 advanced measures)**
			Standards for Approval of Requirements: • The measures must focus on demonstrated student performance at the college or professional level. • Student performance on advanced measures must be assessed through an external review process.
			Requirements: • A student must achieve any combination of four of the following: Original research/project: • Judged by a panel of professionals in the field that is the focus of the project; or • Conducted under the direction of mentor(s) and reported to an appropriate audience; and • Related to the required curriculum (relating to TEKS) • May not be used for more than two of the four advanced measures Test Data: • A score of three or above on The College Board Advanced Placement examination; • A score on the PSAT that qualifies a student for recognition as a Commended Scholar or higher by the National Merit Scholarship Corporation; as part of the National Hispanic Scholar Program of The College Board; or as part of the National Achievement Scholarship Program for Outstanding Negro Students of the NMSQT. The PSAT score may count as only one advanced measure regardless of the number of honors received by the student. College Courses: • A grade of 3.0 or higher on courses that count for college credit, including tech prep programs.
Total Credits	**24**	**26**	**26**

GRADE WEIGHTS

In order to compute a student's Grade Point Average (GPA) semester grades are given numerical weights. Regular courses will be weighted on a 4-point scale. Pre-advanced placement, honors and dual credit courses will be weighted on a 5-point scale. Advanced Placement courses will receive weight based on a 6-point scale.

4 Point	5 Point	6 Point
100 = 4.0	100 = 5.0	100 = 6.0
90 = 3.0	90 = 4.0	90 = 5.0
80 = 2.0	80 = 3.0	80 = 4.0
70 = 1.0	70 = 2.0	70 = 3.0

LIBRARY

Students must have an ID card to use library facilities. The library will be open on school days at 7:45AM.

Books are checked out for three weeks. Encyclopedias may be checked out overnight and returned before 9:00 AM the next day. A $.25 fine per day is assessed on overdue materials. Although a notice will be sent out on the first day the book is overdue, it is the student's responsibility to note the due date stamped in the back of the book and return it on time. If the student has an excused absence, no fine will be assessed if the book is turned in the first day upon returning to school.

MAKEUP WORK

Students may make up work missed for full credit if the absence is excused, justifiable but unexcused, or is the result of school-sponsored activities. Students have the number of days absent plus one day to finish makeup work. Long term assignments or projects, assigned well before the absence, may be due upon return of the student.

Makeup work may be work identical to that completed by students who were present in class. If the exact work missed cannot be easily duplicated, then other work may be assigned that is closely related (e.g., a written assignment on fitness may substitute for missing calisthenics in Physical Education classes).

Students suspended from school may make up their work, as stated above, with a reduction in grade.

NATIONAL HONOR SOCIETY

The National Honor Society (NHS) was created to recognize and encourage academic achievement as well as develop characteristics essential to citizens in a democracy. NHS membership is not based solely on academic achievement. It is an organization that recognizes outstanding individuals who are able to balance academics with other responsibilities and interests. NHS membership is an honor and a commitment. It is not an honor roll. NHS members are expected to actively strive to represent the ideals of the national organization – scholarship, leadership, character and service.

The following procedures are used in the selection process and are in accordance with and recommended by the NHS constitution:

1. The minimum overall grade average will be announced by the chapter adviser(s), principal, and/or faculty council.
2. Students meeting GPA requirement at the end of their sophomore and junior years will be notified of their eligibility for selection.
3. Scholastically qualified candidates may complete a Student Activity Form and return it to the chapter advisor(s) by the announced deadline.
4. A roster of academically qualified students will be provided to faculty, administration and staff for comments on character, service and leadership.

5. Final selections are made by a five member NHS Faculty Council appointed by the school principal. NHS advisors do not serve on this board.
6. The NHS Faculty Council will evaluate faculty and staff comments and student activity forms. The council may elect to interview candidates of staff to clarify information. Only information verified by the panel from identified sources will be considered in determining candidates' selection for membership. Discipline referrals, suspension or BTC placement will constitute evidence of deficiencies in character. The Faculty Council will make the final selections for membership.
7. All candidates will be notified in writing of their selection for membership. Students not selected will be notified in writing so that steps can be taken to improve the students' chances for future selection.
8. A formal induction service will take place once a year.
9. Members must maintain standards for continued membership. Failure to do so will result in probation. Failure to meet standards after a reasonable probationary period will result in a pre-dismissal hearing before the Faculty Council and ultimate dismissal. If dismissed, the former member will return all items carrying the NHS insignia to the chapter advisor(s).

NON-CURRICULUM RELATED STUDENT ORGANIZATIONS

A non-curriculum related student organization consists of any student group that does not directly relate to the body of courses offered by the school. At GHS we currently have the ~~Fellowship of Christian Athletes~~ Pirates for Christ, Key Club, Bleacher Creatures, and other groups that are in this category.

Students desiring to initiate an organization of this type should contact the Principal for instructions. There are several actions that must be completed to receive approval of the organization to include defining a purpose, securing a staff sponsor and completing necessary forms. Additionally, parent written approval is required for students to join this type of organization.

OUTSTANDING STUDENT AWARDS

The Outstanding Student Award will be awarded each six weeks to a student in each class (senior, junior, and sophomore) who has demonstrated exceptional academic performance; has contributed to peers, school and/or community, and has represented GHS in an outstanding manner. Each student selected will receive a certificate and movie passes and will receive media recognition.

PARTIES AND SOCIAL EVENTS

The rules of good conduct and grooming will be observed at school social events. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest. A student attending a party or social event may be asked to sign out when leaving before the end of the event. Anyone leaving before the end of the event will not be allowed to return.

Granbury High School students classified as juniors and seniors may attend the prom. All other persons who request to attend as a date of a junior or senior must have prior approval for attendance. Dates must be under the age of 21. No student below sophomore classification will be eligible to attend the prom. A prom information sheet will be distributed which will provide detailed information on attendance.

Informal/casual dances may be scheduled and conducted by the Student Council or other student groups. These dances may be attended by GHS students and GMS/AMS Freshmen as verified by current student identification cards.

PEER MEDIATION

Peer Mediation is a program that empowers students to resolve conflicts through improved communication and specific problem-solving skills. Peer Mediators are selected from the student population based on their interest and recommendations from staff and students. Peer Mediators receive 15 hours of training and are placed on call to assist other students in mediating conflict. Participation is voluntary for both the Peer Mediators and students seeking their assistance. The counseling department supervises the program. The

program's goal is to improve the school climate and empower students to be an active and positive influence in their school.

PHYSICAL EDUCATION

Students 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 high school competition. In other years the student will be required to submit a physical appraisal form. Students may then have to undergo a physical examination based on information provided on the appraisal form.

POSTERS

Signs and posters that a student wishes to display must first be approved by the principal or designee. Posters displayed without authorization will be removed and the person responsible will be subject to disciplinary action.

PUBLIC DISPLAY OF AFFECTION

Intimate public display of affection is not appropriate in a school setting. Students are not to kiss, embrace, fondle or have other intimate bodily contact in school or at a school supervised activity. Such action will result in disciplinary action. Holding hands, an arm on a shoulder or other similar less intimate contact is allowed.

SCHEDULE CHANGES

Schedule changes can be made only through the first 2 days of classes as follows:

1. The change is possible and reasonable from the existing schedule.
2. The change will not overload another class.
3. It results in a reasonable program of study towards graduation.
4. Is approved by a counselor and an administrator.

Note: After the change period, a course dropped may be recorded as an “F." When a student selects a course, he/she is expected to complete it.

STUDENT COUNCIL

The purpose of the Student Council is to develop student government, enhance student responsibility and increase student initiative. It is the central student organization within the student body at Granbury High School.

SUBJECT LOADS

Sophomores must take five classes each trimester. Juniors may take a minimum of four classes per trimester if they have passed al portions of the most recent TAKS and are on track to graduate. Seniors may take a minimum of three courses each trimester if they have passed all portions of the exit level TAKS and will meet all graduation requirements. Students enrolled in a cooperative training program must be enrolled in a minimum of three classes each trimester.

Students who have not passed one or more portions of the most recent TAKS will be placed in TAKS prep courses until they pass all portions.

TARDIES

A student may be counted tardy if he/she is not seated in the proper seat when the tardy bell rings. If the Student Office or teacher determines that the tardy was a result of circumstances beyond the student's control, the tardy may be excused. Tardies due to sleeping in, cars not starting or breaking down, friends not picking up student, discussions with friend(s) because of his/her problems, or other personal reasons will not be excused.

Unexcused tardies are accumulated by six weeks ~~semester~~ and will normally result in the following actions:

- ***3 tardies***--Warning provided to student by teacher with teacher action such as making up lost time.
- ***4th tardy***--Teacher assigned detention.
- ***5th-6th tardies***--D-Hall assigned by assistant principal.
- ***7th-8th tardy***--One day of In School Suspension (ISS).
  Parent notification
  Failure to attend charges to be filed in court
- A student who misses 25 minutes ~~half the class or more (36 minutes)~~, either by arriving late of departing early, shall be counted absent

TRANSCRIPTS

Transcripts for students will be provided at no cost. Graduating seniors may request up to three copies of their transcript for no charge. Additional copies for seniors and all copies of transcripts requested by former student will cost $1.00 each.

VEHICLES ON CAMPUS

Students are required to register their vehicles with the school to be allowed to operate the vehicles on school property. Only students with a valid driver's license and proof of liability insurance required by Texas law will be issued a permit. A fee of $35.00 will be charged for this privilege and a tag will be issued which must be displayed at all times the vehicle is on school property. Vehicles, which are not registered, and cannot be identified, may be towed from school property at the owner's expense.

Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search the vehicle. Searches of vehicles may be conducted at any time there is reasonable cause to do so, with the presence of the driver. The driver has full responsibility for the security of the vehicle and will make certain is it locked and that the keys are not given to others. The driver will be responsible for any prohibited objects or substances such as alcohol, drugs or weapons that are found in the vehicle. Students will be subject to disciplinary action for violations as well as referral for criminal prosecution when warranted.

While on school grounds, vehicles will be driven in a manner which preserves the safety of the driver, passengers, pedestrians and property. Violation of established rules may result in citations as well as the loss of driving and parking privileges on school property.

Students driving vehicles on school property must observe the following rules:

1. The issued permit must be hanging from the rearview mirror.
2. Abide by the posted speed limits or below 10 miles per hour.
3. Students may park only in designated lots within one parking space.
4. Students will not park in red fire lanes, faculty spaces, marked visitor slots or in the bus loading area or handicapped spaces.
5. Students are to vacate their vehicles immediately after arriving on campus.
6. Students may return to vehicles only with permission or at the end of the school day.
7. Avoid overloading vehicles and do not ride on top of or outside of vehicles.
8. Obey the state law for school buses; do not pass when a bus is parked with red lights blinking.

9. Driving offenses to include unsafe or reckless driving (e.g., spinning tires, exceeding safe speed) may result in suspension or revocation of driving privileges for up to the remainder of the school year depending on the severity of the offense.

GRANBURY ISD COMPUTER ACCEPTABLE USE POLICY
2005 – 2006 School Year

Disclaimer

This document is required by the Texas Education Agency and is to be completed by all employees and students of any and all Texas Public Schools. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk and GISD is not responsible of material viewed or downloaded by users from the Internet. To minimize these risks, your use of the Internet as GISD is governed by the following policy:

Permitted Use of Network/Internet – Terms and Conditions

The computer network is the property of GISD and may only be used for legitimate business purposes. Users are provided access to the computer network to assist them in the performance of their jobs or studies. GISD believes that information and interaction available on the network/Internet far outweighs the possibility that users may obtain material that is not consistent with the educational goals of GISD. GISD expects legal, ethical and efficient use of the Network/Internet.

User Responsibility – Network/Internet users are responsible for their actions in accessing available resources.

Privilege – Use of GISD Network/Internet account is a privilege, not a right.

Subject to System Administration – All Granbury ISD Network/Internet account usage is subject to the Director of Technology and/or manager's perusal for virus scanning or inappropriate use.

Inappropriate Use – Inappropriate use includes, but is not limited to, those uses that violate the law, that are specifically named as violations in this document, that violate the rules of network etiquette, or that hamper the integrity or security of this or any networks connected to the Network/Internet. GISD has the right to utilize software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate in the workplace.

Violation of Law – Transmission of any material in violation of U.S. or state law is prohibited. This includes, but is not limited to the following: copyrighted material, threatening, harassing, or obscene material, or material protected by trade secret. Any attempt to break the law using a GISD Network/Internet account my result in litigation against the offender by the proper authorities. If such an event should occur, GISD will fully comply with the authorities to provide any information necessary for the litigation process.

Commercial Use – Use of commercial, income-generating or "for profit" activities, product advertisement, or political lobbying of any nature is prohibited. Sending unsolicited junk mail, or chain letters, is prohibited.

No Expectation of Privacy – Employees and/or students are given computers and Internet access to assist them in the performance of their jobs and to enhance their learning. Employees and/or students should have no expectation of privacy in anything they create, store, send, or receive using GISD's computer equipment. The computer network is the property of GISD and may be used only for GISD purposes.

Waiver of privacy rights – User expressly waives any right of privacy in anything he/she creates, stores, sends, or receives using GISD's computer equipment or Internet access. User consents to allow GISD personnel access to and review of all materials created, stored, sent or received by User through any GISD network or Internet connection.

Monitoring of computer and Internet usage – GISD has the right to monitor and log any and all aspects of its Computer system including, but not limited to, monitoring Internet sites visited by Users, monitoring chat and newsgroups, monitoring file downloads, and all communications sent and received by users.

ACKNOWLEDGEMENT OF UNDERSTANDING

I have read and agree to comply with the terms of this policy governing the use of GISD's computer network. I understand that violation of this policy may result in disciplinary action, including possible termination of rights to use the network and civil and criminal penalties

Signature on receipt of handbook also acknowledges that I have read the acceptable use policy and agree that I and/or my child will abide by the policy.

GRANBURY ISD WAIVER FOR INTERNET PUBLICATION

Your child's picture may be selected to appear on the Granbury ISD Web site. The use of a child's picture on a Web site requires permission from parents or custodial guardians.

You have assurances your child's picture will not be used without your permission. Should the picture of your child be in a group photo for Web publication and GISD does not have your permission, the district will "fuzz" out your child's picture as to make the photo unidentifiable.

PARENT RECEIPT FORM

My child(ren) and I have read the student handbook and understand and consent to the responsibilities outlined in the District's Student Code of Conduct. I also understand and agree that my child(ren) shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school and at school-sponsored and school-related activities, including school-sponsored travel, and for any school-related misconduct, regardless of time or location. I understand that any student who violates the Student Code of Conduct shall be subject to disciplinary action, up to and including referral for criminal prosecution for violations of law. I also specifically give my permission for the use of corporal punishment with my child, unless I specifically prohibit such punishment by completing a separate signed statement presented to the principal.

Regarding student records, I understand that certain information about my child is considered directory information. Directory information includes: a student's

- Name,
- Address,
- Telephone number,
- Email Address
- Date and place of birth,
- Participation in officially recognized activities and sports,
- Weight and height of members of athletic teams,
- Dates and attendance,
- Awards received in school, and
- Most recent previous school attended.

Directory information may be released by the District to anyone who requests it unless I object to the release of any or all of this information within ten school days from the time this handbook was issued to my child. I have marked through those types of directory information listed that I wish the District to withhold.

Signature on receipt of handbook also acknowledges that I have read the **Granbury ISD Computer Acceptable Use Policy** and agree that my child will abide by the policy.

_____ I give the Granbury Independent School district permission to use my Child's photograph on the Granbury ISD Web site.

_____ I do not give the Granbury Independent School District permission to use my child's photograph on the Granbury ISD Web site.

_____

Parent's signature Date

_____

Student's signature Date

Granbury Independent School District
Medication Permit Form

All medication should be given outside of school hours if possible. Only medication, which is required to enable a student to stay in school, may be dispensed at school. Medications that are to be given three times a day can be given at home before school, after school, and at bedtime. If necessary, medication may be dispensed at school under the following conditions:

1. All medications must be brought to school by an adult and must be in the original, properly labeled container. The pharmacy can supply two (2) labeled bottles for this purpose for prescription medication. Medication that is in baggies or unlabeled containers will not be dispensed at school. Prescription medications such as Ritalin or other controlled substances must be counted and verified by signature.
2. No medication will be dispensed at school without a specific written request signed by a parent or legal guardian. This request should be made on the appropriate form (Medication Permit Form) supplied by the district.
3. Prescription medication in an original, labeled pharmaceutical container with the student's name and dispensing instructions will be administered according to the doctor's orders on that container. No additional physician's signature will be required.
4. Non-prescription medications will be administered if the medication Permit Form is signed by a parent/guardian.
5. Medication shall never be sent with a student on the bus.
6. Medication must be kept in the nurse's office in a locked cabinet. The only exception is asthma inhalers that have been approved by the physician to be carried by a student and the physician has completed this form.
7. Medication left at the end of the year will be destroyed unless the parent picks it up. A new medication permit form will be required at the beginning of the year.

Request for administration of medication at school:

Student :_____ Date: _____

Teacher: _____ Grade: _____

Physician: _____ Physician's Phone: _____

Name of Medication: _____

Directions: _____

I hereby request that the medication specified above be administered to the above named student

Parent/Guardian Signature: _____ Date: _____

REQUIRED FOR ALL ASTHMA INHALERS CARRIED BY STUDENTS

Diagnosis: _____

Is the student capable of self-administration of asthma inhaler? Doctors statement yes or no_____

Medication _____ Dispensing Directions_____

Period for which medication is prescribed: _____

Physicians Signature: _____

Granbury
Independent School District

Randy Leach • Facilities • Energy Management
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Memo

To: Mr. William Harris
From: Randy Leach
Date: May 10, 2005
RE: Facility Use Fees

The Facility Department is requesting GISD School Board review of the Facility Use Fees. GKD Local and GKD Legal (*Education Code 45.033*) state that the School Board sets the rates for GISD facility use. I am requesting review and approval of the proposed GISD Facilities Use Fees. The fees will become effective September 1, 2005. (Note: The Custodial fees are subject to change due to possible changes in the GISD salary schedule.)

Listed below are examples of organizations that use GISD Facilities.

GISD Affiliated	**Non-Profit**	**For-Profit**	**Special**
(Category I)	**(Category II)**	**(Category III)**	
School Functions	**Civic Organizations**	**Non-School groups**	
Support Groups	**Youth Leagues**	**Non-School support groups**	
	Youth Groups	**Non-Civic Groups**	
PTO	Kiwanis Meetings	Dance Studios	Hood Co. Christmas for Children
Booster Clubs	Leadership Granbury	Property Owners Meetings	Operation School Supplies
Band/Choir Events	Optimist Club Auction		
Project Graduation	Pee-Wee Banquets		
School Carnivals	Relay for Life Meetings		
GHS Ex's Reunion	Weatherford College		
Theater Productions	United Way		
	Granbury Police		
	Little Dribblers		
	Boys & Girls Club		
	Select Teams		

GISD Facility Usage Fees

FACILITY LOCATION	Hourly Usage Rates for Category III (Includes Support Staff Fee)	CATEGORY II Non Profit	CATEGORY III Non District Organization	Required Facility Support Staff @ $15.00 per Hour
		(Mandatory 2 Hour min. Fees, for additional hours see Hourly Usage Rates)		
Administration Parking Lot	$115.00	$30.00	$230.00	Custodial
AMS/GMS Baseball Field	$35.00	$30.00	$70.00	Grounds/Maintenance
AMS/GMS Cafetorium	$40.00	$30.00	$80.00	Custodial
AMS/GMS Football Field/with lights	$60.00	$30.00	$120.00	Grounds/Maintenance
AMS/GMS Football Field/without lights	$35.00	$30.00	$70.00	Grounds/Maintenance
AMS/GMS Softball Field	$35.00	$30.00	$70.00	Grounds/Maintenance
AMS/GMS Track/with lights	$60.00	$30.00	$120.00	Grounds/Maintenance
AMS/GMS Track/without lights	$35.00	$30.00	$70.00	Grounds/Maintenance
Annex Conference Center	$35.00	$30.00	$70.00	Custodial
Annex Meeting Room "A"	$30.00	$30.00	$60.00	Custodial
Annex Meeting Room "B"	$30.00	$30.00	$60.00	Custodial
Annex Meeting Room "C"	$30.00	$30.00	$60.00	Custodial
Any GISD Classroom	$30.00	$30.00	$60.00	Custodial
Any GISD Computer Lab	$30.00	$30.00	$60.00	Custodial
Decker Football Field/with lights	$60.00	$30.00	$120.00	Grounds/Maintenance
Decker Football Field/without lights	$35.00	$30.00	$70.00	Grounds/Maintenance
Decker Gym	$35.00	$30.00	$70.00	Custodial
Decker Meeting Room	$30.00	$30.00	$60.00	Custodial
Elem./Int. Dining Room/Cafetorium	$35.00	$30.00	$70.00	Custodial
Elem./Int. Parking	$65.00	$30.00	$130.00	Custodial
Elem./Int. PE/Gym	$35.00	$30.00	$70.00	Custodial
Elem./Int. Practice Baseball Field	$25.00	$30.00	$50.00	Custodial
Elem./Int. School Kitchen	$35.00	$30.00	$70.00	Food Services

GISD Facility Usage Fees

FACILITY LOCATION	Hourly Usage Rates for Category III (Includes Support Staff Fee)	CATEGORY II Non Profit	CATEGORY III Non District Organization	Required Facility Support Staff @ $15.00 per Hour
		(Mandatory 2 Hour min. Fees, for additional hours see Hourly Usage Rates)		
GHS Baseball Field/with lights	$60.00	$30.00	$120.00	Grounds/Maintenance
GHS Baseball Field/without lights	$35.00	$30.00	$70.00	Grounds/Maintenance
GHS Dining Room/Cafeteria	$40.00	$30.00	$80.00	Custodial
GHS Fine Arts Center	$55.00	$30.00	$110.00	Custodial
GHS Football Practice Field	$60.00	$30.00	$120.00	Grounds/Maintenance
GHS James Wann Sports Center	$75.00	$30.00	$150.00	Custodial
GHS Pirate Gym	$35.00	$30.00	$70.00	Custodial
GHS Pirate Pavillion Field	$60.00	$30.00	$120.00	Custodial
GHS Pirate Pavillion Weight Room	$60.00	$30.00	$120.00	Custodial
GHS Pirate Stadium Press Box	$215.00	$30.00	$430.00	Custodial
GHS Soccer Practice Field	$35.00	$30.00	$70.00	Custodial
GHS Softball Field/with lights	$60.00	$30.00	$120.00	Grounds/Maintenance
GHS Softball Field/without lights	$35.00	$30.00	$70.00	Grounds/Maintenance
GHS Track	$35.00	$30.00	$70.00	Grounds/Maintenance
GHS/Middle School Kitchen	$35.00	$30.00	$70.00	Food Services
GHS/Middle School Lecture Hall	$30.00	$30.00	$60.00	Custodial
GHS/Middle School Parking	$115.00	$30.00	$230.00	Custodial
GHS/Middle School Tennis Courts	$35.00	$30.00	$70.00	Grounds/Maintenance