Notice of Called
Board of Trustees
July 11, 2006

A Called of the Board of Trustees will be held on July 11, 2006, beginning at 12:00 PM, in the Administration Building, 400 East Loop 340, Waco, TX 76705.

The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the same order as shown on this meeting notice. For more information about public comment, see Policy BED. Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

I. Roll Call, Establishment of Quorum, and Call to Order -- Mrs. Mildred Watkins
II. Opening Ceremony -- Mrs. Mildred Watkins
III. Consider Approval of Listing of Agenda Items --
IV. Action/Discussion Items --
    A. Consider Approval of Personnel Items - Contract Recommendations / Renewals, Resignations, Job Descriptions(s) or Revisions to Job Description(s), and Revisions to Paygrade Chart -- Mr. Al Bishop
    B. Deliberation and Possible Action on Contract for and Employment of Superintendent Finalist -- Mr. Al Bishop
    C. Consider Approval of Authorization for the Superintendent to Take Appropriate Actions for the Transfer of the Authority for the "Fiscal Agency" of the McLennan County Challenge Academy to Waco ISD as Authorized by the MCCA Board of Directors by August 1, 2006 -- Dr. Monte Geren
    D. Consider Increase in Lunch Prices for 2006-07 -- Mr. Gary W. Williams
V. Closed Meeting --
    A. Discussion Regarding Personnel Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, Dismissal, Complaint, or Charges (If Needed) --
    B. Confer With Employees of the District to Receive Information or Ask Questions (If Needed) --
    C. Discussion Regarding Student Discipline (If Needed) --
    D. Consultation with the District's Attorney (If Needed) --
    E. Deliberation on Contract for the Employment of Superintendent Finalist --
    F. Deliberation on Contract for Employment of Superintendent Finalist --
VI. Adjournment --

If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551, Subchapters D and E or Texas Government Code section 418.183(f). Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting. [See TASB Policy BEC(LEGAL)]

For the Board of Trustees

ROLL CALL, ESTABLISHMENT OF QUORUM, AND CALL TO ORDER

The meeting was called to order at _____ m.

Board of Trustees Members Present: _____

_____

Board of Trustees Members Absent: _____

_____

School Personnel Present: _____

_____

_____

_____

Others Present: _____

_____

_____

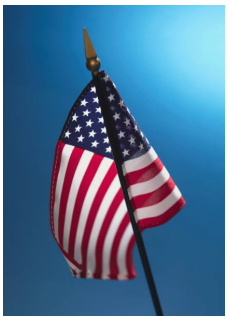
BOARD PRESIDENT:

THE OPENING CEREMONY CONSISTING OF THE PLEDGE OF ALLEGIANCE

TO THE AMERICAN FLAG AND TO THE TEXAS FLAG WILL BE PROVIDED BY:

_____

(NAME, TITLE, POSITION, LVISD CAMPUS/DEPT.)



PLEDGE TO UNITED STATES FLAG. I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.



PLEDGE TO TEXAS FLAG: Honor the Texas Flag, I pledge allegiance to thee, Texas, one and indivisible.

APPROVE LISTING OF AGENDA ITEMS

Presented for:
Board action ☒ Report/Review Only ☐

Supporting documents:
None ☒ Attached ☐ Provided Later ☐

Contact Person:
Dr. Monte Geren and Board President

Background Information:
Board Members are asked to review the listing of agenda items.

Fiscal Implication:
N/A

Administrative Recommendation:
N/A

Motion:

Second:

For:

Against

Abstain:

ACTION / DISCUSSION ITEMS

Presented for:
Board action ☒ Report/Review Only ☐

Supporting documents:
None ☒ Attached ☐ Provided Later ☐

Contact Person:
N/A

Background Information:
The following items are included for board discussion and possible action.

Fiscal Implication:
N/A

Administrative Recommendation:
N/A

Personnel Resignations, Contract Renewals, Contract Recommendations, Job Description(s) or Revisions to Job Description(s), and Paygrade Chart or Revisions to Paygrade Chart

Presented for:
Board action ☒ Report/Review Only ☐

Supporting documents:
None ☐ Attached ☐ Provided Later ☒

Note: Additional personnel items finalized after board agendas have been printed will be submitted at the board meeting.

Contact Person:
Mr. Al Bishop

Background Information:
Board Members approve the resignations of all professional personnel.

The Board of Trustees of any independent school district may employ by contract a superintendent, a principal or principals, teachers, or other executive officers for a term not to exceed the maximum specified in this section. In those independent school districts with a scholastic population of fewer than 5,000, the term of such contracts shall not exceed three years.

The personnel department, campus principals, and management teams interview and check references on each applicant who makes application to become a member of the staff of the La Vega Independent School District.

The Board of Trustees must approve revisions to the LVISD Job Description Manual.

Fiscal Implication:
Personnel salaries are a budgeted item.

Administrative Recommendation:
Board approval of the resignations, contract renewals, contract recommendations, job descriptions or revisions to job descriptions, and revisions to the Paygrade Chart as presented.

Motion: _____

Second: _____

For: _____

Against: _____

Abstain: _____

Deliberation and Possible Action on Contract for and Employment of Superintendent Finalist

Presented for:
Board action ☒ Report/Review Only ☐ Consent Agenda Item ☐

Supporting documents:
None ☐ Attached ☐ Provided Later ☒

Contact Person:
AL Bishop

Background Information:
The Board of Trustees named a lone finalist on June 20th, 2006 and the 21-day waiting period ends July 11th, 2006. Discussion and approval of contract for the lone finalist for Superintendent of La Vega Independent School District can legally be finalized.

Fiscal Implication:
Approximately $100, 000.00 per year.

Administrative Recommendation:
LVISD recommends BOT approve contract for Dr. Sharon Shields as Superintendent of La Vega ISD.

Motion: _____

Second: _____

For: _____

Against: _____

Abstain: _____

Consider Appropval Of Authorization For The Superintendent To Take Appropriate Actions For The Transfer Of The Authority For The "Fiscal Agency" Of The Mclennan County Challenge Academy To Waco ISD By August 1, 2006, As Authorized By The MCCA Board Of Directors

Presented for:
Board action ☒ Report/Review Only ☐ Consent Agenda Item ☐

Supporting documents:
None ☒ Attached ☐ Provided Later ☐

Contact Person:
Dr. Monte Geren or Mr. Gary Williams

Background Information:
Previously, the BOT authorized the superintendent to transfer this authority to the new fiscal agent by not later than August 31, 2006. At the July 6th meeting the MCCA Board voted to request La Vega and Waco to transfer the necessary authority and resources by August 1st since the MCCA Campus will be working under the WISD school calendar for 2006-07. Waco schools will commence instruction on August 14, 2006. Employee contracts, payroll, operational expenses, and other issues are among those that need to be taken over by WISD to commence their operation of this campus.

La Vega ISD will retain resources and responsibilities/financial obligations related to payroll, expenditures, contractual obligations etc. that have already been authorized or for which obligations exist. The auditors of each district, which are Jaynes, Reitman et. al.) are being consulted to identify any concerns or issues that might result from this change-over prior to the end of the actual fiscal year. We anticipate this to be a minimal problem. At a date yet to be determined the transfer of fund balance, documents, records, etc will be made.

BOT awareness and approval of this early transfer of authority is purpose for this request and BOT action.

Fiscal Implication:
Minimal if any.

Administrative Recommendation:
The Administration recommends approval of this transfer of authority and responsibility as the MCCA Fiscal Agent by August 1, 2006.

Motion: _____

Second: _____

For: _____

Against: _____

Abstain: _____

Consider Increase In Lunch Prices For 2006-07

Presented for:
Board action ☒ Report/Review Only ☐ Consent Agenda Item ☐

Supporting documents:
None ☐ Attached ☒ Provided Later ☐

Contact Person:
Gary W. Williams and Eddie Generals

Background Information:
The district has not increased prices for student lunches since 2002-03. Adult prices were last increased in 2003-04. In preparing the 2006-07 budget, the district surveyed breakfast and lunch prices in surrounding districts. The survey results are enclosed for your review. It should be noted that the prices in the survey are 2005-06 prices. When comparing LVISD prices to the survey, the district is at or near the bottom of all categories, and is one of only two districts to offer universal free breakfast for all students.

Fiscal Implication:
In order to improve the district's financial position, methods of generating additional revenue must be considered. The proposed pricing structure can be expected to increase local revenue by approximately 10%, or $18,500.

Administrative Recommendation:
It is recommended that the Board approve student and adult prices for the Child Nutrition Services department for 2006-07 as presented.

Motion: _____

Second: _____

For: _____

Against: _____

Abstain: _____

Lunch and Breakfast Price Comparison

SCHOOL DISTRICT	Adult Lunch	Adult Breakfast	High School Lunch	Middle School Lunch	Elementary Lunch	High School Breakfast	Middle School Breakfast	Elementary Breakfast	Free Universal Breakfast
Axtell	$ 2.50	$ 1.75	$ 2.10	$ 2.10	$ 1.75	$ 0.75	$ 0.75	$ 0.75	No
Connally	$ 2.50	$ 1.75	$ 2.15	$ 2.15	$ 1.75	$ 0.85	$ 0.85	$ 0.85	No
Crawford	$ 2.65	$ 1.50	$ 2.25	$ 2.00	$ 1.80	$ 1.00	$ 1.00	$ 1.00	No
Gatesville	$ 2.65	$ 1.55	$ 2.10	$ 2.00	$ 1.85	$ 1.00	$ 1.00	$ 1.00	No
Groesbeck	$ 2.75	$ 1.65	$ 2.00	$ 2.00	$ 1.85	$ 0.90	$ 0.90	$ 0.90	No
Hillsboro	$ 2.75	$ 1.75	$ 2.15	$ 2.05	$ 1.85	$ 1.00	$ 0.75	$ 0.75	No
Lorena	$ 2.75	$ 1.50	$ 2.25	$ 2.25	$ 2.00	$ 0.75	$ 0.75	$ 0.75	No
Midway	$ 2.75	$ 1.75	$ 2.65	$ 2.50	$ 2.00	$ 0.95	$ 0.95	$ 0.95	No
Waco	$ 2.50	$ 2.00	$ 1.75	$ 1.75	$ 1.50	Free	Free	Free	Yes
Robinson	$ 2.50	$ 1.75	$ 2.00	$ 2.00	$ 1.85	$ 0.75	$ 0.75	$ 0.75	No
West	$ 2.75	$ 1.75	$ 2.00	$ 2.00	$ 1.85	$ 1.00	$ 1.00	$ 1.00	No
AVERAGE	**$ 2.64**	**$ 1.70**	**$ 2.13**	**$ 2.07**	**$ 1.82**	**$ 0.90**	**$ 0.87**	**$ 0.87**	
La Vega 05-06	**$ 2.50**	**$ 1.75**	**$ 2.00**	**$ 2.00**	**$ 1.75**	**Free**	**Free**	**Free**	**Yes**
Recommended	**$ 2.75**	**$ 1.75**	**$ 2.20**	**$ 2.20**	**$ 1.90**	**Free**	**Free**	**Free**	**Yes**

CLOSED MEETING

A. Discussion Regarding Personnel Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, Dismissal, Complaint, or Charges (If Needed)

B. Confer with Employees of the School District to Receive Information or to Ask Questions (If Needed)

C. Discussion Regarding Student Discipline (If Needed)

D. Consultation with District's Attorney (If Needed)

Presented for:
Board action ☐ Report/Review Only ☒

Supporting documents:
None ☒ Attached ☐ Provided Later ☐

Contact Person:
Dr. Monte Geren

Background Information:
The Board may enter into a closed meeting after the following requirements have been met:

1. A quorum of the Board has first been convened in open meeting for which notice has been given.
2. The presiding officer has publicly announced in open meeting that a closed meeting will be held.
3. The presiding officer has identified the section or sections of the Open Meetings Act or other applicable statutes that authorize the holding of such closed meeting.

Fiscal Implication:
N/A

Administrative Recommendation:
N/A

A closed meeting was declared at _____.m. on _____, 2006 to

discuss: _____

_____

The closed meeting ended at _____.m. on _____, 2006.

Hillsboro ISD School Calendar

2006-2007

August 2006

M	TU	W	TH	F	
	1	2	3	4	
7	8	9	10	11	
N	**N**	**N**	**S**	**P**	{ [21
22	23	24	25		
28	29	30	31		

September 2006

M	TU	W	TH	F
				E
H	5	6	7	8
11	12	13	14	**W**
18	19	20	21	22
25	26	27	28	29}

October 2006

M	TU	W	TH	F
{ 2	3	4	5	6
9	10	11	12	13
16	**T**	**T**	**T**	**T]**
[23	24	25	26	**S**
30	31			

November 2006

M	TU	W	TH	F
		1	2	3 }
{ 6	7	8	9	10
13	14	15	16	**E**
W	**W**	**S/C**	**H**	**H**
27	28	29	30	

December 2006

M	TU	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	**E] }**	**H**	**H**	**H**
H	**H**	**H**	**H**	**H**

January 2007

M	TU	W	TH	F
H	**S/C**	**P**	{ [4	5
8	9	10	11	12
H	16	17	18	19
22	23	24	25	26
29	30	31		

1st Semester 82 Days

2nd Semester 98 Days

Reporting Periods	Days
1st Nine Weeks	45
2nd Nine Weeks	37
3rd Nine Weeks	46
4th Nine Weeks	52
Total School Days	180
Preparation/In Service	7
Total Days	187

Holidays:

Labor Day	9/4/06
Thanksgiving	11/23-24/06
Winter Break	12/18-1/1/07
MLK Day	1/15/07
Spring Break	3/12-16/07
Bad Weather Days	4/6/07, 5/28/07

Codes:

S Staff Development/Student Holiday
H School Holiday
[Reporting Period Begins
] Reporting Period Ends
{ Attendance Period Begins
} Attendance Periods Ends
W Staff Development/Student Holiday (Waiver of Student Attendance)
E Early Release Staff Development (Waiver of Student Attendance)
P Preparation Day/Student Holiday
B Bad Weather Day/Student Holiday
N New Teacher Orientation
T State Testing Days

Staff Development: 8/17/06, 9/15/06, 10/27/06(PC), 11/22/06(C), 1/02/07(c), 3/53/07(PC)

Staff Development Waiver Days: 9/15/06(S), 11/20/06(S), 11/21/06(S)

Preparation Days: 8/18/06, 1/03/07

High School Graduation: 6/01/07

District Early Release Staff Development: 9/01/06, 11/17/06, 12/19/06, 4/5/07, 5/04/07, 6/01/07

February 2007

M	TU	W	TH	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16 }	
{ 19	**T**	**T**	**T**	**T**	
26	27	28			

March 2007

M	TU	W	TH	F
			1	2
5	6	7	8	9]
H	**H**	**H**	**H**	**H**
[19	20	21	22	**S**
26	27	28	29	30

April 2007

M	TU	W	TH	F	
T	**T**	4	**E**	**B**	
9	10	11	12	13 }	
{ 16	**T**	**T**	**T**	**T**	
23	24	25	26	27	
30					

May 2007

M	TU	W	TH	F
	1	2	3	**E**
7	8	9	10	11
14	**T**	16	17	18
21	22	23	24	25
B	29	30	31	

June 2007

M	TU	W	TH	F
				E] }
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	**T**	**T**	28	29

July 2007

M	TU	W	TH	F
2	3	4	5	6
9	**T**	**T**	**T**	**T**
16	17	18	19	20
23	24	25	26	27
30	31			

Copyright © 2003 by Texas Association of School Boards

Table of Contents

PREFACE....1
Nondiscrimination....2
Services for the Homeless and for Title I Participants....2
Students with Disabilities....2
Asbestos Notice....2
SECTION I IMPORTANT INFORMATION FOR PARENTS....3
YOUR INVOLVEMENT AS A PARENT....3
Working Together....3
Obtaining Information and Protecting Student Rights....3
"Opting Out" of Surveys and Activities....4
GRADING GUIDELINES....6
REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES....6
STATE ASSESSMENT....6
PROMOTION AND RETENTION....7
OTHER STANDARDIZED TESTING: COLLEGE REQUIREMENTS....7
STUDENT RECORDS....7
STUDENT OR PARENT COMPLAINTS AND CONCERNS....8
SECTION II CURRICULUM-RELATED INFORMATION....9
ACADEMIC PROGRAMS....9
AFTER-SCHOOL ACHIEVERS....8
Advanced Placement / Pre- Advanced Placement....8
AWARDS AND HONORS....9
CLASS RANK / TOP TEN PERCENT....10
Valedictorian and Salutatorian....9
Honor Graduates....9
Other Scholarships and Grants....11
National Honor Society Requirements....10
CLASS SCHEDULES....11
COMPUTER RESOURCES....12
CORRESPONDENCE COURSES....22
EVENING EDUCATION PROGRAM....19
COUNSELING....22
Academic Counseling....23
Texas Grant Program....20
Personal Counseling....23
CREDIT BY EXAM—If a Student Has Taken the Course....23
CREDIT BY EXAM—If a Student Has Not Taken the Course....23
DUAL CREDIT COURSES / COLLEGE COURSES....24
CAREER AND TECHNOLOGY PROGRAMS....24
Scholastic Aptitude Test (SAT)....21
EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS....24

Copyright © 2003 by Texas Association of School Boards

Table of Contents

GRADE CLASSIFICATION ……25
GRADUATION 25
Requirements for a Diploma 25
Graduation Programs 25
Certificates of Coursework Completion 26
Students with Disabilities 27
Graduation Activities 27
Graduation Expenses 27
HOMEWORK 27
SPECIAL PROGRAMS 27
Providing Assistance to Students Who Have Learning Difficulties……..……24
SUMMER SCHOOL 28
TEXTBOOKS 28
TUTORIALS ..... ……..25
SECTION III OTHER GENERAL INFORMATION AND REQUIREMENTS 29
ATTENDANCE 29
Other Attendance Policy ..... …… 26
Compulsory Attendance 29
Attendance for Credit 30
Driver License Attendance Verification 30
Make-up Work 30
DAEP or In-school Suspension Make Up Work…….28
RELEASE OF STUDENTS FROM SCHOOL 28
Late Arrival to School 29
Withdrawal from School 29
COMMUNICABLE DISEASES/CONDITIONS…….29
Immunizations……..29
Bacterial Meningitis…….30
Medicine at School……....31
Steroids ……31
CONDUCT 34
Prohibited Acts ..... …… 31
Discipline Management Plan ..... …… 31
Applicability of School Rules ..... ……..35
Social Events 35
Disruptions 36
Radios, CD Players, Cell Phones, and other Electronic Devices and Games 36
Freedom from Discrimination ……..36
Vandalism and Damage to School Property ..... ……37
Tobacco Use ..... ……37
Cheating/Plagiarism/Academic Dishonesty ..... …… 37
Secret Societies ..... ……37

Copyright © 2003 by Texas Association of School Boards

Table of Contents

In-School Suspension....38
Physical Restraint....38
Self-Defense....38
LAW ENFORCEMENT AGENCIES....38
Questioning of Students....39
Students Taken Into Custody....39
Notification of Law Violations....39
DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS....40
School Materials....40
Student Nonschool Materials....40
Nonstudent Nonschool Materials....40
DRESS AND GROOMING....41
STUDENT FEES....43
FUND-RAISING....43
PHYSICAL EXAMINATIONS / HEALTH SCREENINGS....43
Drug Testing....42
PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE....43
PRAYER....43
SAFETY....44
Accident Insurance....44
Screenings Required and Provided....43
Drills: Fire, Tornado, and Other Emergencies....45
Emergency Medical Treatment and Information....45
Emergency School-Closing Information....45
SCHOOL FACILITIES....45
Use By Students Before, During and After School....45
Conduct Before and After School....45
Use of Hallways During Class Time....44
Parking Lot....44
Notice to Parents, Volunteers, and Other Persons on School Property....44
Cafeteria Services....45
Lunch Period Policy....45
Library....45
Meetings of Noncurriculum-Related Groups....46
Pest Control Information....46
Vandalism....47
SEARCHES....47
Students' Desks and Lockers....47
Vehicles on Campus....47
Trained Dogs....47
TRANSPORTATION....47
School-Sponsored....47

Copyright © 2003 by Texas Association of School Boards

Table of Contents

Buses and Other School Vehicles 47
VIDEOTAPING OF STUDENTS 48
VISITORS TO THE SCHOOL 49
General Visitors 49
RESPONSIBILITIES 47
Students 47
Parents 48
Administrators 49
Teachers 49
MISCELLANEOUS 49
Student Telephone Use 49
Notice To Parents, Students, and Staff 50
Parent-Teacher Conferences 50
Parent Training Workshops 50
Scholastic Penalties 50
Deliveries 50
Identification Cards 50
Prom 50
Athletic Department Policies And Guidelines 51
GLOSSARY 55
HILLSBORO HIGH SCHOOL FACULTY/E-MAIL ADDRESSES and VOICE MAIL 57
APPENDIX I - Student Directory Information 59
APPENDIX II - Acknowledgement Form 61
APPENDIX III - Consent/Opt-out Information 62
STUDENT CODE OF CONDUCT 64

Copyright © 2003 by Texas Association of School Boards

PREFACE

To Students and Parents:

Welcome to the 2006–2007 school year! To better facilitate success for your child, we must all work together: students, parents, teachers, and other school staff members. This purpose of this student handbook is to communicate information that may be of use to all engaged in the development of a successful learning environment.

The Hillsboro High School Student Handbook contains information that both students and parents are likely to use for reference during the school year. The handbook is divided into three sections:

Section I is for parents, with information all parents will need about assisting their child and responding to school-related issues;

Section II is for students and their parents, to provide information about courses, class rank, extracurricular and other activities; and

Section III is general information regarding school operations and requirements.

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

Both students and parents must be familiar with the Hillsboro I.S.D. Student Code of Conduct as required by state law and intended to promote school safety and an atmosphere for learning. That document may be found as an attachment to this handbook and posted in the Hillsboro High School central office.

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

In case of conflict between Board policy or the Student Code of Conduct and any provisions of student handbooks, the provisions of Board policy or the Student Code of Conduct that were most recently adopted by the Board will take precedence. In addition, any other procedural or process changes made after the print date of this document will be communicated to facilitate successful transition for all persons impacted by such changes prior to their implementation.

We strongly recommend that parents review the entire handbook with their children and keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, a counselor or the administrative staff. Also, complete and return the parental acknowledgment and consent/opt-out forms and return to the school office by the requested date.

Please note that references to alphabetical policy codes are included so that parents can refer to current policy. A copy of the District's policy manual is available in the school office or on-line at www.hillsboroisd.org.

The Hillsboro High School Staff sincerely wishes each of you a safe, happy, and successful school year and we pledge to work with all students and parents to facilitate successful learning experiences for all HHS students.

Sincerely,

David Priddy

Principal

Copyright © 2003 by Texas Association of School Boards

Nondiscrimination

This school district and its career and technology education program do not discriminate on the basis of sex, disability, race, color, age, or national origin in its educational programs, activities, or employment as required by Title IX, Section 504 and Title VI.

Este distrito escolar y su programa educacional d carrera y tecnologia no discriminan en base a sexo, disabilidad, raza, color, edad u origen nacional en sus programas educativos, actividades, o empleo como lo requiere el Titulo IX, Sección 504, y Título VI.

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

Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Nancy Divin, 121. E. Franklin, Hillsboro, Texas 76645 at 254 582-8585.

Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Kathy Groppel, 121 E. Franklin, Hillsboro, Texas 76645 at 254 582-8585.

Services for the Homeless and for Title I Participants and other designated staff you may need to contact include:

Liaison for Homeless Children and Youths, who coordinates services for homeless students: Judie Dibbern, 121 E. Franklin, Hillsboro, Texas 76645.

Parent Involvement Coordinator, who works with parents of students participating in Title I programs: Contact Parent Activity Center at 582-4140.

Students with Disabilities

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, see Kathy Groppel, 121 E. Franklin, Hillsboro, Texas 76645.

Asbestos

Hillsboro I.S.D. is working hard to maintain compliance with the federal AHERA regulations. Should you desire to

review the management plan for your child's school, a copy of the plan is available in the principal's office. If you

have any questions about the plan or the federally mandated program, please contact the Maintenance Office at

(254) 582-4150.

Copyright © 2003 by Texas Association of School Boards

SECTION I

IMPORTANT INFORMATION FOR PARENTS

This section of the Hillsboro High School Student Handbook includes information on topics of particular interest to you as a parent.

YOUR INVOLVEMENT AS A PARENT

Working Together

A child's education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Please:

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

Become familiar with all of your child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child. If your child is entering ninth grade, review the requirements of the graduation programs. Monitor your child's academic progress and contact teachers as needed. [See Academic Counseling]

Attend scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 582-4100 for an appointment. A teacher will usually return your call or meet with you during his or her conference period or before or after school. [See Report Cards, Progress Reports, and Conferences.]

Become a school volunteer. For further information, see policy GKG and contact 582-4100.

Participate in campus parent organizations.

Offer to serve as a parent representative on the District-level or campus-level planning committees assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact Nancy Divin at 582-8585 or David Priddy at 582-4100.

Attend Board meetings to learn more about District operations. [See policies BE and BED for more information.]

Offer to serve on Health Advisory Committee.

Obtaining Information and Protecting Student Rights

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

Political affiliations or beliefs of the student or the student's parent.

Mental or psychological problems of the student or the student's family.

Sexual behavior or attitudes.

Illegal, antisocial, self-incriminating, or demeaning behavior.

Critical appraisals of individuals with whom the student has a close family relationship.

Copyright © 2003 by Texas Association of School Boards

Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.

Religious practices, affiliations, or beliefs of the student or parents.

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

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

"Opting Out" of Surveys and Activities

As a parent, you also have a right to receive notice and opt your child out of participating in:

Any survey concerning the private information listed above.

School activities involving the collection, disclosure, or use of personal information collected from your child for the purpose of marketing or selling that information.

Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. See policies EF and FFAA.

As a parent, you also have a right:

To request information regarding the professional qualifications of your child's teachers. Federal law requires the school district to provide you this information in a timely manner if you request it including whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child. If you would like to receive any of this information, please contact the school office staff at 582-4100.

To review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child.

To inspect a survey created by a third party before the survey is administered or distributed to your child.

To review your child's student records when needed. These records include:

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

Copyright © 2003 by Texas Association of School Boards

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

[See **Student Records**]

To grant or deny any written request from the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:

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

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

To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required moment of silence or silent activity that follows.

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

To request in writing, if you are a non-custodial parent, that you be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion.

To request a transfer of your child to another classroom or campus if your child has been verified by the school principal/ superintendent to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the campus principal for information.

To request a transfer of your child to attend a safe school in the District if your child attends a school at a campus identified by TEA as persistently dangerous or if your child was a victim of a violent criminal offense while in school or on school grounds. See policy FDD(Local).

Copyright © 2003 by Texas Association of School Boards

GRADING GUIDELINES

In grades 9 – 12, achievement is reported to parents as nine week report cards.

Credit is earned with a grade of 70 or better in three ways:

1. One semester courses = ½ credit
2. Two semester courses averaged together – 1 credit
3. Two semester courses, each semester stands alone – not averaged together.

Grade calculation:

Four weeks grades are determined by averaging all daily and special work done by the pupils including special reports, themes, laboratory work, maps and minor tests. Major unit tests and four weeks tests will count no more than one fourth each of the final four weeks grade. A minimum of ten grades are required for all courses during each nine weeks grading period.

Semester grade:	**Year and grade:**
1st 9 wks & 2nd 9 wks = 70 - 80%	**1st Semester = 50%**
Semester test = 20-30%	**2nd Semester = 50%**

REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

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

At the end of the first four weeks of each nine weeks grading period, parents will be given a written unsatisfactory progress report if their` child's performance in any course [in English language arts, mathematics, science, or social studies] is 75 or below, or is below the expected level of performance. If your child receives a grade lower than 70 in any class or subject during a grading period, you will be requested to schedule a conference with the teacher of that class or subject. See **Working Together** for how to schedule a conference.

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

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

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

STATE ASSESSMENT

Students at certain grade levels will take state assessment tests (such as TAKS) in the following subjects, as well as routine testing and other measures of achievement:

Mathematics, in grades 9–11 with the aid of technology on any assessment test that includes algebra

Reading, grade 9

English language arts in grade 10 - 11

Social studies in grade 10 - 11

Science in grade 10 - 11

Copyright © 2003 by Texas Association of School Boards

PROMOTION AND RETENTION

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards. In addition, students at certain grade levels will be required to pass the Texas Assessment of Knowledge and Skills (TAKS) as a further requirement for promotion:

Parents of students who do not perform satisfactorily on their exams will be notified that their child will participate in special instructional programs designed to improve performance.

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

Ninth grade students must pass both English I and Algebra I to be promoted to tenth grade.

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

A Personal Graduation Plan (PGP) will be prepared for any student who did not perform satisfactorily on a state mandated assessment test.

OTHER STANDARDIZED TESTING: COLLEGE REQUIREMENTS

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

STUDENT RECORDS

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

The law specifies that certain general information about Hillsboro I.S.D. students is considered "directory information" and will be released to anyone who follows procedures for requesting it. That information includes:

A student's name, address, telephone number, and date and place of birth.

The student's photograph, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

The student's dates of attendance, grade level, enrollment status, honors and awards received in school, and most recent school previously attended.

The student's e-mail address.

Release of any or all directory information regarding a student may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of the child's first day of instruction for this school year. [See the **acknowledgement form** attached to this handbook.]

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

The parents—whether married, separated, or divorced—unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as the student becomes eligible, control of the records goes to the student. However, the parents may continue to have access to the records if the student is a dependent for tax purposes.

Copyright © 2003 by Texas Association of School Boards

District staff members who have what federal law defines as a "legitimate educational interest" in a student's records. Such persons would include school officials (such as Board members, the Superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the District (such as a medical consultant).

Various governmental agencies or in response to a subpoena or court order.

A school to which a student transfers or in which he or she subsequently enrolls.

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

The District must comply with a request by a military recruiter or an institution of higher education for students' names, addresses, and telephone listings, unless parents have advised the District not to release their child's information without prior written consent.

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

Records may be inspected by a parent or eligible student during regular school hours. If circumstances prevent inspection during these hours, the District shall either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the Superintendent's office is 121 E. Franklin, Hillsboro, Texas 76645.

The address of the principal's office is 1600 Abbott Avenue, Hillsboro, Texas 76645.

A parent (or the student if he or she is 18 or older or is attending an institution of postsecondary education) may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. If the District refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process defined by policy FNG. [See **Student or Parent Complaints and Concerns** for an overview of the process.]

Copies of student records are available at a cost of ten cents per page, payable in advance. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

Please note:

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with federal law regarding student records. The District's policy regarding student records is available from the principal's or Superintendent's office.

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

STUDENT OR PARENT COMPLAINTS AND CONCERNS

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

In general, the student or parent should first discuss the complaint with the campus principal. If unresolved, a written complaint and a request for a conference should be sent to the Superintendent. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees.

Copyright © 2003 by Texas Association of School Boards

SECTION II

CURRICULUM-RELATED INFORMATION

This section of the handbook contains pertinent requirements for academics and activities. Much of this information will also be of interest to your parents and should be reviewed with them—especially if you are entering 9th grade or are a transfer student. The section includes information on graduation programs and requirements; options for earning course credit; extracurricular activities and other school-related organizations; and awards, honors, and scholarships.

ACADEMIC PROGRAMS

The school counselor provides students and their parents information regarding academic programs to prepare for higher education and career choices. Effective in school year 2006–07, most ninth graders, and all incoming ninth graders, will be required to enroll in the Recommended High School Program or Distinguished Achievement Program.

AFTER-SCHOOL ACHIEVERS

All Hillsboro High School students will be expected to turn in assignments on time and according to teacher expectations. Students who have difficulty in meeting this expectation may be assigned to an After-school Achievers (AA) session, a positive intervention strategy to provide an additional opportunity for student success. Should your student be assigned to this program, his/her attendance and participation are necessary, expected, and part of the school improvement plan, and parental support in this endeavor is expected and appreciated.

Advanced Placement / Pre-Advanced Placement Courses

Placement in Pre-AP/AP courses will require recommendations from a teacher, parent, guardian or administrator. Current and past grades, TAKS scores and benchmark results will be reviewed. A student should have taken Pre-AP courses in order to be successful in an AP course. Students with records that are questionable may be allowed to take the courses on a trial basis; however, the student may be removed from the course and returned to the regular education classroom if it is determined that the student is not experiencing success in the advanced course.

AWARDS AND HONORS

[See also **Class Rank** and **Academic Counseling**]

- Outstanding Student Awards
- Scholarship Award Ceremony
- Hillsboro Scholarship Foundation Awards
- Hillsboro High School Scholarship Fund Awards

Copyright © 2003 by Texas Association of School Boards

CLASS RANK / TOP TEN PERCENT

Class ranking shall be determined for all students based on a weighted grade average. For the purposes of calculating this weighted grade average only, ten points shall be added to all final semester grades received in Pre-AP, AP, and academic college courses. Courses for which credit was earned by correspondence, summer school, night school, or an alternative school other than a disciplinary alternative program shall not be included in this calculation (except for the first time takers of District approved summer classes i.e.: health, speech, keyboarding, computer and foreign language). In addition, courses shall not be included for which credit was earned through credit by examination with prior instruction.

The calculation of the grade average shall include only eligible grades in the following subjects.

Semesters Counted	SUBJECT
8	English
6	Math
6	Science
2	World History
2	World Geography
2	U.S. History
1	American Government
1	Free Enterprise Economics
1	Health Education
1	Speech
4	Foreign Language
2	Technology Applications
2	Fine Arts

When a student has received more semester credits in a subject than the number required for this calculation, the higher grades shall be used. When a student repeats a course he or she had previously passed, only the first grade received shall be used in this calculation.

Valedictorian and Salutatorian

To be eligible for recognition as valedictorian or salutatorian, a student must have: (1) been continuously enrolled in the District high school for the nine months immediately preceding the graduation ceremony and (2) earned a diploma under the state's Recommended or Distinguished Achievement program. The eligible student with the highest weighted grade average shall be recognized as the valedictorian; the eligible student with the second highest grade average shall be recognized as the salutatorian. Should a tie develop for either of these positions, the weighted grade average shall be calculated to a sufficient number of decimal places to break the tie.

Honor Graduates

To be recognized for scholastic honors, a student shall have earned a weighted grade average of 90.0 or higher, as determined by the calculation for class ranking.

For two school years following their graduation, District graduates who ranked in the top ten percent of their graduating class are eligible for admission into four-year public universities and colleges in Texas. Students and parents should contact the counselor for further information about how to apply and the deadline for application. The top 10 percent of a high school class shall not contain more than 10 percent of the total class size.

[For further information, see policies at EIC.]

Copyright © 2003 by Texas Association of School Boards

State Scholarships and Grants

Under the Texas Early High School Graduation Scholarship Program, eligible students may earn financial credits in varying amounts, depending on the number of consecutive months in which the student completed graduation requirements and the number of early college credits earned and may be used at public or private Texas higher education institutions within the state. These financial credits will be limited to students who complete the Recommended or Advanced (Distinguished Achievement) High School Program.

Students who have financial need according to federal criteria and who complete the Recommended High School Program or Distinguished Achievement Program may be eligible under the Texas Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. All seniors are encouraged to complete the Free Application for Federal Student Aid (FAFSA). [For further information, see the principal or counselor and policies at EIC and EJ.]

National Honor Society Requirements

To be eligible for membership a student must be in the 11th grade and working in one of the advanced programs. The student must have a grade average of 90. (All semester grades except P.E., P.E. equivalents, local credit courses, night school courses, and correspondence courses are used to get this average.) The student must also have demonstrated positive traits in character, leadership, and service.

Final approval for the invitation to become a member rests with the N.H.S. Faculty Council that is appointed by the principal.

Copyright © 2003 by Texas Association of School Boards

HILLSBORO HIGH SCHOOL
2006-07 REGULAR BELL SCHEDULE

Period		Time	(Duration)
1		8:00 - 8:55	(55 m)
2		9:10 – 10:05	(65 m)
	Attendance & Announcements	9:00 - 9:10	(10 m)
	Class	9:10 – 10:05	(55 m)
3		10:10 – 11:05	(55 m)
4	A Lunch	11:05 - 11:35	(30 m)
	Class	11:40 - 12:35	(55 m)
	- - -

HILLSBORO HIGH SCHOOL
2006-07 BELL SCHEDULE
Activity Schedule

Period		Time	(Duration)
1		8:00 - 8:53	(53 m)
Activity		8:57 - 9:23	(26 m)
2		9:27 – 10:20	(53 m)
3		10:24 – 11:17	(53 m)
4	A Lunch	11:17 - 11:47	(30 m)
	Class	11:51 - 12:44	(53 m)
	- - -

COMPUTER RESOURCES

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

Students and their parents should be aware that electronic communications—e-mail—using District computers are not private and may be monitored by District staff.

[For additional information, see policy CQ.]

HILLSBORO INDEPENDENT SCHOOL DISTRICT

Policy for Students' Acceptable Use of Computers and Networks

2006-2007

Hillsboro ISD's purpose for installing Local Area Networks (LAN's) and setting up the Wide Area Network (Wan) is to broaden instruction and prepare students for an increasingly computerized society. The Wan is intended to assist in the collaboration and exchange of information between and among schools, offices, regional education service centers, and other worldwide educational entities.

The district's electronic communications systems, including its network access to the Internet, are to be used for educational purposes only. Students who are authorized to use the systems are required to abide by the provisions of the district's communications systems policy and administrative procedures below. Failure to do so can result in suspension or termination of privileges and may lead to disciplinary action.

HILLSBORO INDEPENDENT SCHOOL DISTRICT'S ELECTRONIC COMMUNICATION & DATA MANAGEMENT AGREEMENT

Terms and Conditions of this Agreement:

These policies shall apply to:

1. Users of electronic information resources, which are utilized with equipment, located in HISD.
2. Users who obtain their access privileges through association with HISD.
3. Electronic information resources includes (but in not limited to) CD-ROMs, videodiscs, multimedia, on-line services, software, videocassettes, and electronic mail.

Electronic Communication and Data Management

1. The Superintendent or designee will oversee Hillsboro ISD's electronic communications system.
2. *Hillsboro ISD will provide training in proper use of the system and will provide all users with copies of acceptable use guidelines. All training in the use of Hillsboro ISD's system will emphasize the ethical use of this resource.*
3. Copyrighted software or data may not be placed on any system connected to Hillsboro ISD's system without permission from the holder of the copyright. Only the owner(s) or individual(s) the owner specifically authorizes may upload copyrighted material to the system.

Access to Hillsboro ISD's electronic communications system will be governed as follows:

1. As appropriate and with the written approval of the Campus Technologist, Hillsboro ISD students will be granted access to Hillsboro ISD's system.

Copyright © 2003 by Texas Association of School Boards

2. Students in grades K - 5 will be granted access to the Hillsboro ISD's system by their teachers, as appropriate. Students in grades 6 – 12 will be assigned individual accounts.
3. Any system user identified as a security risk or as having violated Hillsboro ISD and/or campus computer use guidelines may be denied access to the District's system.

The technology coordinator for the District's electronic communication system (or campus technologist) along with each campus principal will:

Be responsible for disseminating and enforcing applicable District policies and acceptable use guidelines for the District's system.

Ensure that all users of the District's system complete and sign an agreement to abide by Hillsboro ISD policies and administrative regulations regarding such use. All such agreements will be maintained on file in the technology coordinator's office or campus technologist's computer lab.

Ensure that employees supervising students who use Hillsboro ISD's system provide training emphasizing the appropriate use of this resource.

Ensure that all software loaded on computers in Hillsboro ISD is consistent with District standards and is properly licensed.

Be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure proper use of the system.

Be authorized to establish a retention schedule for messages on any District homepage or electronic bulletin board and to remove messages posted locally that are deemed to be inappropriate.

Set limits for data storage within Hillsboro ISD's system, as needed.

Individual User Responsibilities

I agree to report misuse of the network to the Campus Technologist. Misuse can come in many forms, including but not limited to sending or receiving material that exhibits or suggests pornography, unethical or illegal behavior, using racist, sexist, or inappropriate language, or violating the guidelines set forth below.

The following standards for individual user responsibilities will apply to all users of Hillsboro ISD's electronic information/communications systems:

1. The individual in whose name a system account is issued will be responsible at all times for its proper use.
2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by Hillsboro ISD policy or guidelines.
3. System users may not login in to use another person's system account without written permission from the campus administrator or Hillsboro ISD coordinator, as appropriate.
4. Students may not distribute personal information about themselves or others by means of the electronic communication system.
5. Each student will be given a home directory on the H:\ drive of the network to save files instead of saving files on the C:\ drive. Home directories will have size limitations that can only be expanded by the written request of a classroom teacher.

Copyright © 2003 by Texas Association of School Boards

6. Users should not expect that home directories on the network are private. Network administrators can review file folders and communications to maintain system integrity and make sure users are using the system responsibly.
7. System users may not view, save, and modify files in any location on the network other than their own home directory unless given written permission by current teacher and/or Campus Technologist.
8. System users may not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.
9. System users may not use school resources for playing non classroom-related educational games.
10. System users may not change Windows' properties for screen savers, backgrounds, etc.
11. System users may not upload public domain programs to the system without a teacher's written permission for class-related activity.
12. System users may not send or post messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
13. System users may not purposefully access materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
14. *System users may not waste Hillsboro ISD resources related to the electronic communications system.*
15. System users may not gain unauthorized access to resources or information.
16. System users may not store executable files for games, audio streaming or video streaming on the C:\ drives or home directories; no music files, video files or video clips can be saved unless necessary for class work.

Guidelines for Student Use of* Gagglenet *filtered eMail

HISD will furnish **Gagglenet** filtered email as a simple-to-use solution that can be used at school as well as at home only when a classroom teacher requests email use for classroom activities. The teacher requesting email accounts for their class will be the teacher to supervise his/her class's appropriate use of email.

1. Password sharing is prohibited in ***Gagglenet.***
2. Teachers and administrators will supervise the conduct of students on school grounds.
3. Obscenity, euphemisms, and other offensive language while using email are prohibited.
4. Supervising classroom teachers and network administrators can review email, file folders, and communications to maintain system integrity to make sure that users are using the system responsibly.
5. Students' email will be filtered, and a parent will be notified of student misconduct.
6. Students should understand that e-mail is not a confidential medium for transmitting personal messages.

Copyright © 2003 by Texas Association of School Boards

7. Students should be aware of “netiquette” when using email:
    - Be polite--messages typed in capital letters are the computer equivalent of shouting and are considered rude. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
    - *Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.*
    - *Pretending to be someone else when sending/receiving messages is considered inappropriate*
    - *Transmitting obscene messages or pictures is prohibited.*
8. Students are strongly advised to not give personal information out over Internet email.
9. Students should not waste time sending email messages to each other instead of doing their work.
10. Students should not tie up system resources or computer lab spots to just check email not related to class work.
11. Students will not be given excused tardy slips because they have been checking email.
12. Wrongful use of email will subject students to disciplinary actions, including taking away all ***Gagglenet*** privileges as well as Internet privileges.
13. Students may not use other email at school other than **Gagglenet.**

Guidelines for Development Of District Web Pages

1. For students safety, no personally identifiable information about a Hillsboro ISD student will be posted on a web page under the Hillsboro ISD’s control unless the Hillsboro ISD has received written consent inside the *Student Handbook* from the student's parent.
2. No original work created by the Hillsboro ISD student OR employee will be posted on a web page under the Hillsboro ISD’s control unless the Hillsboro ISD has received written consent inside the *Student Handbook* from the student & parent OR employee who created the work.
3. Copyrighted software or data may not be placed on any system connected to the Hillsboro ISD’s system without permission from the holder of the copyright. Only the owner(s) or individual(s) the owner specifically authorizes may upload copyrighted material to the system.
4. Teacher homepages must be of professional content and educational value.
5. No personal homepages will be posted on Hillsboro ISD's homepage.
6. The Principal (or designated person by the Principal) must approve what is deleted or added to his/her campus’ homepage.
7. The Hillsboro ISD homepage should be kept current and updated.
8. If individual credits for homepages are sited, they must be located in the footer.
9. No commercial ads or solicitations will be allowed on the Hillsboro ISD homepage. However, announcements or fundraisers can be mentioned along with the appropriate person to contact.
10. Any hyperlinks on the Hillsboro ISD’s homepage must be to appropriate educational subject-related sites.

Guidelines for Internet Use

Electronic communications access is available to students and personnel in Hillsboro ISD. To gain access, all students, teachers, staff, and administrators must sign the District’s Acceptable Use Policy. This system includes all computer hardware, software, networks, and related peripherals that a user may encounter within the District. The Internet is a network of networks connecting millions of computer users all over the world. The Internet enables worldwide connection to electronic mail, discussion groups, databases, software, and other information sources, such as libraries and museums. Hillsboro ISD provides electronic communications access to promote educational excellence in Hillsboro ISD schools by facilitating resource sharing, innovation, and communication. Hillsboro ISD believes that the valuable

Copyright © 2003 by Texas Association of School Boards

information and interaction available on the Internet far outweigh the possibility that users may procure material that is inconsistent with the educational goals of Hillsboro ISD.

The Superintendent or designee will oversee the District's electronic communications system.

The district's system will be used only for administrative and educational purposes consistent with the District's mission and goals. Commercial use of the District's system is strictly prohibited.

The District will provide training to all users in proper use of the system and will provide all users with copies of acceptable use guidelines. All training in the use of the District's system will emphasize the ethical use of this resource.

Copyrighted software or data may not be placed on any system connected to the District's system without written permission from the holder of the copyright. Only the owner(s) or individuals the owner specifically authorizes may upload copyrighted material to the system.

INDIVIDUAL USER RESPONSIBILITES:

The use of the network is a privilege, not a right; therefore, the following standards will apply to all users of the District's electronic communications systems:

On-Line Conduct

1. The individual in whose name a system account is issued will be responsible at all times for its proper use.
2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy.
3. System users may not use another person's system account.
4. System users may upload and download public domain programs to the system only with approval from the principal or designee. System users are responsible for determining whether a program is in the public domain.

Vandalism Prohibited

Any malicious attempt to harm or destroy District equipment or materials, data of another user of the District's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of District policy and administrative regulations and, possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses. Any interference with the work of others, with or without malicious intent, will be construed as vandalism.

Vandalism as defined above may result in the permanent cancellation of electronic communications system use privileges and will require restoration for costs associated with system restoration and/or hardware or software replacement or repair.

Forgery Prohibited

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited.

Copyright © 2003 by Texas Association of School Boards

Information Content/Third Party Supplied Information

System users and parents of students with access to the District's system will be aware that use of the system may provide access to other electronic communication systems in the global electronic network that may contain inaccurate and/or objectionable material. The District will provide written notification to parents of potential objectionable material access.

A student knowingly bringing prohibited materials into the school's electronic environment will be subject to suspension, and/or revocation of privileges on the District's system and will be subject to other disciplinary action in accordance with the Student Code of Conduct.

An Employee knowingly brings prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with District policies.

CONSEQUENCES OF MISUSE OF ELECTRONIC COMMUNICATIONS SYSTEM OR RESOURCES

Hillsboro Independent School District has established a "No Tolerance" policy and any attempt to violate the provisions of these guidelines will result in revocation of the user's account, regardless of the success or failure of the attempt. Any user who does not comply with district policies and procedures may face additional disciplinary actions including all student discipline management techniques and/or appropriate legal action.

TERMINATION/REVOCATION OF SYSTEM USER ACCOUNT

The District may suspend or revoke a system user's account to the District's system upon suspected violation of District policy and/or administrative regulations regarding acceptable use.

Terminating of an employee's account will be effective on the date the principal or District Coordinator receives notice of student withdrawal or of revocation of the system privileges, or on a future date if so specified in the notice.

DISCLAIMER

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether express or implied, including without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or the system will be uninterrupted or error-free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

Hillsboro ISD is pleased to offer teachers, administrators, and students access to the Internet for educational purposes. This educational tool will enable us to communicate with other schools, colleges, organizations, and individuals around the world through Internet and other electronic information systems/networks.

Copyright © 2003 by Texas Association of School Boards

Please be aware that with this educational opportunity also comes responsibility. It is important that you read the enclosed District policy, administrative regulations, and agreement form carefully. Inappropriate system use will result in the loss of the privilege to use this educational tool and/or further action.

Guidelines for Distance Learning Classroom

Students participating in distance learning activities must agree to the following:

Distance learning students must acknowledge that in a distance learning classroom, their voice, physical presence, and participation in classroom activities will be transmitted to other distance learning sites.

Distance learning students must acknowledge that in a distance learning classroom, their voice, physical presence, and participation in classroom activities may be recorded.

Students must agree that their voice, presence, and participation in these classes will not be a violation of personal rights and release any claims for the use of such during the duration of the distance learning class.

Students and parents must give permission for student participation in Distance Learning Courses.

Services

HISD reserves the right to log the use of all systems and monitor fileserver space utilization. Should it become necessary, files may be deleted. The System Administrator may close an account at any time.

Disclaimer

The Hillsboro ISD's system is provided on an "as is, as available' basis. Hillsboro ISD does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. Hillsboro ISD does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected.

The Internet is a network of networks. It is possible that students may run across areas of adult content and some objectionable material. While the Hillsboro ISD will take reasonable steps to preclude access to such material and does not condone such access, it is not possible for us to absolutely prevent such access.

Acceptable Use Guidelines

1. Users shall not erase, rename, or make unusual anyone else's computer files, program, or disks.
2. Users shall not let other persons use their name, logon, password, or files for any reasons (except for authorized staff members).
3. Users shall not attempt to secure a higher level of privilege on the network systems.
4. Users shall not use a computer for unlawful purposes, such as illegal copying or installation of software not purchased by HISD.
5. Users shall not copy, change, or transfer any software or documentation provided by HISD, teachers, or another student without permission from the Campus Teacher/Technologist.
6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is called a bug, virus, worm, Trojan Horse, or similar name.
7. Users shall not deliberately use the computer to annoy or harass others with language, images, or threats.

   Users shall not deliberately access or create any obscene or objectionable information, language, or images.

Copyright © 2003 by Texas Association of School Boards

8. Users shall not intentionally damage the system, damage information belonging to others, misuse system resources, or allow others to misuse system resources.

9. Users shall not tamper with computers, networks, printers, and other associated equipment except as directed by the teacher or Campus Teacher/Technologist.

10. Users shall not take home technology equipment (hardware or software) without written permission of the teacher or Campus Teacher/Technologist.

11. Transmission of any material in violation of any US or state regulation is prohibited. Use for commercial activities is not acceptable. Use of product advertisement or political lobbying is also prohibited.

Privileges

Use of the computer to access telecommunications resources is a privilege and not a right, and may be revoked at any time. Violation of the policies and procedures of HISD concerning the use of computers and networks will result in ZERO tolerance disciplinary action. Administrators will deem what is inappropriate use and their decision is final. Also, the administrators may close an account at any time as required. The administration, faculty, and staff of HISD may request the system administrator to deny, revoke, or suspend specific user accounts.

Vandalism Prohibited

Any malicious attempt to harm or destroy Hillsboro ISD equipment or data or data of another user of the Hillsboro ISD's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of Hillsboro ISD policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other consequences.

Forgery Prohibited

Forgery or attempted forgery is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users, deliberate interference with the ability of other system users to send/receive electronic mail, or the use of another person's user ID and/or password is prohibited.

Information Content/Third-Party Supplied Information

System users and parents of students with access to Hillsboro ISD's system should be aware that use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material.

A student who gains access to such material is expected to discontinue the access as quickly as possible and to report the incident to the supervising teacher.

A student knowingly bringing prohibited materials into the school's electronic environment will be subject to suspension of access and/ or revocation of privileges on Hillsboro ISD's system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with Hillsboro ISD policies.

Participation In Chat Rooms And Newsgroups

Student participation in chat forums is prohibited. Such participation is permissible for employees, in accordance with Hillsboro ISD policies.

Copyright © 2003 by Texas Association of School Boards

Termination/Revocation Of System User Account

Violations of this agreement may prompt termination of privileges and other disciplinary action according to the District's code of conduct. Termination of a student's access for violation of Hillsboro ISD policies or regulations will be effective on the date the principal or Hillsboro ISD technology coordinator receives

notice of student withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not Hillsboro ISD. Hillsboro ISD will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of Hillsboro ISD's electronic communications system.

Liabilities

HISD makes no warranties of any kind, whether expressed or implied, for the service it is providing. HISD will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by it's own negligence or your errors or omissions.

CORRESPONDENCE COURSES

The District permits, with approval by the principal, high school students to take correspondence courses (courses by mail) for credit toward high school graduation.

A maximum of two credits or four one-half credits may be earned through correspondence courses.

Those who have failed a required course may take a correspondence course if there is no other way to make up the credit. Permission to take correspondence courses must be granted by the principal. The deadline for graduating students to complete correspondence courses and take final exams is May 1. It is the student's responsibility to sign up and pay for all correspondence courses. [For further information, see policy EEJC.]

EVENING EDUCATION PROGRAM

Students will be given an opportunity to make up some courses within the alternative education program. There will be some guidelines for enrollment in this program.

1. Students will not be allowed to enroll unless they have already completed a semester in a course and failed the course.
2. Students will be allowed to enroll in courses if it is to make up courses missed and are needed for graduation or courses needed to graduate earlier than scheduled with the accepting school's approval.
3. No in-school student (senior) may enroll in a course at the beginning of May and expect to participate in graduation ceremonies at the end of May.
4. There will be a fee charged for each course. The fee will be charged per semester. The cost will be $25.00 per semester or as arranged if special circumstances arise to require an adjustment. Payment of the fee will be handled on an individual basis between the student and AEP instructor. Credit will not be transferred to the accepting school until all fees are paid.
5. No more than two credits will be accepted toward graduation. This includes correspondence courses.
6. Must be a student at Hillsboro High School.

Copyright © 2003 by Texas Association of School Boards

COUNSELING

Academic Counseling

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades 8 through 11 will be provided information on anticipated course offerings for the next year and other information that will help to make the most of academic and vocational opportunities.

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

Texas Grant Program

A student who has financial need according to federal criteria and who complete at least the Recommended High School Graduation Program may be eligible under the Texas Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. For information see the counselor.

Personal Counseling

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

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

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

CREDIT BY EXAM—If a Student Has Taken the Course

A student who has received prior instruction in a course or subject—but did not receive credit for it with grade of no less than 60, or a student received prior instruction in private school or home school—may, in circumstances determined by the teacher, counselor and principal, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for the course or subject. To receive credit, a student must score at least 70 on the exam. In other instances, the District administration will determine whether any opportunity for credit by exam will be offered. A student may not earn a credit by exam in the same semester during which the student failed that class.

The attendance review committee may offer a student with excessive absences an opportunity to receive credit for a course by passing an exam. A student may not use this exam, however, to regain eligibility to participate in extracurricular activities. [For further information, see the counselor and policy EEJA.]

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

A student will be permitted to take an exam to earn credit for an academic course for which the student has no prior instruction. If the course normally requires completion of a project or specific assignment, the student may be required to complete and pass the project in addition to a passing grade on the CBE. The dates on which exams are scheduled during the 2006-2007 school year may be obtained by contacting the school counselor or Nancy Divin, HISD Curriculum Director. The passing score required to earn credit on an exam is 90.

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

Copyright © 2003 by Texas Association of School Boards

DUAL CREDIT COURSES / COLLEGE COURSES

Seniors may be allowed to take dual credit courses through Hill College if they have a 2.5 overall GPA and counselor/principal approval. Students must have taken and passed the required sections of the THEA or other school sponsored test in order to enroll in these classes. Courses include English 1301 (English 4 semester l), English 1302 (English 4 semester 2), American Government (U.S. Government), Principles of Macro-Economics (Economics/Free Enterprise), Introduction to Sociology (Sociology), General Psychology (Psychology), US History before 1877, US History after 1877, and Calculus.

Career and Technology courses at Hill College are offered to juniors and/or seniors who are approved by the counselor/principal in respect to grades, discipline and attendance. These courses include Automotive Technology, Cosmetology, Drafting, and Welding. Transportation to Hill College afternoon classes is provided by HISD.

CAREER AND TECHNOLOGY PROGRAMS

The District offers career and technology programs in Agriculture Technology, Family Consumer Science, Building Trades Technology and Business and Computer Technology. Admission to these programs is open to all students.

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

Scholastic Aptitude Test (SAT)

Hillsboro High School is an official SAT testing site. Any high school student in the area may select HHS as a testing site. See the official SAT registration bulletin for further information.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

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

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

A student who receives at the end of a grading period a grade below 70 in any academic class, other than a class identified as honors or advanced by either the State Board of Education or by the local Board, may not participate in extracurricular activities for at least three school weeks.

A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.

An ineligible student may practice or rehearse.

A student is allowed in a school year up to 17 absences for participation. All extracurricular activities and public performances, whether UIL activities or other activities approved by the Board, are subject to these restrictions.

A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.

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

[For further information, see policies FM and FO.]

Copyright © 2003 by Texas Association of School Boards

Activities at Hillsboro High School

Athletics (boys & girls)	F.F.A.
Band	National Honor Society
Cheerleading	One Act Play
Chess Club	Spanish Club
Choir	Student Council
FBLA	Skills USA

The District shall make no distinctions between absences for UIL activities and absences for extracurricular activities approved by the Board. A student shall be allowed a maximum of 17 extracurricular absences in a school year.

All UIL activities and other activities approved by the Board are subject to these restrictions. A student who misses class because of participation in a non-approved activity will receive an unexcused absence. Any restrictions on participation related to discipline are set out in the Student Code of Conduct.

GRADE CLASSIFICATION

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

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

The above classifications will govern eligibility to attend and/or participate in class functions and extra-curricular activities for the first six weeks of school.

GRADUATION

Requirements for a Diploma

To receive a high school diploma from the District, a student must successfully complete the required number of credits and pass the statewide exit-level exams, TAKS Test. Every student in the State of Texas must pass all four sections of this test to graduate from high school.

The grade 11 exit-level test will cover English language arts, mathematics, science, and social studies and will require knowledge of Algebra I, Geometry, Biology, Integrated Chemistry and Physics, English III, and early American and United States History. [See **Testing** .]

Graduation Programs

The District offers the following graduation programs. The counselor can help you decide which program is best for you. See policy EIF.

Number of Credits	
Minimum Graduation Plan	**22**
Recommended High School Program	**24**
Distinguished Achievement Program	**24**

Copyright © 2003 by Texas Association of School Boards

Discipline	*Minimum Requirements*	*State Recommended*	*Distinguished Achievement*
English	*4 credits* *Eng. I, II, III, IV*	*4 credits* *Eng. I, II, III, IV*	*4 credits* *Eng. I, II, III, IV*
Math *(3 credits of Math must be earned in grades (9-12)*	*3 credits*	*3 credits* *Alg. I, Geom., & Alg.II*	*3 credits* *Alg. I, Geom., & Alg. II*
Science	*2 credits*	*3 credits*	*3 credits*
Social Studies	*2 & ½ credits* *W. Hist., U.S. Hist., & U.S.Govt.*	*3 & ½ credits* *W. Hist., U.S. Hist., U.S. Govt., &* *W. Geography*	*3 & ½ credits* *W. Hist., U.S. Hist., U.S. Govt., &* *W. Geography*
Social Studies/ Science	*1 credit* *W. Geo. or Science*	*NA*	*NA*
Economics/F.E.	*½ credit*	*½ credit*	*½ credit*
Language Other than English	*None*	*2 credits* *Same Language*	*3 credits* *Same Language*
Physical Education	*1 & ½ credits*	*1 & ½ credits*	*1 & ½ credits*
Health	*½ credit*	*½ credit*	*½ credit*
Tech App.(Computer)	1 credit	1 credit	1 credit
Fine Arts	None	1 credit	1 credit
Speech	½ credit	½ credit	½ credit
Electives	5 & ½ credits	3 & ½ credits *From Option I, II, III	2 & ½ credits *From Option I, II, III
Total Credits	22 credits	24 credits	24 credits plus 4 Adv. measures

Beginning in the 2004–05 school year, all students in grade 9 were required to enroll in the Recommended High School Program or Distinguished Achievement Program. Permission to complete the Minimum Graduation Plan will be granted only if an agreement were reached among:

The student;

The student's parent or person standing in parental relation; and

The counselor and principal.

Certificates of Coursework Completion

A certificate of coursework completion will not be issued to a senior student who successfully completes state and local credit requirements for graduation but fails to perform satisfactorily on the exit-level tests.

Copyright © 2003 by Texas Association of School Boards

Students with Disabilities

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

Graduation Activities

Graduation Rules:

Seniors – must attend all of the scheduled graduation practices.

A senior who commits an offense that warrants an Alternative School placement or expulsion will not be allowed to participate in the graduation ceremonies unless they have completed all days assigned to Alternative School.

Seniors must have all fees and fines paid.

Seniors must have successfully completed all class credit, met the attendance requirements and passed state assessments.

Graduation Expenses

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

HOMEWORK

Homework policies are determined by academic departments. All students are expected to complete all homework assignments according to expectations. Failure to do so may result in After- School Achievers.

SPECIAL PROGRAMS

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

Providing Assistance to Students Who Have 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: High School Counselor's Office at 254 582-4100.

Copyright © 2003 by Texas Association of School Boards

Opciones y requisitos para proporcionar ayuda a los estudiantes que tienen dificultades en el aprendizaje o que necesitan o pueden necesitar educación especial

Si un niño está experimentando dificultades en el aprendizaje, el padre puede comunicarse con la persona mencionada más abajo para enterarse sobre el sistema de estudios de estudios de diagnóstico y de recomendación de la educación general del distrito para los servicios de apoyo. Este sistema conecta a los estudiantes con una variedad de opciones de apoyo, incluyendo la recomendación para una evaluación para educación especial. Los estudiantes que tienen dificultades en el aula normal deberán ser considerados para tutoría, servicios compensatorios y otros servicios de apoyo disponibles para todos los estudiantes.

En cualquier momento, un padre tiene derecho a solicitar una evaluación para los servicios de educación especial. Dentro de un período de tiempo razonable, el distrito debe decidir si la evaluación es necesaria. Si la evaluación es necesaria, el padre será notificado y se le pedirá que dé consentimiento para la evaluación. El distrito debe completar la evaluación y el informe dentro de los 60 días de calendario desde la fecha en que el distrito reciba el consentimiento por escrito. El distrito debe darle una copia del informe al padre.

Si el distrito determina que la evaluación no es necesaria, el distrito proporcionará al padre una notificación por escrito que explica el motivo por el cual el niño no será evaluado. Esta notificación por escrito incluirá información que le explica al padre los derechos que tiene si no está de acuerdo con el distrito. Además, la notificación debe informarle al padre la manera de obtener una copia de la *Notificación de las Salvaguardas del Procedimiento – Derecho de los Padres de Estudiantes con Discapacidades.*

La persona designada con quien puede comunicarse en relación a las opciones que tiene un niño que experimenta dificultades en el aprendizaje o para una recomendación para la evaluación para educación especial es: Counselor officina de la escuela, número de teléfono: 254 582-4100.

SUMMER SCHOOL

Summer school may be offered. Subjects and location to be determined.

TEXTBOOKS

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

Students who lose their book are required to contact the office and arrange to pay for the book. When the book is paid for, the student will be issued a new book and should the book be recovered the student's money will be refunded.

TUTORIALS

Tutorials are offered in all subject areas. Schedules will be provided at the beginning of the year. Tutorials are mandatory for all students selected for the tutorial program.

Copyright © 2003 by Texas Association of School Boards

SECTION III

OTHER GENERAL INFORMATION AND REQUIREMENTS

Topics in this section of the handbook contain important information regarding school operations and requirements. Included are provisions such as attendance, student health and safety issues; fees; the school's expectations for student conduct; use of facilities, such as the cafeteria, library, and transportation services; and emergency closings. For additional information or questions you may have, please see the principal.

ATTENDANCE

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

Attendance Policy

1. The following reasons are valid for an excused absence: illness, serious illness or death in the family, medical or dental care, authorized religious holidays, and funerals.
2. Regular attendance is required of all pupils, and all cases of irregular attendance will be investigated. When a student is absent from school for one or more periods, one of his or her parents or guardians should call the attendance office stating the reason and duration of the absence prior to 10:00 a.m. If parental contact has not been made on an absence, a student is required on return to bring a written excuse signed by the parents. The attendance office will receive students from 7:30 a.m. daily who have written excuses from parents.
3. A student who submits a false statement, or who conspires with another student to submit a false statement, in order to be admitted to class or released from class will be subject to disciplinary action.
4. Withdrawal Policy: Any student that has been absent ten consecutive days and cannot be located after repeated attempts by the administration to locate the child, including at least one home visit, shall be withdrawn.

Compulsory Attendance

The state compulsory attendance law requires that a student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. However, if a student 18 or older has more than five unexcused absences in a semester, the District may revoke the student's enrollment. The student's presence on school property is then unauthorized and may be considered trespass.

School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class, from required special programs, such as basic skills for ninth graders, or from required tutorials may be considered truant and subject to disciplinary action.

Truancy may also result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student:

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

Is absent on three or more days or parts of days within a four-week period.

Copyright © 2003 by Texas Association of School Boards

Attendance for Credit

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

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

All absences will be considered in determining whether a student has attended the required percentage of days. If make-up work is completed, absences for religious holy days and health care appointments will be considered days of attendance for this purpose. [See policy FEB]

A transfer or migrant student incurs absences only after his or her enrollment in the District. For a student transferring into the District after school begins, including a migrant student, only those absences after enrollment will be considered.

In reaching consensus about a student's absences, the committee will attempt to ensure that its decision is in the best interest of the student.

The committee will consider the acceptability and authenticity of documented reasons for the student's absences.

The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.

The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.

The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit. (Documentation for a medical or legal absence must be presented immediately upon the students return to school.)

The student or parent may appeal the committee's decision to the District's Board of Trustees by filing a written request with the Superintendent in accordance with policy FNG.

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

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

Driver License Attendance Verification

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

Make-up Work

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

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

Copyright © 2003 by Texas Association of School Boards

A student will be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher. [See policy EIAB]

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.

MAKE-UP WORK – **One Day Absence:** On any one day of absence (including school sponsored activities), the student may be required to make up any work due on that day of absence upon the day he/she returns to class provided the assignment was made prior to the absence. **Two or More Consecutive Days of Absences:** On any two or more consecutive days of absences, it is the student's responsibility to arrange for make-up work. The student should request the assignments upon his/her return to class. The teacher will determine the amount of time necessary to complete the make-up work, as well as provide the opportunity for the make-up work. **Late projects:** On long projects such as term papers, science projects, or any major project where the due date is established well in advance, the student will be penalized 10% per day for each day beyond the due date. **Request for Assignments:** A student may request assignments by contacting the assistant principal's office. Assignment sheets, textbooks, and materials may be picked up that afternoon or the following morning.

DAEP or In-school Suspension Makeup Work

A student removed to a Disciplinary Alternative Education Program (DAEP) during the school year will have an opportunity to complete coursework needed to fulfill the student's high school graduation requirements before the beginning of the next school year. The District may provide the opportunity to complete the coursework through any method available, including a correspondence course, distance learning, or summer school. The District will not charge the student for any method of completion provided by the District. (See policy FOCA.)

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. All students must complete all daily work while in ISS. Work will be sent by teachers from each subject missed, and students should complete it by the end of their ISS stay. The District may provide the opportunity by any method available, including a correspondence course, distance learning, or summer school. (See policy FEA.)

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

RELEASE OF STUDENTS FROM SCHOOL

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

A student 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. This applies to all students regardless of age.

All students who must leave school during the day must sign out at the attendance office and obtain a permit before leaving campus. The student must have a note from the parent/guardian stating the date, time and reason for early dismissal. We may also call the parent to verify. In case of forgery, disciplinary action will be taken. It the student returns to school that day, he/she should again go to the attendance office to sign in and receive an admit to class. Students who fail to sign out before leaving the campus, or who leave on a forged note, will be considered truant. Students are not allowed to leave campus at noon for the purpose of eating lunch.

Visitation of colleges during the school year should be scheduled during the school holidays and teacher work days when possible. A college visit during a regular school day will require approval in advance from the administration. Please follow the procedures below for applying for college visitations:

1. Submit note from parents requesting the absence.
2. Have each teacher sign the Approved Absence form and return to the attendance office.
3. Upon returning to school, bring signed verification from college visited on the next school day.

Copyright © 2003 by Texas Association of School Boards

Occasionally families find it necessary to take family trips during the school year. These will be allowed as long as the student is able to attend 90% of the semester and follows the following guidelines:

1. Submit a note from parent or guardian requesting the absence.
2. Have each teacher sign the Approved Absence form
3. Return the form to the attendance office by the day before the absence.

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 parent. The parent/guardian or parent' s designee of the student must sign the student out in the front office.

Late Arrival to School

A student who is tardy to class more than twice during a grading period may receive a disciplinary consequence. Repeated instances of tardiness will result in more severe disciplinary action. [See **Attendance for Credit**]

A tardy that is more than ten minutes in duration becomes an absence.

If a student arrives on campus after the tardy bell, he/she should report to the attendance office for a permit to class. Failure to sign in may result in disciplinary action. Students who are tardy to first period will not be allowed in class without an admit slip from the office.

The only acceptable excuse for tardiness to class during the day is detention by counselors, administrators or clinic personnel. A student who is tardy and is detained by a counselor, clinic or administrator must secure an admit from the attendance office.

Withdrawal from School

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

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

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

COMMUNICABLE DISEASES / CONDITIONS

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. The school nurse or the principal's office can provide information from the Texas Department of Health regarding these diseases.

Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, rubeola (measles), rubella, mumps, tetanus, Haemophilus influenzae type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the 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's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with

Copyright © 2003 by Texas Association of School Boards

the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. Philosophical exemptions must be notarized and returned to the school nurse.

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 would be harmful 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. [For further information, see policy FFAB.]

Hillsboro Independent School District has approved the school nurses to administer immunizations on campus. This service is free and the parent/guardian does not have to be present. A questionnaire, informed consent and eligibility form must be completed, signed and returned to the school prior to the immunization being administered. Immunizations will not be given without proper consent.

MEDICAL CONTRAINDICATIONS. The student or parent must present a certificate, signed by a U.S. licensed physician, in which it is stated that, the immunization required would be injurious to the health and well being of the student or any member of his/her household. Unless a lifelong condition is specified the affidavit or certificate is valid for only one year and must be renewed every year to remain exempt.

Bacterial Meningitis

State law requires the District to provide the following information:

WHAT IS MENINGITIS?

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

WHAT ARE THE SYMPTOMS?

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

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

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

HOW SERIOUS IS BACTERIAL MENINGITIS?

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

HOW IS BACTERIAL MENINGITIS SPREAD?

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

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

HOW CAN BACTERIAL MENINGITIS BE PREVENTED?

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

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly

Copyright © 2003 by Texas Association of School Boards

freshmen living in dorms or residence halls. The vaccine is safe and effective (85–90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

WHAT SHOULD YOU DO IF YOU THINK YOU OR A FRIEND MIGHT HAVE BACTERIAL MENINGITIS?

You should seek prompt medical attention.

WHERE CAN YOU GET MORE INFORMATION?

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

MEDICINE AT SCHOOL

No District employee will give a student prescription medication, nonprescription medication, herbal substances or dietary supplements except:

Authorized employees, in accordance with policy, and:

- If the medication is prescription, it must be provided by the parent, along with a written request, and be in the original, properly labeled container.
- If the medication is nonprescription, it must be provided by the parent, along with a written request, and be in the original, properly labeled container.
- If the substance is herbal or a dietary supplement, it must be provided by the parent and will be administered only if it is required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

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

- In accordance with the guidelines developed with the District's medical advisor for treatment of the particular emergency; and
- When the parent has previously provided written consent to emergency treatment on the District's form.

A student with asthma who has written authorization from his or her parent and physician or other licensed health care provider may be permitted to possess and use prescribed asthma medication at school or school-related events. The student and parents should see the school nurse or principal if the student has been prescribed asthma medication for use during the school day.

[For further information, see policies at FFAC.]

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

STERIODS

Parents and students should be aware that the state law prohibits students from possessing, dispensing, delivering or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

Under state law, body building, muscle enhancement or the increase of muscle bulk or strength through the use of anabolic steroids or human growth hormones by a healthy student is not a valid medical use and is a criminal offense.

Copyright © 2003 by Texas Association of School Boards

Prohibited Acts

School jurisdiction in incidents involving students of HISD extends 300 feet beyond the school property boundaries.

Discipline Management Plan

An orderly and appropriately disciplined learning environment is a necessity for a successful school. Students who are disruptive to the learning process in and/or out of classrooms will be handled within the disciplinary system that is developed by school personnel. Parental contact and support in assisting the handling of disruptive behavior is both appreciated and expected in a professional learning community.

1. Intervention shall occur first by the teacher who is supervising the student or who observes the misbehavior. The teacher is the advocate for his/her learning environment and student cooperation is both appreciated and expected to facilitate maximum effectiveness for learning.

2. Repeated misbehavior may result in a more severe response; appropriate methods of behavior modification that are research-based will be utilized in this endeavor.

3. Persistent misbehavior may result in administrative support and/or action up to and including possible removal from the classroom as a more extreme measure in dealing with the behavior.

Consequences:

Disciplinary actions shall include, but not be limited to: warning/reprimand, conference with student, withdrawal of privilege, classroom isolation, teacher assigned detention, After School Achievers, work detail, parental contact, placement in ISS, after-school detention, lunch detention or Saturday School. As a last resort, DAEP (Discipline Alternative Education Program) placement may be utilized to communicate the severity of the behavior and the commitment of the school personnel to protecting the learning environment.

Additional information regarding the offenses that result in required or automatic placement at the Discipline Alternative Education Program (DAEP), procedures, due process, conferences, and appeals are stated in the District Code of Conduct *(See Code of Conduct at the back of this publication for more information).*

A student shall be subjected to disciplinary action for any Code of Conduct violations if committed on school property or while attending a school-sponsored or school-related activity on or off school property:

Applicability of School Rules

As required by law, the District has developed and adopted a Student Code of Conduct that prohibits certain behaviors and establishes standards of acceptable behavior—both on and off campus—and consequences for violation of the standards. Students need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

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

Social Events

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

A student attending a social event will be asked to check out when leaving before the end of the event; any student leaving before the official end of the event will not be readmitted. (Exception Prom: student will not be allowed to leave until 11 P.M.) All students and guest must follow all school rules including school dress code. Students and guest will be asked to leave if not in compliance with Dress Code (zero tolerance).

Copyright © 2003 by Texas Association of School Boards

Disruptions

In order to protect student safety and sustain an educational program free from disruption, state law permits the District to take action against any person (student or non-student) who:

Interferes with the movement of people in an exit, an entrance, or a hallway of a District building without authorization from an administrator.

Interferes with an authorized activity by seizing control of all or part of a building.

Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly.

Uses force, violence, or threats to cause disruption during an assembly or any other school activity on or off campus.

Interferes with the movement of people at an exit or an entrance to District property.

Uses force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator.

Disrupts classes while on District property or on public property that is within 500 feet of District property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; entering a classroom without authorization; and disrupting the activity with profane language or any misconduct.

Interferes with the transportation of students in District vehicles.

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.

Radios, CD Players, Cell Phones, and other Electronic Devices and Games

With the exception of telecommunication devices in vehicles parked on school property, the District prohibits students from possessing telecommunication devices (including cell phones, cell phones with cameras, pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, electronic devices, laser pointers or games) while on school property during the school day. Students who violate this policy shall be subject to established disciplinary measures, in accordance with the Student Code of Conduct. District employees shall confiscate any telecommunication devices found in violation of this policy. Any confiscated telecommunication device shall be returned to a parent of the student from whom it is confiscated, in accordance with administrative procedures. (Second offense during the school year, the item will be returned at the end of the school year and a fee may be assessed in accordance with State Law.)

FREEDOM FROM DISCRIMINATION

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

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

Copyright © 2003 by Texas Association of School Boards

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

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

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

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

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

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

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

Vandalism and Damage to School Property

A student 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 a student guilty of damaging school property shall be liable for damage in accordance with law. A student shall be responsible for the care and return of state-owned textbooks and may be charged for replacement of or damage to lost textbooks.

Tobacco Use

A student in all grades shall not possess or use tobacco products, including but not limited to, cigarettes, cigars, pipes, snuff, or chewing tobacco, on school premises or at school-related functions.

Cheating/Plagiarism/Academic Dishonesty

Plagiarism is the use of another person's original ideas or writing as one's own without giving credit to the true author. Plagiarism will be considered cheating and the student will be subject to academic disciplinary action that may include loss of credit for the work in question. Teachers who have reason to believe a student has engaged in cheating or other academic dishonesty will determine the academic penalty to be assessed. The use of academic penalties is not governed by the policies pertaining to student discipline, but students and parents may appeal the teacher's decision, using the student complaint policy.

Copyright © 2003 by Texas Association of School Boards

Secret Societies

A student shall not become a member or promise to become a member of any organization composed wholly or in part of students of public schools below the rank of college or junior college which seeks to perpetuate itself by taking in additional members from the students enrolled in such school on the basis of the decision of its membership, rather than upon the free choice of any student in the school, who is qualified under the rules of the school, to fill the special aims of the organization.

In-School Suspension

1. A designated area is identified as the In-school Suspension Center (ISS).
2. Assigned personnel working under the direction of the principal is on duty at all times.
3. Assignments to ISS are made by the principal, assistant principal or principal's designee.
4. Students are isolated while working on class assignments provided by the teachers. There is no interaction with other students assigned to ISS unless in a counseling situation.
5. ISS students are isolated from other students in the cafeteria. ISS students are not released on break time or at passing periods.
6. Privileges are restricted and talking is not allowed, except in counseling sessions.
7. Teachers shall send assignments for students to complete and visit the students daily.
8. Designated personnel shall provide opportunities for peer and adult counseling to redirect behavior and attitudes.
9. Students assigned to ISS will not be allowed to participate or attend in any school activities while attending ISS.

Physical Restraint

Any district employee may, within the scope of the employee's duties, use and apply physical restraint to a student that the employee reasonably believes is necessary in order to:

1. Protect a person, including the person using physical restraint, from physical injury.
2. Obtain possession of a weapon or other dangerous object.
3. Protect property from serious damage.
4. Remove from a specific location a student refusing a lawful command of a school employee, including from a classroom or other school property, in order to restore order or impose disciplinary measures.
5. Restrain an irrational student.

Self-Defense

The privilege of self-defense is limited. A claim of self-defense in the use of physical force will not exempt a student from discipline when:

1. The student provokes, invites, or encourages the use of physical force by another.
2. The force being used against the student is lawful (administrators or teachers).
3. The student has an opportunity to avoid force or to inform a school official of threatened use of force.
4. The student uses force after the other party abandons or attempts to abandon a fight or confrontation.

Copyright © 2003 by Texas Association of School Boards

LAW ENFORCEMENT AGENCIES

Questioning of Students

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

The principal or designee will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school. (excluding school Resource Officer)

The principal or designee ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection. (excluding school Resource Officer)

The principal or designee ordinarily will be present unless the interviewer raises what the school staff member considers to be a valid objection.

The principal or designee will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

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

The principal will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

Arrested and or convicted students shall be suspended from participation in all extracurricular activities until the campus principal, superintendent or their designee shall conduct an investigation to determine if or when it shall be in the best interest of the student and school for the student to resume participation.

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.

Copyright © 2003 by Texas Association of School Boards

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.

[For further information, see policy GRA.]

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

Publications prepared by and for the school may be posted or distributed, with prior approval by the principal. Such items may include school posters, brochures, murals, etc. The school newspaper and the yearbook are available to students. All school publications are under the supervision of a teacher, sponsor, and the principal.

Student Non-School Materials

Unless a student obtains specific prior approval from the principal, written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school may not be posted, sold, circulated, or distributed on any school campus. To be considered, any non-school material must include the name of the sponsoring organization or individual. The decision regarding approval will be made in two school days.

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

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

Non-School Materials … from others

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials over which the District does not exercise control shall not be sold, circulated, or distributed by persons or groups not associated with the school or a school support group on school premises unless the person or group obtains specific prior approval from the Superintendent or designee. To be considered, any non-school material must include the name of the sponsoring organization or individual. The principal will approve or reject the materials within two school days of the time the materials are received.

Copyright © 2003 by Texas Association of School Boards

DRESS AND GROOMING
The District's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, address safety concerns, and teach respect for authority.

The staff and student body of Hillsboro ISD represent the school and thus, reflect a public image. As with any large business or organization in public view, certain guidelines regarding grooming and dress are required in order to preserve an attractive and respected appearance. The following dress and grooming requirements apply to school and school functions whether on or off campus with respect to age appropriateness. All instances of inappropriate grooming may not be listed as it is difficult to anticipate changes in clothing styles due to fads or personal preference. However, campus administrators reserve the right to designate any student's dress or grooming inappropriate if it is considered to be distracting or hazardous to the school environment or the educational process.

All Students are prohibited from wearing:

articles of clothing or footwear that cause damage to the building, furniture or equipment, i.e., cleats or other metal objects on apparel or footwear.

hats, caps, bandanas or any type of headwear in any building or gymnasium, or carrying them in class.

shorts that are no shorter than five inches from the top of the kneecap

skirts that are no shorter than three inches from the top of the kneecap

clothing reflecting vulgarity, violence, obscenity or drawings, pictures or logo that contain elements of alcohol, drug or tobacco use, gang symbolism, or sexual symbolism.

metal or plastic combs designed to be used as a grooming tool or other objects of like general description may not be worn in the hair.

sunglasses, except as designed for indoor wear by doctor's prescription.

fishnets, see-through clothing, blouses or shirts that fit loosely around the shoulders (tank tops, halters, and sleeveless jerseys).

leotards or tights, except when worn under shorts or skirts that meets the dress code requirements.

any garment that has been identified as gang attire by the Texas Juvenile Gang Task Force.

cut-off shorts, pants, or other frayed hems

suggestive, overly tight, or revealing clothing

any pants or trousers that sag or that give the appearance of "sagging"

any house shoes, flip flops, or beach shoes. For safety reasons, spiked heels higher than 2 inches during the school day. (Students in grades Pre-K—3 must have a strap on the back of their shoes)

any visible belt chain that may (or may not) be attached to a pocket item.

any heavy coats after first period bell. (Students may wear open front light jackets, wind breakers, and sweaters during the school day.) Students who are leaving the building for classes may retrieve his/her coat from the locker when the teacher dismisses the class at the appropriate bell.

any visible tattoo

any visible body piercing excluding the earring rule.

any unnatural trimming or clipping of the eyebrows.

Copyright © 2003 by Texas Association of School Boards

Female students:

may wear only one piece of pierced jewelry in each lower ear lobe. (Students in grades Pre-K--3 may not wear hoops or dangling ear rings.)

must wear or groom hair in such a way that the style or color is not distracting to the school environment.

must wear hair in such a way that it does not obstruct the view of the face.

may not have design lines cut into the hair or eyebrows.

must wear appropriately sized clothes.

must wear shorts or trousers of appropriate length that fit snugly at or above the hips

must tuck in all blouses and shirt tails so that the waist is visible except apparel that is designed to be worn outside, for example but not limited to vests, sweatshirts, or sweaters, that are of the appropriate length (bottom of the garment is at or above the wrist line with the arms at the side). T-shirts, jerseys, and collared knit shirts must be tucked in.

must wear shirts that are long enough to tuck in.

must wear appropriate foundation garments and in such a way that they are not visible.

who are in grades Pre-K--3 are not allowed to wear make-up or fake finger nails.

Male students:

are prohibited from wearing earrings

are prohibited from wearing ponytails, rat-tails, or hair length that extends beyond the bottom of a dress shirt collar.

must wear hair in such a way that it does not obstruct the view of the face.

may not have design lines cut into the hair or eyebrows. One straight hair part is allowed.

must wear or groom hair in such a way that the style of color is not distracting to the school environment.

must wear appropriately sized clothes.

must wear shorts or trousers of appropriate length that fit snugly at or above the hips.

must tuck in all shirt tails so that the waist is visible except apparel that is designed to be worn outside, for example but not limited to vests, sweatshirts, or sweaters, that are of the appropriate length (bottom of the garment is at or above the wrist line with the arms at the side). T-shirts, jerseys, and collared knit shirts must be tucked in.

must wear shirts that are long enough to tuck in.

must wear appropriate foundation garments and in such a way that they are not visible.

"Grills" (mouth gear) are not acceptable and students will not be allowed to wear such items in the mouth or on teeth that present such an appearance.

Students who violate the dress code will be given the opportunity to correct the problem at school. Time spent in correcting the violation will become an unexcused absence. If not corrected, the student shall be assigned to ISS for the remainder of the day or until the problem is corrected. (FNCA LOCAL) Students attending extracurricular activity will not be given a chance to correct violations of dress code and will be asked to leave activity immediately.

Copyright © 2003 by Texas Association of School Boards

STUDENT FEES

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

Costs for materials for a class project that the student will keep.

Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.

Security deposits.

Personal physical education and athletic equipment and apparel.

Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.

Voluntarily purchased student accident insurance.

Musical instrument rental and uniform maintenance, when uniforms are provided by the District.

Personal apparel used in extracurricular activities that becomes the property of the student.

Parking fees and student identification cards.

Fees for lost, damaged, or overdue library books and textbooks.

Fees for driver training courses, if offered.

Fees for optional courses offered for credit that require use of facilities not available on District premises.

Summer school for courses that are offered tuition-free during the regular school year.

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

FUND-RAISING

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

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

PHYSICAL EXAMINATIONS / HEALTH SCREENINGS

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 grades 7, 9, and 11. In other years, students shall complete a medical appraisal form. Students may be required to have a physical examination based on answers to the appraisal form.

Copyright © 2003 by Texas Association of School Boards

Drug Testing

Hillsboro High School has a mandatory drug testing policy for all students in grades 7—12 participating in school-sponsored athletics and for all students in grades 9—12 participating in band, cheerleading, and drill team. This policy and the program that supports it is designed not for punitive measures, but to eliminate the potential threat to the student's health and safety that can occur if students are using or under the influence of alcohol or illegal drugs while participating in extra-curricular activities. We want the testing program to deter drug and alcohol use and help students to live drug-free lives and to give the student's a tool to say "no".

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

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 school 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.)

PRAYER

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

SAFETY

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

Avoid conduct that is likely to put the student or other students at risk.

Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.

Remain alert to and promptly report to a teacher or the principal safety hazards, such as intruders on campus and threats made by any person toward a student or staff member.

Know emergency evacuation routes and signals.

Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

Parents can assist by keeping emergency care information up to date (name of doctor, emergency phone numbers, allergies to medications, etc.). Please contact the school nurse to update any information. Having current information will be of critical importance should an accident or injury occur that requires medical attention.

Accident Insurance

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

Except for the purchase of insurance against bodily injury sustained by students while training for or engaging in interscholastic athletic competition or while engaging in school-sponsored activities on a school campus, the District, under state law, cannot pay for medical expenses associated with a student's injury.

Copyright © 2003 by Texas Association of School Boards

Screenings Required and Provided

All ninth grade students will have vision/hearing screening. All new students not current on vision/hearing/spinal screening will be screened. Any faculty/parent/student request will have vision/hearing/spinal screening.

Drills: Fire, Tornado, and Other Emergencies

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

Fire Drill	
Emission of fire alarm	leave the building
1 bell	halt; stand at attention
2 bells	return to the room
Tornado Drill Siren	
1 continuous bell	move quietly but quickly to the designated locations
2 bells	return to the classroom
Lock down Procedures	an announcement will made over PA indicating "Lock down Procedures are in effect"

Emergency Medical Treatment and Information

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

Emergency School-Closing Information

Information concerning emergency school closing due to weather, illness, or any other emergency will be made available to KHBR Radio and radio and television stations in the area.

SCHOOL FACILITIES

Use By Students Before, During, and After School

All students are prohibited from remaining in parked vehicles and from loitering in the parking lot. Students who arrive early to school are to report to the cafeteria. Students who are at lunch will remain in the cafeteria. No student will be permitted in the halls at any time without a proper pass.

During activities in the gym, students are prohibited from loitering in the foyer or concession area.

Conduct Before and After School

Teachers and administrators have full authority over student conduct at before- or after-school activities on District premises and at school-sponsored events off District premises, such as play rehearsal, club meetings, athletic practice, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter code of conduct for participants established by the sponsor in accordance with Board policy.

Loitering or standing in the halls between classes is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action.

Copyright © 2003 by Texas Association of School Boards

Use of Hallways During Class Time

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

Parking Lot

All students are required to park vehicles in the student parking lot. Students are to park in the proper order and observe safe driving standards. **Illegally** parked cars, including those parked in non-student parking areas, may be towed at the owner's expense.

Student parking permits will be sold between 7:30 a.m. and 8:00 a.m. and during lunch. Permits are $2.00 payable at the time the permit is issued. In order to purchase a parking permit, students must have a valid driver's license, proof of insurance, and license plate number.

The first row is reserved for seniors only. All other students are asked to park in the other rows.

Notice to Parents, Volunteers, and Other Persons on School Property

Hillsboro Independent School District is not liable for any personal injuries to you or to your children while on school grounds or at any school-related activity. The school district is also not liable or responsible for any loss or damage to personal property that happens on school grounds or at any school-related activity. Hillsboro Independent School District cannot and will not use public funds to pay medical costs for any parent, volunteer, student, or any other person who may be injured at school, on school grounds, or at any school-related activity. The school district cannot and will not use public funds to pay the cost of repair or replacement of any personal property that is lost, stolen, or damaged at school or at any school-related activity.

Cafeteria Services

The District participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. See Judy Evers at 582-4162 to apply.

There will be a $4 charge limit for all students. A note will be given to each student when he/she reaches this limit. An additional note will be mailed to the parent. Until the charges have been paid, the parent will either need to pay for the student's breakfast and/or lunch or furnish him/her with a sack lunch. If the student is over the charge limit and brings no money or lunch, he/she will be given a peanut butter and jelly sandwich and a carton of milk.

Lunch Period Policy

All students are restricted to campus at lunch and all other periods of the school day. Students who violate this policy will face disciplinary action. No commercial delivery of food will be allowed, as this practice represents a compromise to the safety and security of the campus. Any deviation requires administrative approval and should serve a specific need and/or purpose.

Library

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure.

Meetings of Non-curriculum-Related Groups

Students are permitted to meet with non-curriculum-related groups during the hours designated by the principal before and after school. These groups must comply with the requirements found in policy FNAB.

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

Pest Control Information

The District periodically applies pesticides inside buildings. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child(ren)'s school assignment area may contact Raymond Nors at 582-4150.

Copyright © 2003 by Texas Association of School Boards

Vandalism

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

SEARCHES

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

Students' Desks and Lockers

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

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

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

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

Vehicles on Campus

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others. See also the Student Code of Conduct.

Students will be held responsible for any prohibited objects or substances, such as alcohol, drugs, and weapons. Searched of vehicles may be conducted at any time there is reasonable cause to do so, with or without the presence of the student. Searches may be conducted by trained dogs. Students who do not observe safe driving standards, posted speed limit, one way signs, and stop signs are subject to suspension from driving on school property and having their permits revoked without refund of fee. Also, any student who damages, harms, defaces, etc., another vehicle, is subject to a ticket and other penalties listed above.

Trained Dogs

Searches of lockers, automobiles, backpacks and desk, etc. may be conducted with the use of trained dogs.

TRANSPORTATION

School-Sponsored

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

Buses and Other School Vehicles

The Hillsboro Independent School District provides bus transportation to and from school as a courtesy service for the eligible students of the district. Eligible students are defined by state statute as those residing in the district at least two miles from the school they attend, as measured by the nearest practical route. Only eligible students are permitted to ride the bus to and from school. These students must ride their assigned bus and are not to leave the bus at places other than their appointed bus stop or school.

Copyright © 2003 by Texas Association of School Boards

1. Bus Conduct Rules (a more detailed handbook is available at the transportation office if more information is needed)

a. The school bus is considered an extension of the classroom and therefore, all rules of conduct that apply in the classroom also apply on the school bus.

b. Cooperate with the bus driver and follow his instruction at all times. Disrespectful behavior or comments will not be tolerated.

c. Board and leave bus in an orderly fashion at designated bus stop and remain seated while the bus is moving.

d. Sit in assigned seat.

e. Normal conversation is permitted; loud talking or noises, which may distract the driver, are not allowed.

f. Scuffling, fighting and the use of obscene, vulgar or profane language or gestures are forbidden.

g. Do not put head, hands, arms or legs out of the bus window or hold any object out of the window.

h. Do not throw any object within or out of the bus. Always leave the bus clean.

i. Do not deface any part of the bus. The person who is responsible will pay for costs of such acts and he/she will be suspended from riding until payment is made.

j. Eating, drinking, smoking are not permitted on the bus.

k. The following items are prohibited:

- Tobacco or tobacco products
- Alcoholic beverages
- Weapons (including pocket knives), explosive devices, harmful drugs or chemicals
- Glass containers
- Live animals or insects
- Matches or cigarette lighters
- Food, drinks or chewing gum

l. All conduct rules apply to extra curricular trips.

2. Consequences For Violation of Bus Conduct Rules

The safety and security of all students and staff is taken seriously by HISD staff. Misbehavior on a bus is a compromise to the safety and security of students and staff. Violations of severity may be documented as a referral (Bus Conduct Report) for disciplinary action to be taken by school administrative staff in accordance with the Discipline Management Plan utilized by the school. Continued and persistent inappropriate bus conduct may lead to more severe consequences including possible removal from bus privileges for the duration of the school year. If this were to occur, parents become responsible for the student's transportation.

At the discretion of the principal or designee, any single severe behavior misconduct may be treated as a violation that may result in suspension from riding the bus for the remainder of the school year. Video monitoring cameras may be used on the Hillsboro ISD buses while transporting students.

VIDEOTAPING OF STUDENTS

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

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

A parent who wants to view a videotape of the incident leading to the discipline of his or her child may request access in accordance with policy FL.

Copyright © 2003 by Texas Association of School Boards

VISITORS TO THE SCHOOL

General Visitors

Parents and others are welcome to visit District schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the school's main office.

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

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. High school students currently enrolled in another high school, and those students that are not in their school that day, because of a student holiday, will not be permitted to visit. Visitors are not permitted during lunch.

RESPONSIBILITIES

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. Students shall exercise their rights responsibly, in compliance with rules established for the orderly conduct of the district's educational mission. 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 adherence by all students to the responsibilities of citizens in the school community.

Responsibilities of students for achieving a positive learning environment at school or school related activities:

1. Attending all classes, daily and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being properly attired.
4. Exhibiting respect toward others.
5. Conducting themselves in a responsible manner.
6. Paying required fees and fines, unless they are waived.
7. Refraining from violations of the student code of 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 information when the student has knowledge relating to a serious offense.

Parents

Education succeeds best when there is a strong partnership between home and school and when there is a partnership that thrives on communication. Parents are partners with teachers, administrators, and the Board and are encouraged to:

1. Review the Student Handbook (including the attached Student Code of Conduct) with your child prior to signing and returning to the school the acknowledgment form and the directory information notice. A parent with questions is encouraged to contact the school office staff at 582-4100.
2. Encourage your child to put a high priority on education and to commit to making the most of the educational opportunities provided by the school.
3. Become familiar with the academic program, including special programs, offered in the District and

Copyright © 2003 by Texas Association of School Boards

feel free to ask the principal any questions, including concerns about placement, assignment, or early graduation.

4. Attend Board meetings to learn more about ongoing operations of the District.
5. Be aware of your right to temporarily remove your child from an instructional activity that conflicts with your religious or moral beliefs. Such a removal cannot be for the purpose of avoiding a test and may not prevent the student from attending for an entire semester, however. Further, such removal does not exempt the student from satisfying grade level or graduation requirements as determined by the school and by the Texas Education Agency.
6. Be aware of your right to ask the principal to change your child's teacher or class assignment; however, the principal is not required to make the reassignment and will not do so ordinarily if that change would affect the assignment or reassignment of another student.
7. Review your child's school records when needed. Monitor your child's progress; contact teachers as needed. Take advantage of all opportunities to stay informed regarding your child's activities, as well as school activities and issues generally. Follow up on a matter not resolved administratively by presenting it to the Board for review according to policy
8. Participate in campus parent organizations. The activities are varied, ranging from band boosters to campus and District committees that assist the Board of Trustees in formulating educational goals and objectives for campuses and the District.

Administrators

1. Respond to discipline problems referred to them by teachers.
2. Promote effective training and discipline of all students.
3. Encourage parent communication with the school, including participation in required parent-teacher conferences.
4. Provide appropriate assistance to students in learning mature self-discipline.
5. Assume responsibility and instructional leadership for discipline and for evaluation of the Discipline management plan.
6. Serve as appropriate role models for the students on their campus in accordance with the standards of the profession.

Teachers

1. The discipline management techniques developed in the district's discipline management plan to implement a system of positive reinforcement.
2. Ensure good student discipline by being in regular attendance and on time.
3. Be prepared to perform their teaching duties with appropriate preparation, assignments, and resource materials.
4. Comply with district and school policies, rules, regulations, and directives.
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. Be firm, fair, and confident in working with students. Deal with behavior in a manner that does not lower self-esteem.
9. Encourage good 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

Copyright © 2003 by Texas Association of School Boards

the teaching profession.

11. Accept the fact that students are people and people are not perfect.
12. Broaden his/her knowledge of human behavior and the reason why students behave as they do.
13. Continue to learn, adapt, and use various theories and techniques to avoid and eliminate discipline problems.

MISCELLANEOUS

Student Telephone Use

Students wishing to use the office phone must have a justified need that prevents (without a clear emergency or hardship) the student completing the school day otherwise. Students who wish to use the phone must first have a pass from his/her teacher and state their need to a member of the office staff (not a student aide) and receive approval.

Students will not be called to the office for a telephone call unless there is an emergency. Student misuse of the office phone will result in strong disciplinary action.

The student phone may be used during lunch and between classes with a two-minute time limit per use.

Notice To Parents, Students, and Staff

Hillsboro ISD is working hard to maintain compliance with federal and state regulation concerning asbestos. Should you desire to review the management plan for your child's school, a copy of the plan is available in the principal's office as well as the district's administration office.

If you have any questions, about the plan or this federally mandated program, please contact me at 582-4150.

Parent-Teacher Conferences

One or more conferences shall be held during each school year between a teacher and the 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 or 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.

A mandatory report card conference will be held at the end of the first and third nine weeks grading period. A parent/guardian must attend in order to receive the report card. A student will not receive any of the subsequent report cards if these conferences are not attended by the parent/guardian.

Parent Training Workshops

Parents in the community may attend parent-training workshops for home reinforcement of study skills and specific curriculum objectives.

Scholastic Penalties

A student suspended from his or her regular classes will receive an excused absence for the days suspended. Students who are expelled will be placed in the Juvenile Justice Alternative Education Program and will receive credit for work missed during expulsion. Handicapped students will receive educational services during expulsion as determined by the Admission, Review and Dismissal committee.

Deliveries

It is the policy of Hillsboro High School to discourage the delivery of flowers and balloons. These items create a disturbance at school and effect the smooth daily operation of the facility. Students may not receive items until the end of the day.

Copyright © 2003 by Texas Association of School Boards

Identification Cards

Pictured student identification cards are required for each student and Hillsboro High School. ID cards are necessary for checking out library books, purchasing food in the cafeteria and Internet use. Students new to the campus will be provided an ID card free of charge. Lost or damaged cards may be replaced for a fee of $5.00. Failure to replace card in a timely manner may result in disciplinary action.

Prom

All students attending prom who are not HHS students may not be over the age of 19 years old. The only exceptions are spouses of currently enrolled students who are attending the prom. Married students must present a marriage license, and the spouse must complete a criminal history form in the school office. **Marriage license presentation and criminal history form completion must be done at least one month prior to prom.**

All guests to the prom must complete a criminal history form if over the age of 18. This must be done at least one month prior to the prom. All guests must present state issued identification at the prom before they will be allowed to enter the building.

ATHLETIC DEPARTMENT POLICIES AND GUIDELINES

ACADEMICS

All athletes are students first and athletes second. **Your primary reason for being in school is to get an education**. *We believe that it takes a special person to be a student and an athlete. You are going to have to work harder, stay up later, get up earlier, etc., because much of your student time will be taken up by athletics. We know that this is not easy, but we expect you to do it because others before you have been able to do it.*

Be organized, do not put off assignments, write things down, and if you are having trouble in a class, get help from someone. All of our coaches are also good teachers, and they will be more than happy to help you in any way that they can. But, you have to ask! Your coach will check grades once a week, but it is still you responsibility to get help if you are having trouble. **Athletes may be required to attend early morning study hall or after school study hall if they are having academic problems. The only way that you can ensure success in the classroom is to assume individual accountability for your classroom performance. Do not depend on someone else!**

ATHLETIC PERIOD

The athletic period is just like any other class*. You are expected to be there exactly like any other class.* **You will not be allowed to use the athletic period to make up assignments from other classes or receive tutoring in other classes**. *As an athlete you are responsible for completing assigned work on your own time.*

ATTENDANCE

**ABSENCES — No absence will be excused. The athlete will be required to make up the work that was missed...*

PROMPTNESS —* **Always be on time! *The athlete is responsible for his/her own time. Tardiness will result in disciplinary action. On trips, the bus waits for no one.* **Excessive tardies will not be tolerated.**

ATTITUDE—WORK HABITS

Your attitude toward your sport will determine how successful you are at the sport. Through hard work, self-discipline and teamwork, you will develop a positive attitude. By having a positive attitude, you will have a chance to be successful one hundred percent of the time.

CHAIN OF COMMAND

If a player or parent has a problem or conflict with a coach, there is a proper chain of command to follow. **First, talk to the coach with which you have the problem.** *Be respectful, honest, and direct, and you will receive the same treatment in return.*

If you are not satisfied or the problem is not resolved, then go to step two. **Talk with the athletic director.** *Again, be honest and respectful, and you will be treated that way in return. If you still feel like the problem is not resolved*

Copyright © 2003 by Texas Association of School Boards

to your satisfaction, **then you should take the problem to the Superintendent**. *By following the proper chain of command, most conflicts and problems can be resolved.*

RESPECT

Every great program will have this one characteristic among its players and coaches… Coaches should receive "yes ma'am/yes sir," "no ma'am/no sir" responses from players when talking to them. This is a sign of respect that will benefit you all of your life. Players in return will be treated with respect by their coaches. Whenever a coach is speaking to you, either individually or as a group, you will give him or her your undivided attention and look him or her in the eye. "Listen to him or her with your eyes."

CRIMINAL ACTIVITY

Any athlete formally charged with a crime will be disciplined according to the severity of the crime. Discipline procedures as outline in Chapter 37 of Senate Bill 1 will be followed.

ELIGIBILITY

Under the provisions of House Bill 72 an athlete must maintain a 70 average in all classes to be eligible for extracurricular activities. In addition, the athlete must have the correct number of credits at the beginning of the school year.

9^{th} — must be promoted to 9^{th} grade

10^{th} — must have 5 credits

11^{th} — must have 10 credits

12^{th} —must have 15 credits

In order to attend a Division I or II University on athletic scholarship, the athlete must meet all requirements of Proposition 48. Student athletes should check with the Athletic Director for these requirements.

EQUIPMENT

Hillsboro ISD will issue the proper equipment for each sport. **The athlete will be held responsible for his or her own equipment**. *Athletes will be held responsible for lost or stolen equipment. Equipment lost or stolen will be paid for by the athlete to whom it was issued. Any athlete caught in the equipment room or borrowing another's equipment will be subject to disciplinary action.* **Any athlete who is caught stealing will be automatically suspended from athletics.**

FEES

From time to time it will be necessary for the athlete to purchase a piece of equipment not provided by the school district. Included below is a list of some items that may have to be purchased by the student.

Shoes: Football, Basketball, Volleyball, Softball, Baseball, Golf and Tennis

Caps: Baseball

Once you purchase this equipment it becomes your property.

FORMS

All incoming 7^{th}, $9^{th,}$ and 11^{th} grade athletes are required to have a physical examination before participating in any athletic activity. Also, any upper class student who has not had a physical must to so before participating in any athletic activity. Only 7^{th}, $9^{th,}$ and 11^{th} grade athletes are required to take a physical examination. All others are kept on file. An athlete who moves into the district should have a copy of his or her physical examination or make arrangements to get it. In addition to a physical examination form, all athletes must have a completed Medical History Form and an Acknowledgment of Rules Form. Please be sure that your paper work is complete, signed properly, and up-to-date.

GROOMING

Students competing in athletics at Hillsboro High School will reflect a positive public image in their appearance. Hairstyles and clothing should not be disruptive. To attain a team appearance, as well as for safety reasons, hair should be neatly trimmed and not exceedingly long. Men will not be allowed to wear earrings at any athletic function where they represent Hillsboro High School. The only facial hair allowed is a mustache. Women should wear a hairstyle that will keep hair out of their eyes. Your appearance should, at all times, reflect class and pride in

Copyright © 2003 by Texas Association of School Boards

yourself, and in our athletic program. "Grills" or any mouth device not prescribed by a dentist for corrective purposes will **not** *be worn prior to or during game times. This includes sitting in the stands prior to performance.*

INJURY OR ILLNESS

If you are ill, tell your coach before you leave school or call him to let him know you will not be at school. We do not need notes from home saying that you are ill or injured. As long as you don't abuse the privilege, your word on these matters is good enough. If you say you are sick, then you are sick.

If you are sick or injured we do not expect you to work out, **but if you are at school we do expect you to be at practice, in the required uniform, following your group from station to station and learning as much as you can.**

If your injury or illness requires a visit to a physician, bring us a note from the physician telling us how long you will be out and what we can do to treat your injury. **We will treat what a doctor says as law; you will not be allowed to return to practice until the doctor releases you.**

INSURANCE

Hillsboro ISD has provided a supplemental insurance policy for all the district's athletes. This policy will provide insurance to all athletes regardless of age, sport, or activity. It will also cover cheerleaders, band members, flag corp, etc. It is important to remember that this coverage will ***NOT COVER*** *the complete cost of an injury and will pay* ***ONLY*** *after your primary insurer has paid all that it will pay.*

Hillsboro ISD cannot legally assume responsibility of medical and/or hospital bills resulting from injury to any student who participates in any activity. It is the policy of the district to communicate with parents to make them aware that ***ANY EXPENSE NOT COVERED by the student insurance carrier IS THE RESPONSIBILITY OF THE PARENT OR LEGAL GUARDIAN AND NOT HILLSBORO ISD.***

In case of a claim, get a claim form from the athletic director or high school office and fill it out completely. Attach an itemized list of all medical bills to the form. It is a good idea to keep a copy of all claim forms and medical bills.

ISS—SUSPENSION

Unruly behavior on the part of athletes in the classroom, halls, or anywhere else on campus ***will not be tolerated****. Any athlete who misses the athletic period because of ISS or suspension from school will also be disciplined in athletics. This may seem like you are being punished twice; however,* ***because you are an athlete you will be required to be on your best behavior at all times. If you are in ISS or suspended on the day of competition, you will not be allowed to participate in an athletic contest the day of ISS or suspension.***

LETTERING

The lettering requirement will be established by the head coach. If the coach feels extenuating circumstances, such as an injury, has kept the player from meeting the requirements, the letter will be awarded.

LOCKER ROOM

During the course of the season you will spend a great deal of time in this room. ***Take care of it like it was your own, because it is****. Keep it clean by putting trash and tape in the trashcan. Do not wear muddy shoes or steel cleats in this area. Make this room a more pleasant place for everyone.*

The locker room is also a private place. It is the place where your team family meets. Anything said within the confines of the locker room should stay there. Do not say or do anything that would disrupt the continuity of our athletic teams.

LOCKERS

The athlete will be responsible for keeping his or her locker neat and clean, for hygienic and organizational reasons. Your coach will explain to you how your locker is to be kept. **Do not keep valuables such as cash, jewelry, expensive clothing, etc. in your locker. Keep these items locked in your car or do not bring them to school.**

OFF-SEASON

Our coaches believe that we have one of the finest off-season programs in TEXAS. **This program is designed to make you a better athlete.** *It is not just for football players, or track, or tennis, or any other single sports. Its purpose and design is to* **make you better at all sports.**

Copyright © 2003 by Texas Association of School Boards

PARENT-STUDENT-FAN BEHAVIOR

You are asked to remember that the athlete on the field or court is participating in a game. Winning is important, maybe even critical; however, it is still a game. All of our coaches work very hard to keep athletics in perspective. We will ask that our fans keep things in perspective, also.

The University Interscholastic League is currently in the process of cracking down on schools whose fans cause confrontations with officials and coaches. Remember this: If the UIL disciplines our school it is our athletes who will suffer the most. In order to prevent discipline from the UIL, we must discipline ourselves. With this in mind, we want you to know that unruly behavior on the part of fans will not be tolerated.

Any fan who confronts an official or coach, and threatens him or her, either verbally or physically, will have charges filed and will be suspended from attending any school sponsored event for a period of one year.

It is a violation of state law to consume alcoholic beverages or use of tobacco products on school property. Drinking on the part of fans will not be tolerated.

The Hillsboro High School Athletic Department sincerely hopes that no incident of this kind occurs, and that good judgment and sportsmanship will prevail.

QUITTING OR REMOVAL FROM TEAM

Any varsity student-athlete that quits or is removed from a team sport after he/she has participated in uniformed competition, unless mutually agreed upon by coach, athletic director, parent, and athlete, will not be allowed to participate in varsity athletics for the remainder of the school year.

SCHEDULE CONFLICTS

Conflicts will arise in which an athlete will be participating in some other extracurricular activity. These conflicts are handled using the following rule. ***A district contest will always take precedence over a non-district contest and a district contest will always take precedence over a field trip.*** *Using this rule, all participants will be given an opportunity to compete in the major contests or events of any extracurricular activity. The Athletic Department will do everything possible to avoid conflicts of this type.*

SUBSTANCE ABUSE

A drug testing program is in place. Agreement, behavior and consequences will be known through communication with parents.

Use of alcohol, tobacco and/or drugs will not be tolerated. The use of alcohol, tobacco, or drugs will warrant appropriate disciplinary action.

Any use of illegal drugs or controlled substances, including steroids, will result in immediate suspension from all athletic activities. *Consideration may be given if the athlete completes an approved counseling-rehabilitation program. Any athlete at Hillsboro ISD who is suspected of using any of the above products will be counseled by coaches and administrators, and the athlete's parents will be notified.*

TRAVEL TO AND FROM ATHLETIC CONTESTS

Hillsboro ISD will provide athletes with transportation to and from all athletic contests. **All athletes will ride the bus to an athletic contest, except** *in cases of emergencies. Athletes, at the coach's discretion, may ride home from the contest in private vehicles providing the following conditions are met:*

1. *The athlete may ride* **only with his/her own parent.**
2. *The athlete must have a note or the parent must tell the coach in person.*
3. *The athlete is responsible to return all uniforms and equipment to the school as soon as possible.*

UNIFORMS

Uniforms are worn to symbolize teamwork. **Everyone will wear his or her uniform in the same manner. No one will dress differently**. *We will furnish your uniform, so do not bring personal equipment from home. You will not be allowed to take any equipment from the locker room. Take care of your equipment. It is the best money can buy. Do not wear any jewelry in practice or during the game.*

Copyright © 2003 by Texas Association of School Boards

DISCIPLINARY ACTION:

IN SEASON *— Any athlete that violates the rules and policies during the season will be disciplined in a manner that does not disrupt his or her conditioning. Temporary suspension from competition will be the primary form of discipline.*

OFF SEASON *— Any athlete that violates the rules and policies during the off-season will be disciplined in a variety of ways. Intense running and conditioning workouts may be administered. Depending upon the circumstances, temporary and permanent suspension could be enforced.*

If any situation arises that is not covered in this handbook, then policies and actions outlined in the Hillsboro ISD student handbook will apply. In cases where there is no policy for the situation, the Athletic Director, the appropriate coach, and the Superintendent shall decide what actions will be taken.

DISCRETION*--The superintendent and athletic director will have discretion in the interpretation and enforcement of these policies in unique circumstances.*

GLOSSARY

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

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

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

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

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

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

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

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

NCLBA is the federal No Child Left Behind Act of 2001 that, along with other requirements for schools, provides for parent information and opportunities for "opting" their students out of certain activities or surveys.

Personal Graduation Plan (PGP) is a new state requirement for any student in middle school or higher who fails a section on a state-mandated assessment test or is determined by the District as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

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

Copyright © 2003 by Texas Association of School Boards

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

State assessment tests are required of students at certain grade levels and in specified subjects. Successful performance is a condition of promotion and the grade 11 exit-level test is a condition of graduation. Students have multiple opportunities to take the tests.

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

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

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

UIL refers to the University Interscholastic League, the statewide voluntary non-profit organization that oversees educational extracurricular academic, athletic, and music

Copyright © 2003 by Texas Association of School Boards

THESE WILL NEED TO BE UPDATED

HILLSBORO HIGH SCHOOL FACULTY/E-MAIL ADDRESSES and VOICE MAIL

Teacher	E-mail Address	Voice Mail Box
Acuna, Christina	Acuna@hillsboroisd.org	1109
Avila, Raul	avila@hillsboroisd.org	1201
Bailey, Ryan	baileyr@hillsboroisd.org	1209
Bilz, Rebecca	Bilz@hillsboroisd.org	5104
Brodbeck, Danny	Brodbeck@hillsboroisd.org	1225
Carter, Felisha	Carter@hillsboroisd.org	1109
Cessna, Shellee	Cessna@hillsboroisd.org	5111
Christian, Tamara	christia@hillsboroisd.org	1402
Cook, Shelby	cooks@hillsboroisd.org	1612
Creghan, Casey	Creghan@hillsboroisd.org	5125
Creghan, Cyndi	CreghanC@hillsboroisd.org	1119
Cunningham, Phyllis	Cunningp@hillsboroisd.org	1102
Curry, Terri	Curry@hillsboroisd.org	1216
Daniel, Carol	DanielC@hillsboroisd.org	1205
Davis, Kyle	DavisK@hillsboroisd.org	1401
Dickeson, Patricia	dickeson@hillsboroisd.org	1109
French, Donna	french@hillsboroisd.org	1224
Garrett, Cindy	Garrett@hillsboroisd.org	1124
Garrison, Tamye	garrison@hillsboroisd.org	1218
Graham, Angela	grahama@hillsboroisd.org	1551
Grindstaff, Rosie	Grindsta@hillsboroisd.org	1120
Griffin, David	Griffind@hillsboroisd.org	1210
Grmela, Jimmy	Grmela@hillsboroisd.org	1105
Harris, Griff	HarrisG@hillsboroisd.org	1109
Hodges, Bret	hodges@hillsboroisd.org	1213
Immel, Alberta	Immela@hillsboroisd.org	1220
Jackson, Doris	jacksond@hillsboroisd.org	1215
Jackson, Eric	jacksone@hillsboroisd.org	1208
King, Karen	KingK@hillsboroisd.org	1101
King, Paul	Kingp@hillsboroisd.org	1108
LeBlanc, Nina	LeBlancn@hillsboroisd.org	5103
Lewis, La Donna	Lewis@hillsboroisd.org	1122
Lopez, Esther	Lopeze@hillsboroisd.org	1223
Massingill, Alicia	Massingi@hillsboroisd.org	5107
Merritt, Susan	Merritt@hillsboroisd.org	1111

Copyright © 2003 by Texas Association of School Boards

Moore, Sharon	Moores@hillsboroisd.org	1108
Muir, John	Muir@hillsboroisd.org	1501
Reyna, Amy	Reyna@hillsboroisd.org	5105
Rose, Natalie	Rose@hillsboroisd.org	1105
Rueter, Christy	Rueter@hillsboroisd.org	1115
Staehlin, Jeremy	staehlin@hillsboroisd.org	1204
Serna, Juanita	Serna@hillsboro isd.org	1122
Shead, Minnie	Shead@hillsboroisd.org	5101
Simmons, Pamela	Simmons@hillsboroisd.org	5102
Smith, Monetta	smithmo@hillsboroisd.org	1205
Sundheim, Eric	Sundheim@hillsboroisd.org	1103
Thomas, Sherrie	Thomas@hillsboroisd.org	1121
Walters, Janet	Walters@hillsboroisd.org	1218
Weaver, Merleann	weaver@hillsboroisd.org	1114
Wilson, Shelia	WilsonSh@hillsboro.k12.tx.us	1611
Wilson, Shirley	WilsonS@hillsboro.k12.tx.us	5112
Woody, Bill	Woody@hillsboro.k12.tx.us	1403
York, Janet	York@hillsboroisd.org	1215

Copyright © 2003 by Texas Association of School Boards

APPENDIX I
Form to Deny Release of Directory Information

Regarding student records, I understand that the federal Family Educational Rights and Privacy Act (FERPA) and state law require that "directory information" on my child be released by the District to anyone who requests it unless I object in writing to the release of any or all of this information. I also understand that to be in compliance with the No Child Left Behind Act of 2001, the District will release to military recruiters and institutions of higher education, upon request, the name, address, and telephone listing of my child, unless I direct the District not to release this information without prior written consent, as indicated below. This objection must be filed with the principal within ten school days of my child's first day of instruction for this school year.

NOTICE TO PARENTS: DIRECTORY INFORMATION

Certain information about District students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want HISD to disclose directory information from your child's education record without prior written consent, you must notify the District in writing within the first ten days of school this school year. HISD has designated the following information as directory information: ***name, address, telephone listing, date and place of birth, photograph, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, honors and awards received in school, most recent previous school attended, e-mail address, student work to be published on our website and student pictures to be electronically published on the HISD website and/or Hillsboro Community Network website.***

Parent Consent:
HISD **may / may not** (circle one) release my child's name, address and telephone listing to military recruiters and institutions of higher education upon their request, without my prior written consent.
Except as noted below, I direct HISD **not to release** to any third party the following information without my prior consent. I have marked through the items I **do not** want released.

1. Name
2. Address
3. Telephone listing
4. Date and place of birth
5. Photograph
6. Participation in officially recognized activities and sports
7. Weight and height of members of athletic teams
8. Dates of attendance
9. Grade level
10. Enrollment status
11. Honors and awards received in school
12. Most recent previous school attended
13. E-mail address
14. Student work to be electronically published on our website, and
15. Student pictures to be electronically published on HISD website and/or the Hillsboro Community Network website.

In exercising my right to limit release of this information, I have marked through the items of directory information listed that I direct the District **not** to release without my prior written consent.

Print name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

Copyright © 2003 by Texas Association of School Boards

APPENDIX II
ACKNOWLEDGMENT FORM

My child and I have received a copy of the Hillsboro High School Student Handbook (and the Student code of Conduct) for 2005 – 2006. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the code.

*I further agree to the terms of the HISD computer, internet, and distance learning acceptable use agreements found in the **COMPUTER RESOURCES** section of the HHS Student Handbook:*

Print name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

Copyright © 2003 by Texas Association of School Boards

APPENDIX III
CONSENT/OPT-OUT FORM

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

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

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

Following are activities requiring parental notice and consent or opt-out for the 2005–2005 school year. Please note that this notice and authority to consent transfer from parent to student when the student reaches 18 or is an emancipated minor under state law.

Date: During the Spring Semester

Grades: 9-12

Activity: Annual Student Survey

Summary: This is an anonymous survey that asks students questions about the school's climate, instructional programs and student/ teacher and student/student interactions.

Opt-out: If you do not wish for your child to complete the survey, simply do not complete or return it.

Date: At the beginning of the first semester and athletic activities

Grades: 9-12

Activity: Drug testing for band, athletes and cheerleaders

Summary: All students who participate in band, athletes and cheerleading are required to have a drug test prior to participating in practice or official play. Student who do not have a drug test will not be eligible to participate. This is a mandatory requirement.

Opt-out: Contact the director of the activity at 582-4100 if you do not want your child to participate. **This for band, athletics and cheerleading *ONLY*.**

Copyright © 2003 by Texas Association of School Boards