

Dear Parents/Guardians

Please keep the attached Shiner I. S. D. Student Handbook for your information. We will go over the handbook with your child at school. The District is sending one handbook home for each family. Please complete the information below and return this page to the campus in which your oldest child is enrolled. This page must be returned no later than Friday, September 3. Failure to return this letter indicates agreement and/or acceptance of the policies as stated.

Sincerely,
Brad Oden
Shiner High School Principal

Shiner I. S. D. does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended and Title 11 of the Americans with Disabilities Act.

“I have received a copy of the Shiner I. S. D. Student Handbook for 2010-2011 and the S. I. S. D. Student Code of Conduct. I understand that the handbook contains information that my child and I may need during the school year. I understand and consent to the responsibilities outlined in the S. I. S. D. Student Handbook and the S. I. S. D. Code of Conduct. I also understand and agree that my child(ren) listed below will be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school and at school-related activities, including school-sponsored travel, and for any school-related misconduct, regardless of time or location. I understand that any student who violated the Student Code of Conduct is subject to disciplinary action, up to and including referral for criminal prosecution for violations of law.

PREFACE

To Students and Parents:

The Shiner Student Handbook contains information students and parents are likely to need to ensure a successful school year. The handbook is organized alphabetically by topic. Throughout the handbook, the term “the student’s parent” means parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

Students and parents also need to be familiar with the Shiner I. S. D. Student Code of Conduct, which sets out the consequences for inappropriate behavior. The Student Code of Conduct is required by state law, and is intended to promote school safety and an atmosphere for learning. This document may be found in the office of all schools in S. I. S. D. and a copy of this document is given to each student at the time of enrollment.

The Student Handbook is designed to be in harmony with Board policy and the Student Code of Conduct adopted by the Board. Please be aware that this document is update annually, while policy adoption and revision is an ongoing process. Changes in policy that newsletters and other communications to students and parents will communicate affect student handbook provisions. These changes will generally supersede the provisions found in this handbook and made obsolete by the newly adopted policy.

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Sue Gottwald, Elementary Principal
Sandy Machacek, Elementary Secretary
Michelle Kalina, Elementary Counselor

Nurse

Patsy Boehm

	Phone	Fax
Shiner I. S. D. Supt's Office	361-594-3121	361-594-3925
S. I. S. D. Adm. Asst.	361-594-3121	
S. I. S. D. High School	361-594-3131	361-594-4295
S. I. S. D. Elementary	361-594-3251	361-594-8106
S. I. S. D. Counselor	361-594-3131 x 356	
S. I. S. D. Ath. Dir.	361-594-3131 x 450	361-594-4248
S. I. S. D. Nurse	361-594-3131 x 366	
S. I. S. D. Cafeteria	361-594-3131 x 459	

Address:

510 CR 348
P. O. Box 804
Shiner, Texas 77984

STUDENT CODE OF ETHICS

I WILL STRIVE

To develop a school loyalty and spirit which will be recognized by everyone with whom I come in contact;

To be known as one whose honor is to be trusted and who is capable of accepting responsibility;

To be a true sportsman; to be able to lose the game but never to lose my smile nor my courage; and not to blame others for my shortcomings;

To use my opportunity to get an education – to the best of my ability – so that I may be better prepared to serve society;

To be able to scorn personal success which I might achieve by taking unfair advantage of my schoolmates;

To make my aim and goal “above average,” realizing that the height one’s goal is, the greater is his achievement of success;

To improve myself, increase my efficiency, to making and by doing so attest my faith in the fundamental principles of Good Citizenship – “Service Above Self,”

To be willing and ready to give my time and services to any worthy person who requests them, or to any cause which may promote the welfare of the school, community, or state, remembering, “He profits most who serves best;”

To believe in the words and worth of the Golden rule – “Do unto others as you would have them do unto you;”

To achieve these high purposes, realizing that the fulfillment of them will make me an exemplary student.

NATIONAL PATRIOTISM PROPERLY DISPLAYED

The students of Shiner I. S. D. are expected to show appropriate respect in all activities involving patriotic pride and feeling. In assemblies and on special occasions when patriotic behavior is in order, students are expected to rise for the Pledge and the National Anthem.

Students are expected to show due respect for both the flags of the United States and the State of Texas. If the occasion is outdoors, boys are to remove hats, and all students are expected to bow heads at appropriate times. In

saluting the national flag, the dictates of custom should be followed. No student should become careless in showing respect to these national or state symbols and emblems. At no time should either flag be desecrated in either handling or observance. A display of love for our country is never outdated!

AMERICAN'S CREED

I believe in the United States of America as a government of the people, by the people, and for the people; whose just powers are derived from the consent of the governed; a democracy in a Republic; a sovereign Nation of many sovereign States; a perfect Union, one and inseparable; established upon those principles of freedom, equality, justice, and humanity for which American patriots sacrificed their lives and fortunes.

I therefore believe it is my duty to my country to love it; to support its Constitution; to obey its laws; to respect its flag; and to defend it against all enemies.

PLEDGE TO THE 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 THE TEXAS FLAG

Honor the Texas Flag. I pledge allegiance to thee, Texas, one state, under God, one and indivisible.

“THE STAR-SPANGLED BANNER”

Oh! Say, can you see, by the dawn's early light,
What so proudly we hailed at the twilight's last gleaming,
Whose broad stripes and bright stars, through the perilous fight,
O're the ramparts we watched were so gallantly streaming,
And the rocket's red glare, the bombs bursting in air,
Gave proof through the night that our flag was still there.
Oh! Say, does that Star-Spangled Banner yet wave,
O're the land of the free and the home of the brave.

SHINER SCHOOL SONG

Ever loyal to the purple
Grand ol' school have we
Shiner's better than the rest
Just watch us fight
Oh say, oh yes, we're
Fightin' for ...
Ever loyal to the gold
Grand ol' team have we
And we'll fight, fight, fight,
Fight, fight, fight, fight
And we'll win, oh yes,
We want a victory.

Shiner I. S. D.
Dates for Progress Reports & Report Cards
2010 – 2011 School Year

Progress Reports & Report Cards will be mailed home on the following dates:

Progress Reports Sent Home Report Cards Sent Home	September 15, 2010 October 6, 2010
Progress Reports Sent Home Report Cards Sent Home	October 27, 2010 November 17, 2010
Progress Reports Sent Home Report Cards Sent Home	December 15, 2010 January 19, 2011
Progress Reports Sent Home Report Cards Sent Home	February 9, 2011 March 2, 2011
Progress Reports Sent Home Report Cards Sent Home	March 30, 2011 April 20, 2011
Progress Reports Sent Home Report Cards Sent Home	May 11, 2011 June 1, 2011

AS A PARENT, YOU ALSO HAVE A RIGHT:

- To request information regarding the professional qualifications of your child’s teachers, 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.
- To review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum and to examine tests that has 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,
- 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.
- 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. [See Policy EC.]
- 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. See policies FL(LEGAL) and (LOCAL), FO(LEGAL) and the Student Code of Conduct.
- To request a transfer of your child to another classroom or campus if your child has been a verified by the principal to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the superintendent for information.
- To request a transfer of your child to attend a safe public school in the District if your child attends school at a campus identified by TEA as persistently dangerous or if your child was victim of a violent criminal offense while in school or on school grounds. See policy FDD(LOCAL).

Early Dismissal Days

2010-2011 School Year

November 24, 2010 January 13, 2011 January 14, 2011 May 25, 2011 May 26, 2011

Shiner High School

School-Parent Compact

The Shiner High School and our parents agree that this compact outlines how they will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This compact is in effect during the 2010-2011 school year.

The **school's** responsibilities include:

- Provide high quality curriculum in a supportive and effective manner.
- Discuss with parents their responsibility for supporting improved student achievement.
- Informing parents and students of individual strengths and weaknesses determined through a variety of methods.
- Arranging Parent-Teacher conferences as needed or requested.
- Providing frequent reports on his/her progress.
- Providing parents with a "Parent Access" through the Shiner ISD website which will allow the parent to access student grades using an automated system called txConnect.

The **parent's** responsibilities include:

- Ensure that their child attends school regularly.
- Ensure that their child does his/her homework.
- Encouraging their child to do their best every day at school.
- Encouraging positive use of their child's spare time.
- Attending Parent-Teacher conferences.

This **School-Parent Compact** is considered a part of the student handbook.

ACCIDENT INSURANCE

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

ACTIVITY FUND

All class, club, and other student organizations funds are to be used only for those activities, which benefit the group as a whole.

ACTIVITY FUND BALANCE OF GRADUATING CLASSES

All accounts of graduating classes will be placed in the library fund after class of the school year.

ADVANCED COURSES (H.S.)

Shiner High School will give the following value to advanced courses when determining class rank and yearly average. The courses are of a higher level than others. These courses will be classified locally as advanced courses and additional credit will be given for them. Students taking an honors class will receive 10 points added to each six weeks and semester test grade. Students taking DC or AP classes will receive 15 points added to the final semester grade.

Freshman:	Sophomore:	Junior:	Senior:
Algebra I (H)	Algebra II (H)	Pre-Cal (H)	English IV (DC)
English I (H)	Geometry (H)	English III (H)	Government (DC)
	English II (H)	U.S. History (DC)	Calculus (AP)
			Botany/Zoology (DC)

English Honors:

In order to remain in the English honors program, students must maintain an overall average of 85 or better once the ten points have been added. Also, students must pass the TAKS test in Language Arts or Reading for the current school year. Students who do not meet both of these standards will be removed from the English honors program for the next school year.

Mathematics Honors:

In order to remain in the Mathematics honors program, students must maintain an overall average of 85 or better once the ten points have been added. The first time the student does not maintain this average he or she will be placed on probation. The second time the student does not maintain this average he or she will be removed from the Mathematics honors program at the end of *that* six weeks. The six weeks do *not* have to be consecutive. Also, students must pass the TAKS test in Mathematics for the current school year to remain in the Mathematics honors program.

ADVANCED PLACEMENT EXAMINATION (H.S.)

The district shall provide for advanced placement in courses specified by the Commissioner of Education for grades 6-12. After Performance Assessment, students must score at the 90th percentile on the SAT and make a grade of 90 or better on a test covering the essential elements in the course or subject to earn advanced placement. For grades 6-12, credit for a course may be given if the above requirements are met.

Students shall be eligible to take an advanced placement test if they meet the following criterion:

1. Scores in the top 10% on the previously administered achievement, aptitude, or subject area test.
2. A teacher's recommendation or prior approval by the principal. The superintendent or his/her designee gives approval of credit. The test date will be the week immediately preceding the first day of school. The fee shall not exceed the amounts set by the Commissioner of Education.

Students in all grades may use advanced placement examinations to advance one grade level or gain credit for a subject. Students or parents who have questions about advanced placement examination may discuss them with the principal, or counselor.

ASBESTOS MANAGEMENT PLAN

The District's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the Superintendent's office. If you have any questions, please contact Trey Lawrence 361-594-3121.

ASSEMBLIES

Students are required to conduct themselves in assemblies according to the Student Code of Conduct. Students who are tardy or who do not abide by the Student Code of Conduct shall be subject to disciplinary action.

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. Each is discussed in the following sections:

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 school each 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 thereafter 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 additional special instruction (termed "accelerated instruction") assigned by the grade placement committee or from required tutorials will be considered in violation of the law and subject to disciplinary action.

A school-aged student's deliberately not attending school 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.

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 makeup 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.

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.

A student who attends fewer than 90 percent of the days the class is offered cannot receive credit for the class unless the attendance review committee finds that the absences are the result of extenuating circumstances, such as:

1. An extracurricular activity or public performance, subject to approval by the District's Board of Trustees.
2. A District-approved mentorship designed to meet requirements of an advanced measure for the Distinguished Achievement graduation program.
3. Required screening, diagnosis, and treatment for Medicaid-eligible students.
4. A documented health care appointment – if the student begins classes or returns to school on the same day as the appointment.
5. A temporary absence resulting from any cause acceptable to the teacher, principal, or Superintendent, including personal illness, or illness or death in the immediate family.
6. A juvenile court proceeding documented by a probation officer.
7. An absence required by state or local welfare authorities.
8. A family emergency or unforeseen or unavoidable instance requiring immediate attention.
9. An approved college visitation.

The District provides these alternatives for students to make up work or regain credit lost because of excessive absences:

- Attend Saturday classes
- Summer Makeup classes

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 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. Notes signed by the student, even with the parent’s permission, will be considered forgery and the student will be disciplined. The note is to be presented to the office and the admission slip will be issued.

Routine and In-Depth Makeup Work Assignments

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 makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. [For further information, 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 for Absence

1. Missed work/test must be made up for student absences.
2. Students are responsible for making arrangement for completion of missed work/tests with their teachers.
3. Missed work/tests may be scheduled before, after or during the school day. The teacher shall determine the “best” time to complete missed work/tests.
4. The allotted time will be as follows:
 - a. One day absence—one day to make-up
 - b. Two day absences—two days to make-up
 - c. Three day absences—three days to make-up
 - d. Absences beyond five consecutive days shall be referred to the principal. In such cases, the principal, teacher, and student shall agree to an allotted time to make up work missed. The principal shall have the discretion to make adjustments in allotted time in cases of extenuation circumstances.
5. Students present on the day an assignment is made will be required to complete the assignment (including tests) on the day the student returns to school. (This includes semester exams.) The teacher may waive this policy.

Procedure After Being Absent:

1. Report to Principal or Secretary on return to school, with written statement signed by one of the parents or guardian, stating cause of absence.

2. Principal or Secretary fill out admission slip and sign it. The student will present admissions slip to each teacher whose class he has missed. Each teacher will initial it and return it to the student. After the last period teacher has initialed it, he/she will return it to the office with his/her period absentee report.
3. Excused absences are as follows:
 - a. Personal illness or illness in family.
 - b. Death in family.
 - c. Representation school sponsored function or activity.
 - d. Religious retreats as stated by Texas State Law.
 - e. Emergencies – Eligibility determined by the Principal.

Absentee Recording Procedure:

1. **Each Teacher will take attendance for each class.**
2. **The official reporting period for PIEMS purposes is “2ND PERIOD” of each school day, completed by 9:00 a.m.**
3. Teachers will call roll for each class and then complete period absentee report in the attendance program. The teacher must not leave the attendance module “Open” and or “Accessible” when teacher is not present in room.
4. Principal will keep a daily absentee report, and at the end of the day will list absentees in the student’s individual record.

Please note:

Excessive absences may result in charges being filed with the Justice of the Peace.

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 beginning the next school year. The District may provide 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 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. 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 teacher or counselor to ensure the student completes all work required for the course grade level.

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 the application. The student can obtain this form at the campus secretary’s office.

BAND ORGANIZATION

The SISD Band is a class offered as a Fine Arts/PE credit. The Band is a full Band that competes in UIL, performs at football games, concerts, graduation, and at other special occasions. PE credit is earned during the semester of marching band. Drum Major, Flag Corp and Twirlers – Please refer to the Band Director for guidelines.

BELL SCHEDULE

7:30-7:45	High School Breakfast
7:50-8:36	1st Period
8:40-9:26	2 nd Period
9:30-9:55	Activity
9:59-10:45	3 rd Period
10:49-11:35	4 th Period
11:35-12:05	Jr. High Lunch
12:09-12:55	Jr. High 5 th Period
11:39-12:25	High School 5 th Period
12:25-12:55	High School Lunch
12:59-1:45	6 th Period
1:49-2:35	7 th Period
2:39-3:25	8 th Period

BUSES OR OTHER SCHOOL VEHICLES

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Misconduct will be punished in accordance with the Student Code of Conduct and bus-riding privileges may be suspended. Further information may be obtained by calling 361-594-3131.

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students must:

- Follow the driver's directions at all times and be respectful.
- Enter and leave the bus in an orderly manner at the designated bus stop. The bus cannot wait for those who are tardy.
- Outside of ordinary conversation, classroom conduct is to be observed.
- Keep books, band instrument cases, feet, and other objects out of the aisle.
- No throwing objects within or outside of the bus.
- No getting on or off the bus or moving around while the bus is in motion.
- Wait for the driver's signal before crossing in front of the bus.
- No defacing the bus or its equipment.
- Report to the driver any damage to the bus at once so that the safety of the bus is maintained.
- No extending head, hands, arms, or legs out of the window, or holding any object out of the window.
- No fighting.
- No smoking or using any form of tobacco.
- No using profanity.
- Use the emergency door for emergencies only. Always get on and off at the front door.

BUS DISCIPLINE PLAN:

The Shiner Independent School District operates busses to safely provide students transportation to and from school. The District provides rules for students and parents to help clarify what is expected to the students. Any behavior, which distracts the bus driver instantly, endangers all students. Bus riding is a privilege, which can be revoked.

BEHAVIOR THAT CAN LEAD TO DISCIPLINARY ACTION

1. Rude discourteous behavior
2. Refusing to obey the driver
3. Improper Language (profanity)
4. Hanging arms, head out of window
5. Throwing objects out of window
6. Improper loading and unloading
7. Failure to stay in seat
8. Unnecessary noise
9. Fighting
10. Use of tobacco products
11. Destruction of property (bus seats or that of students)

PENALTIES

Penalties will follow the Student Code of Conduct for Shiner ISD and can include any of the penalties listed below.

First Bus Report

The student will have a conference with the principal, or designee, and/or other disciplinary action may be taken. The student may retain bus privileges contingent upon not receiving another bus report.

The parent **will be notified** of the offense, the conference, or other disciplinary action**

Second Bus Report

If the student receives a second bus report within the same semester (or within a short space of time), he/she loses bus privileges for up to five days.**

Third Bus Report

The student will lose bus privileges for up to 10 days.**

Fourth Bus Report

The student may lose bus privileges for the remainder of the semester. After returning to the bus in the second semester, if the student receives another bus report, he/she will lose bus privileges for the remainder of the school year. In each instance the parents will be notified.**

** In the event of initiation and/or participation in a major offense, a student may lose bus privileges for an undetermined length of time.

CAFETERIA / LUNCH PRICES

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 on this program can be obtained from the office of all schools.

Breakfast:		Lunch:	
Reduced price student	\$0.30	Reduced price student	\$0.40
Full priced student	\$1.00	Elem. full priced student	\$1.50
Teachers	\$2.50	H. S. full priced student	\$1.75
Adult Visitor:	\$2.50	Teachers	\$2.65
		Adult Visitor:	\$2.65

CAREER AND TECHNOLOGY EDUCATION

The District offers career and technology programs in Home Economics, Trade and Industrial Education, and Agriculture Business Applications. Admission to these programs is based on student requests. The District will take steps to ensure that a lack of English language skills will not be a barrier to admission or participation in any educational and career and technology programs.

For further information about these programs, please contact the Title IX Coordinator and 504 Coordinator, Trey Lawrence at 361-594-3121.

CELL PHONES / PAGING DEVICES

Students may not use paging devices nor cell phones while on school property between 7:30 a.m. and 3:30 p.m.. Students may carry cell phones during the day provided that they are turned off and not used. Students violating this rule will have the phone confiscated. The first time a device is confiscated, a parent must retrieve the device from the principal. Second offense, the parent will retrieve the device and pay a \$15 fine. Third offense will be the same procedure as the second offense and further administrative action may be taken if necessary based on student behavior.

CHEERLEADING REGULATIONS

1. **TRYOUTS:** All students with an 80 overall average are eligible to try out for cheerleader positions. Method of selection for Varsity cheerleaders consists of 2/3 judges evaluation and 1/3 teacher evaluation.
2. Scores will not be disclosed.
Elections will be held in March.
3. Tryouts are closed to the public; sponsors will be present during tryouts.
4. Out-of-town judges unfamiliar with the contestants will be secured. Judges' decisions are final.
5. In the event of a tie for the final position on the squad, both members will be placed on the squad resulting in one extra member.
6. As in the past, if a sponsor(s') child is a contestant, an impartial person will be present during tryouts/tabulations.
7. A MANDATORY meeting for parents and contestants will be held prior to the first practice.
8. Payment for all non-returnable items ordered is due before order will be placed.
9. **AFTER ELECTION:** Chosen cheerleaders must go to cheerleading camp. If a cheerleader does not attend, she will not be eligible.

CLASS RANKING

Class rank will be determined by students' numerical averages. Class ranking for seniors will be calculated at the end of the first semester for the purpose of college entrance requirements. All seniors will be ranked again at the end of the school year and this four-year cumulative average will go on their final transcript. Copies of the transcript are available through the counselor's office.

No P.E., Athletics, Band, or Art grades are included in the rank calculation.

The valedictorian and the salutatorian must be in residence at Shiner High School for the entire junior and senior years. The valedictorian, for graduation purposes, shall be the individual with the highest numerical average at the end of the fifth six weeks of the senior year. The salutatorian, for graduation purposes, shall be the individual with the second highest numerical average at the same time. Final ranking will be determined at the end of the sixth six-week for final transcripts.

Students who are ranked in the top ten percent of their graduating class are eligible for a period of two school years following their graduation for automatic admission into Texas general academic universities and colleges. Students and parents should see the counselor for further information about how to apply and the deadline for application.

Method for selection of the Valedictorian, Salutatorian & Top 10

Each student's grades for all four years of high school will be averaged to determine the grade point average. No P.E., Athletics, Band, or Art grades are included in the rank calculation. The class of 2007-2008 and all following must take and pass 10 of the classes below to be considered for the top 10.

Algebra I Honors	Accounting II
Algebra II Honors	Spanish III
Pre-Cal Honors and Regular	Programming
AP Calculus/Calculus	English I Honors
Physics	English II Honors
Zoology DC ½ credit	English III Honors
Botany DC ½ credit	English IV DC & Academic
Government DC ½ credit	Economics DC ½ credit
Geometry Honors	Biology II

- Any DC class added to the schedule will automatically be considered a Premium class.
- In the event that no Honors classes were offered to a specific grade level, alternative classes MAY BE CONSIDERED.

CLASSIFICATION OF PUPILS

The principal of each school in the Shiner District shall be responsible for the classification of all pupils enrolled. If needed, standardized tests may be administered to determine proper classification. To enter Shiner High School, pupils must have completed the 8th grade of an accredited school system. If the pupil is a transfer student, he/she must present satisfactory credentials from a school outside of the district.

CLOSED CAMPUS

Students attending District schools shall not be allowed to leave campus during the lunch hour. Students leaving campus without administrative approval shall be subject to disciplinary action. Parental permission slips to leave for lunch will not be allowed.

CLUBS

Student clubs and extracurricular organizations must establish rules of conduct, by laws and have a constitution. If a violation or misbehavior occurs that is a violation of the school rules, consequences specified by the school shall apply, in addition to any consequences specified by the organization. Clubs will meet in the Fall Semester before school or during Activity Period. Clubs will meet in the Spring Semester ONLY before school due to TAKS remediation and U.I.L. practice.

COLLEGE DAY

Students will be allowed a total of three college days to be taken beginning their Junior year as an excused absence not counting toward exemptions. No more than 2 days may be taken in a year. (example: one day as a junior and two as a senior) A College Day is defined as a school day taken to visit a college for the purposes of obtaining

enrollment/housing information prior to high school graduation. For this day to be excused, the following conditions must be met.

1. Arrangements with the principal's office must be made prior to the college visit, including picking up a college visitation form.
2. The college visitation form must be properly completed and returned to the principal's office before a visit is allowed. A college administrator, counselor, etc. must sign this form and you must provide proof of visitation on a form provided by the college or university. (Forms are found in the counselor's office)
3. This day must be taken before Spring Break.
4. A student with 5 or more absences will not be permitted to take a college day.
5. Students must be passing ALL classes or must have passed ALL classes at the most recent grade reporting period.

COMMUNICABLE DISEASES / CONDITIONS

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a communicable or contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

The school nurse or the principal's office can provide information from the Department of State Health Services regarding these diseases.

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

- What should you do if you think you or a friend might have bacterial meningitis?
- You should seek prompt medical attention.
- Where can you get more information?

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

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who have been exposed to the disease can be alerted. These diseases include:

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

COMMUNICATION BETWEEN HOME AND SCHOOL

Shinerisd.net is our web page site. Parents are encouraged to initiate communication with teachers via email. Email addresses are listed on the faculty pages for each campus. All teachers' addresses follow the same pattern – lastnamefirstinitial@shinerisd.net (i.e. lawrencet@shinerisd.net).

Good communication between home and school regarding a child's education is more than a "plus"; it's essential for the student to make the most of the opportunities provided. School communication starts with information documents such as this handbook, progress reports, report cards, and student work for parents to review and sign. It continues into interaction, which may be messages and phone calls from teachers, Open Houses or back-to-school nights.

Communication might also include requests for conferences. These may be initiated by the school or the parent to discuss student progress, to find out more about the curriculum or to find out how the parent can support learning, to head off or resolve problems, etc. A parent who wants to schedule a phone or in-person conference with a teacher, counselor, or principal should call the school office. Generally a teacher will be able to meet with parents or return calls during his or her conference period, although other mutually convenient times before or after school might be arranged as well.

COMPLAINTS BY STUDENTS / PARENTS

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.

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.

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.]

CONDUCT

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.

Corporal Punishment

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

Corporal punishment is limited to spanking or paddling the student, and shall be administered only in accordance with the following guidelines:

- The student shall be told the reason for the corporal punishment.
- Only the principal or a person designated by the principal may administer corporal punishment.
- The instrument to be used will be approved by the principal.
- Corporal punishment will be administered in the presence of one other District Professional employee and out of view of other students.
- Parents not permitting corporal punishment must notify the campus administrator in writing before September 3, 2010.

Social Events

School rules apply to social events to which a student brings a guest. 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 sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

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 nonstudent—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.
- 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 or other school activities while on District property or on public property that is within 500 feet of District property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with profane language or any misconduct.
- Interferes with the transportation of students in District vehicles.

Radios, CD Players, and Other Electronic Devices and Games

Students are not permitted to use such items as pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, ipods, or electronic devices or games at school, unless prior permission has been obtained from the principal. Students who violate this rule will have the item confiscated.

CONFERENCES

Students and parents may expect teachers to request a conference 1) if the student is not maintaining passing grades of achieving the expected level of performance; 2) if the student presents any other problem to the teacher; or 3) in any other case the teacher considers necessary.

Parents may request a conference with a student's teacher. This should be scheduled by appointment to accommodate the teacher's daily schedule. Please make an appointment prior to the conference.

CORRESPONDENCE COURSES

Students may earn credit by correspondence only with the approval of the principal. These credits may be applied toward state or local graduation requirements.

COUNSELING

Academic Counseling – Students are encouraged to talk with school counselors, teachers, and principals in order to learn about the curriculum, course offerings, graduation requirements, and differences between graduation requirements for the regular high school program and the advanced program. Students who are interested in attending a college, university, or training school or pursuing some other advance education should work closely with the District counselor so that they may take the high school courses that will best prepare them for further work.

COURSES

A list of courses offered each year and current graduation requirements are available in the principal's office, or the Counselor's office, Mrs. Bird can be reached at 361-594-3131 x 356.

A student must pass 70% of the essential elements of each class. They cannot receive credit for the course if they don't master the essential elements.

CREDIT BY EXAMINATION

With Prior Instruction

A student who has received prior instruction in a course or subject but failed the course or subject with a grade of no less than 60 may be permitted by the District to earn credit by passing an examination on the essential knowledge and skills defined for the course or subject. To receive credit, a student must score at least 70 on the examination. The attendance review committee may also allow a student with excessive absences to receive credit for a course by passing an examination. A student may not use this examination to regain eligibility to participate in extracurricular activities, however. The student will be responsible for paying for the cost of this exam. Exams are given at The Region III Service Center during the months of June & July. Examination scores must be received by May 1st prior to graduation.

DISRUPTIONS

The District may pursue a criminal charge against and/or discipline person inciting, promoting, or participating in a protest demonstration, disruption, sit-in, walkout, blocking entrances, etc. Written materials, handbills, photographs, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on any school campus without the approval of the principal. Violators shall be subject to disciplinary action.

DISTRICT'S JURISDICTION

The District has authority and control over its students during the regular school day and while going to and from school on District transportation. This jurisdiction includes any activities during the school day on school grounds, attendance at any school-related activity, regardless of time or location, and any school-related misconduct, regardless of time or location.

The District's rules of student conduct apply to all school-sponsored and school-related activities, on or off the campus. Students who violate these rules will be subject to disciplinary action.

Students at school or school-related activities are prohibited from:

1. Cheating or copying the work of another student.
2. Throwing objects, outside supervised school activities that can cause bodily injury or damage property.
3. Leaving school grounds or events without permission.
4. Making obscene gestures toward or swearing at other students.
5. Insubordination, such as disobeying directives from school personnel or school policy rules, and regulations.

6. Being disrespectful or directing profanity, vulgar language, or obscene gestures toward teachers or other school employees.
7. Playing with matches or fire, or committing arson.
8. Committing robbery in theft.
9. Damaging or vandalizing property owned by other students or District employees.
10. Disobeying school rules about conduct on school buses.
11. Fighting.
12. Committing extortion, coercion, or blackmail: that is obtaining money or other objects of value from an unwilling person, or by forcing an individual to act through the use of force or by the secret environment.
13. Name-calling, making ethnic or racial slurs or derogatory statements addressed publicly to others that may substantially disrupts the school program or insight violence.
14. Engaging in inappropriate sexual contact disruptive to other students or the school environment.
15. Assaulting a teacher or other individual.
16. Selling, giving, or delivering to another person, possessing, using, or being under the influence of alcohol or other drugs.

DISTRIBUTION OF MATERIAL

School Materials

Publications prepared by and for the school may be posted or distributed, with prior approval by the principal, sponsor, or teacher. 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 the teacher, sponsor, and the principal.

Non-school Materials ...from students

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 nonschool 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 bulletin board as the location for approved nonschool materials to be placed for voluntary viewing by students. See policy FNA.A.

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

Nonschool Materials...from others

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

Prior review will not be required for:

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

All nonschool materials distributed under these circumstances must be removed from District property immediately following the event at which the materials are distributed.

DRESS AND GROOMING

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

Boys Hair and Mustaches:

- Students must shave. Sideburns cannot be longer than the earlobe.
- Hair will not be worn below the eyebrow in the front, not extend over the top of an ordinary dress shirt collar, and not extend lower than the lobe of the ear.
- Ponytails, Mohawks and Braids are not permitted.
- Hair should be clean, combed, and neatly styled. It may not hang on the sides of the face when the head is bowed.
- No rakes are to be worn in school.
- Burrs/shaved heads are permitted. Razor cuts will be limited to one cut no higher than one and a half inches above the ear, with no designs. No hair accessories are permitted.
- Notching of eyebrows will not be allowed. Afros will not extend more than 2 inches above the scalp.

Hats, Earrings, Sunglasses, and Similar apparel

- No hats, stocking caps, baseball caps, sweatbands, or headdress of any type are allowed to be in the building between 7:30 a.m. and 3:30 p.m..
- Earrings on boys are not permitted at school when participating at school activities, nor while being transported by the school.
- No jewelry may pierce the body, with the exception of earrings on girls.
- Sunglasses are not to be worn in the building unless approved by the principal.
- Tattoos must be covered.
- Multi-colored hair will not be permitted. Hair must be a natural color.

Clothing

- All shirt buttons, with the exception of the top two collar buttons, must be buttoned and collars must be turned down.
- See-through shirts are not permitted unless worn with an appropriate undergarment.
- Trousers, slacks or jeans, when worn, must be full length and fit on the waist.
- Dresses, blouses, or shirts must have no low necklines, or spaghetti straps. No halter-tops are allowed. No undergarments should be visible. Tops are considered too short unless they can be tucked in and stay in when the hands are extended above the head. Bare midriffs are not permitted.
- No transparent blouses may be worn on school premises.
- No muscle shirts, see-through shirts (without a T-shirt underneath), shirts with inappropriate designs or slogans (including those promoting intoxicants, tobacco, drugs, etc.) or shirts designed with tails to be tucked in will be allowed. Shirts must have sleeves.
- Shirts can be no longer than the fingertips or they must be tucked in.
- Wearing apparel, shorts, skirts, skorts, dresses, pant dresses or scooter skirts should be at the fingertips or below the extended arm length while standing in a natural position. Extremely short shorts and cut-

offs are not to be worn to school. Spandex, tights, or biker shorts, or clingy, see-through material are not acceptable. Certain functions, activities, and days of the year may be designated as “no short” and shorts will not be worn. The principal will have the authority to discipline and suspend the privilege of wearing shorts to any student not complying with the “shorts rule”.

- i. Students must wear underwear at all times.
- j. Frayed or un-hemmed shorts or pants will not be permitted. Shorts and pants are to be free of holes which reveal skin or undergarments.
- k. Clothing on boys and girls that exhibits pictures, emblems, or writings that can be interpreted/perceived as lewd, offensive, vulgar, or obscene, or that advertise or depict tobacco products, alcoholic beverages, drugs or any other substance prohibited by policy is not permitted at school or at school activities.
- l. The principal has the authority to determine if clothing is inappropriate and may take action at his discretion.

Footwear

- a. Students must wear standard footwear.
- b. Footwear can have no steel plates of any type on the soles and the heels
- c. Laced type footwear must be laced with the appropriate type of shoelaces.
- d. Beach sandals, shower shoes, flip flops, or house shoes are not permitted.

The school principal may designate special apparel days. Students failing to meet the dress and grooming code will be subject to disciplinary action (I.S.S., Swats, Suspension, etc.). Each year there are a few fads that show up on campus. These are not listed. Any fad that develops which creates a “nuisance” and distracts from the spirit or dignity of the Shiner schools, will be regulated. If the wearing apparel of a student is deemed inappropriate by the principal, the student will be instructed to make the necessary corrections. If the corrections are not made, the student may be disciplined.

Food & Drinks

Students are not allowed to have food or drinks inside of school buildings, unless authorized by the high school principal. Gum chewing is not allowed in the building.

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 Alarm can be activated or the following bells may be used:

Emergency Bells for Fire Drill:

3 Bells mean – Exit the building

1 Bell means – Halt; stand at attention

2 Bells mean – Return to the building

A fire drill will be staged once a month. All students should observe the following regulations in regard to these drills.

1. At the sound of the fire alarm, quickly leave the classroom in an orderly manner, following the prescribed exit route for the room from which you came.
2. WALK, do not run.
3. File out behind your leader.
4. Do not talk.
5. After leaving the building, stay with your class.
6. Get back away from the building.
7. March back to your room in an orderly fashion when the signal to return is given.

Emergency Bells for a Tornado:

- Several (10) short bells – Tornado/disaster – leave the classroom, go to the area without windows (hall), kneel down and cover your head with your arms.
- 1 bell – Halt; stand at attention
- 2 bells – return to classroom

Individual campuses will inform parents as to the proper procedures to follow in picking up their child(ren) in a crisis situation, such as a tornado, fire, etc. Students will only be released to persons on the registration form, unless there is a phone call, which can be verified, from the parent or guardian.

EMERGENCY MEDICAL TREATMENT

If a student should have 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.

The District is not responsible for medical expenses associated with a student's injury. The District does make available, however, optional, low-cost student accident insurance program to assist parents in meeting medical expenses. A parent who desires coverage for his or her child will be responsible for paying insurance premiums and for submitting claims through the principal's office.

EMERGENCY SCHOOL CLOSING INFORMATION

Considering all available data, the superintendent of Shiner I.S.D. will make the decision regarding school closing or a delayed opening due to bad weather or other emergencies no later than 6:30 a.m. Information will be given to the following stations:

Radio Station KHLT 15.20 – Hallettsville	361-798-4333
Radio Station KTXM 99.9 FM-Hallettsville	
Radio Station KVCQ 97.7 – Cuero	
Radio Station KYKM 92.5 – Yoakum	
Radio Station KCTI 106.3 – Gonzales	830-672-9602
TV Station KVCT or KAVU – Victoria	361-575-2500
KMOL Channel 4/ KENS 5/ KSAT 12	

EXAM EXEMPTIONS

Junior and Senior students may be exempt from semester exams if they meet the following criteria:

1. An average of 93 or higher for the semester with 3 or less excused absences.
2. An average of 90 or above with 2 or less excused absences.
3. Disciplinary records will be taken into consideration. Three or fewer referrals will allow exemptions assuming items #1 and #2 are met.

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 interdistrict competition. The following requirements apply to all extracurricular activities:

- A student who receives, at the end of any grade evaluation period, a grade below 70 in any academic class, other than an identified honors or advanced by either the State Board of Education or by the local Board of Trustees—may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the Individual Education Plan (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to ten absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two absences for state competition. All extracurricular activities and public performances, whether UIL 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.

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] Prohibit 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 in the principal's office and in the superintendent's office.

Examples of prohibited behavior may include, but are not limited to, derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; bullying, threatening or intimidating conduct; name-calling or slurs, taunting, teasing (even when presented as "jokes"), or rumors; aggression or assault; graffiti or printed material promoting racial, ethnic, or negative stereotypes; or aggressive conduct such as theft or damage to property. Examples of prohibited sexual harassment may include touching of 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, communication, 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 the 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 allegations, if proven, would constitute "sexual harassment" or "other prohibited harassment" as defined by District policy.

If the District's investigation indicates that prohibited harassment occurred, appropriate disciplinary 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.

In its effort to promote nondiscrimination, the District makes the following statements:

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

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: Trey Lawrence 594-3121.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Sharon Strickland 594-3131.
- All other concerns: See the Superintendent Trey Lawrence 594-3121.

Services for Students with Disabilities

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information contact Trey Lawrence at 594-3131.

FUND RAISING

Student clubs, classes, and organizations and parent groups will occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the principal's office at least ten days before the event.

Except as approved by the principal, fund-raising by students is not permitted on school property.

GRADE CLASSIFICATION

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

<u>Units of Credit Earned:</u>	5	10	15
<u>Grade Placement:</u>	10(Soph)	11 (Junior)	12 (Senior)

GRADING SYSTEM

At Shiner High School, grades 7 – 12 shall be reported as numerical grades for all subjects. Numerical grades are used on all records and report cards. The lowest passing grade is 70. The grades will be as follows:

90-100	A
80-89	B
70-79	C
Below 70	Failing

Each department will determine the grading system.

No grade over 100 may appear on the report card with the exception of Honors, DC and AP classes.

GRADUATION

Graduation activities will be subject to schedule and supervision by the principal's office or his designee.

Alignment of Graduating Line:

Valedictorian, Salutatorian, 3rd through 10th ranking students, National Honor Society, the rest of the class by alphabetical order.

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 a statewide exit-level exam.

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

Graduation Programs

The district offers the graduation programs listed below. All students entering grade 9 are required to enroll in the Recommended High School Program or the Distinguished Achievement Program. Permission to enroll in the Minimum Graduation Program will be granted only if an agreement is reached among the student, the student's parent or person standing in parental relation, and the counselor or appropriate administrator. The counselor can help you decide which program is best for you. [See policy EIF.]

Certificates of Coursework Completion

A certificate of coursework completion will be issued to a senior who successfully completes state and local credit requirements for graduation, but fails to perform satisfactory on the exit-level tests.

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 Expenses

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

Degree Plan Requirements:

In order to graduate from the district's high school, students must successfully complete a certain number of units and pass the TAKS exit level test. The State of Texas requires all students to complete a series of courses.

The state of Texas has designated different types of diplomas for graduating seniors. Please see the High School Counselor for more detailed information as the plans are changing at a rapid pace.

GYMNASIUM FLOOR USE

Only basketball or tennis shoes may be worn on the gym floor. Rubber sole shoes worn to school may not be used. Students are asked to stay off the floor following games.

HOMEWORK POLICY

Homework refers to an assignment to be completed during a period of study outside of class, in a study hall or at home. Well-chosen, clearly communicated homework is an integral part of the instructional process. Challenging homework that reinforces, enriches and enhances instruction encourages families to become more involved with education. It also causes students to work independently and to become more responsible for their own achievements.

HONOR ROLL

HIGHEST HONORS: A (90-100) in all subjects the student is taking.
HONOR ROLL: Either A or B (all grades between 80 – 100) in all subjects the Student is taking.
NOTE: No average is figured.

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Department of State Health Services, Immunization Division, can be honored by the District. 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 Department of State Health Services. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

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

INSURANCE – SAFETY/ACCIDENT

Student safety on campus or a school-related event is a high priority of the District. With Safety in mind, the District has implemented policies and committed resources. However, the District can address only part of the challenge; the essential remaining part is the cooperation of students, including:

- Avoiding conduct that is likely to put the student or other students at risk.
- Following the code of conduct and any additional rules for behavior and safety set by the principal or teachers.
- Remaining alert to and promptly reporting safety hazards, such as intruders on campus.
- Knowing emergency evacuation routes and signals.
- Following immediately the instructions of teachers, bus drivers, and other District employees who are seeing to 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.

The District is not responsible for medical costs associated with a student's injury. The District does make available, however, optional low-cost student accident insurance program to assist parents in meeting medical expenses. A parent who desires coverage for his or her child will be responsible for paying insurance premiums and for submitting claims through the High School Secretary's office. (Renee Cejka)

LASER POINTERS

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

LAW ENFORCEMENT AGENCIES

Questioning of Students

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

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

Notification of Law Violations

The District is also required by state law to notify:

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

[For further information, see policy GRA.]

LEAVING SCHOOL

A student may be permitted to leave school during school hours only with the approval of the principal and a parental note. Students leaving for doctor or dental appointments must get permission from the office before leaving, sign-out, and sign in at the office when they return to school. The principal shall not release a pupil to anyone without consent of the parent or legal custodian. In matters involving civil or criminal statutes, a pupil may not be surrendered to authorized officers of the law unless a court order, warrant, or other legal order is presented and then only after the parent of the pupil has been notified by the principal. Pupils shall not be released from school for private lessons of any type.

LIBRARY

The library is open during school hours, unless other arrangements have been made. Students may come to the Library at any time after conferring with the librarian.

The library of Shiner High School shall provide a learning environment that strives to meet the needs of individual students, shall provide those materials and services that stimulate and guide students in all phases of learning, and shall participate fully and effectively in the attainment of the overall educational goals of the entire school community.

It is the duty of the library and/or media center to provide a wide range of materials of varying difficulty, with diversity of appeal, and with the presentation of diverse points of view.

The library is a service agency. It is also a teaching agency, a materials center, and a reading center. The objectives of the library are as follows:

1. The enrichment of the curriculum.
2. The encouragement of the reading program.
3. The provision for a program of guidance.
4. The provision of professional and cultural growth of the staff.

For the library to meet the needs of the students and staff there must be guidelines for operation:

1. Books will be checked out to students on a two-week basis.
2. Current periodicals may be checked out for three days.
3. Fines will be 5 cents per day on non-reserve books and periodicals.
4. Reserve books will be handled according to the need of the classes and assignments.
5. Fines of reserve materials will be based on class periods rather than days.
6. All fines and overdue books must be cleared before the end of each grading period.
7. Anyone with outstanding library materials will not be permitted to check out additional materials.

8. Teachers should schedule reference work in advance with the librarian.

MARRIAGES AND PREGNANCIES

Marriages and/or pregnancies should be reported to the principal as soon as possible. Shiner I.S.D. will provide Pregnancy Related Services for any student who becomes pregnant. For more information, contact your campus principal or school nurse.

MEDICINE AT SCHOOL

A student who must take a prescription medicine during the school year must bring a written request from his parent and the medicine, in its properly labeled bottle, to the **nurse**. The nurse with doctor's orders and directions can administer non-prescription medication **only**.

When the parent has previously provided written consent to emergency treatment on the district's form. A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-based events. Only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider the ability to use the prescribed medication, including any device to administer the medication.

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

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

PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication, and includes parents, teachers, administrators, and the Board of Trustees. Every parent is urged to:

Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.

Review the information in the student handbook (including the attached Student Code of Conduct) with

His or her child and sign and return the acknowledgment form(s) and the Directory Information notice. A parent with questions is encouraged to contact his/her child's school administration.

Become familiar with all of the child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child. Monitor the child's academic progress and contact teachers as needed.

Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child. Parents are encouraged to have teacher conferences. Please call a day in advance to set up the conference.

Review the child's student records when needed. A parent may review (1) attendance records, (2) test scores, (3) grades, (4) disciplinary records, (5) counseling records, (6) psychological records, (7) applications for admission, (8) health and immunization information, (9) teacher and counselor evaluations, (10) reports of behavioral patterns, and (11) state assessment instruments that have been administered to his or her child. Requests for viewing of records should be made one day in advance.

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

PARTIES AND SOCIALS

The rules of good conduct and grooming shall be observed for school social events. Guests will be expected to observe the same rules as students attending the event; the person inviting the guest will share responsibility for the conduct of the guest. Students attending a party or social may be asked to sign out when leaving before the end of the party; anyone leaving before the official end of the party will not be readmitted.

PEST MANAGEMENT PLAN

The District applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child(ren)'s school assignment area may contact Trey Lawrence, Superintendent.

PHYSICAL EXAMINATIONS

Before participating in any school sponsored athletic activities, students are required to take a physical examination and have the form placed on file in the athletic office.

PLAGIARISM

Plagiarism consists of using 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 shall be subject to disciplinary action, which may include an academic penalty such as a zero for the work in question.

PLEDGE OF ALLEGIANCE AND MOMENT 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 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.]

POSTERS

The sponsor and principal must first approve posters and signs that students wish to display. Posters displayed without authorization will be removed. Any student who posts printed material without approval shall be subject to disciplinary action.

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.

PRINTED MATERIAL

School-sponsored newspapers and/or yearbooks are under the complete supervision of the teacher and campus principal. All written material over which the District does not exercise editorial control that is intended for distribution to students shall be submitted to the principal for review and approval. If the material is not approved within 24 hours to the time that it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved material to the Superintendent; material not approved by the Superintendent within three days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the student shall have a reasonable period of time to present his or her viewpoint.

PROMOTION AND RETENTION

Grades 7 – 8

Students shall be promoted from one grade to the next on the basis of academic achievement. Intermediate students must have an overall average of 70 or above, in at least three of the following subjects: language arts (including improvement if required), mathematics, social studies, and science. Students who do not make the 70 averages may be retained in the same grade.

In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactory on the Mathematics and Reading sections of the grade 8 TAKS test .

Parents of students in grade 8 who do not perform satisfactorily on their exams will be notified that their child will participate in special instructional programs designed to improve performance. These students will also have two additional opportunities to take the test. If the student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the District, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policy EIE.]

Grades 9 – 12

Students shall be promoted from one grade to the next on the basis of academic achievement. Students shall be placed in lower level or remedial courses based on the following criteria:

1. Student is one or more years below grade level on the district's standardized achievement test.
2. Student has failed to demonstrate mastery on one or more areas of the most recent TAKS test.
3. The teacher or principal, based on prior performance in academic courses, recommends student.

A Personal Graduation Plan (PGP) will be prepared for any student in a middle school or beyond who did not perform satisfactory on a state-mandated assessment test or is determined by the District as not likely to earn a high school diploma before the fifth year school year following enrollment in grade 9. The PGP will be designed and implemented by a guidance counselor, teacher, or other staff member designated by the principal. The plan will identify the student's educational goals and include consideration of the parent's educational expectations for the student. [For more information, see the counselor and policy EIF].

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.

REJECTION OF TRANSFER STUDENTS

The following guidelines will be used for rejecting the transfer of a student residing in another school district but currently enrolled in Shiner ISD:

1. If during the year while enrolled in Shiner ISD, a student had any violation involving drugs, alcohol or had possession of any type of weapon (regardless of whether the weapon does or does not fall within the categories of weapons that require mandatory expulsion) the student's transfer will not be approved.
2. If the transfer student makes any terrorist threat or threatens bodily injury toward any school employee or student, then the student's transfer will not be approved.
3. If the transfer student has three or more serious incidents of disruptive behavior of insubordination, then the student's transfer will not be approved.
4. If the student has five or more unexcused absences or tardies or if the attendance committee determines the total number of absences whether excused or unexcused to be excessive, then the student's transfer will not be approved.

Once a transfer student's transfer has been denied, then he/she will not be eligible for transfer again.

RELEASING STUDENTS

A student will not be released from school at times other than regular dismissal hours except with the principal's permission or according to the campus sign-out procedures.

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

REPORT CARDS

Written reports of student's grades and absences shall be issued to parents at least once every six weeks. At the end of the first three weeks of a grading period, parents will be notified if the student's grade average is near or below 70. If a student receives a six-week grade of less than 70 in any class or subject, the parent/s may (and are encouraged) request a conference with the teacher about the grades of their son or daughter at any time during the year. The report card shall state whether tutorials are required or only recommended for a student who receives a grade below 70 in a class or subject.

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.

SCHOOL FACILITIES

Use By Students Before and After School

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. The following areas are open to students before school beginning at 7:20 a.m.

- Cafeteria

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

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

Conduct Before and After School

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

Use of Hallways During Class Time

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 in accordance with the Student Code of Conduct.

Cafeteria Services

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

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

Library

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

- Monday through Friday from 7:30 A.M. to 3:45 P.M.

Meetings of Noncurriculum-Related Groups

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

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.

SCHOOL FUNCTIONS

1. In all school functions, a request will be submitted to the Principal's office for approval at least 3 days before the selected date.
2. Any school project that involves a group of students there should be an adult to supervise and direct the activity.
3. All faculty sponsors of any organization or class will be present during the activity and will have complete authority and responsibility over all present.
4. If an "ALL SCHOOL FUNCTION" is planned, in addition to the regular sponsors, all members of the faculty are urged to be present for an appreciable length of time and will assist sponsors with the responsibility of all students present.
5. Any person invited as a guest of a student will comply by the same regulations as the students and the student will be held responsible for the guest's behavior.
6. Students are required to remain at a school function from the time they arrive until they desire to leave. Once a student leaves the function it is assumed he will return home, and he is not to return to the function.

SCOLIOSIS SCREENING

The purpose of scoliosis screening is the early detection and referral of spinal variations. Scoliosis screening is a state requirement. The only exemption to having the screening is religious beliefs. If a student's religious beliefs conflict with this screening procedure, a notarized religious exemption form need to be presented to the nurse's office one day before the date set for the screening. Information of the planned screening will be sent to parents or guardians. Students in the 9th grade are screened if there is no previous record of screening. The screening is carried out by the school nurse and takes less than 30 seconds per student. The examiner looks at the child's back and he or she stands and bends forward. If a child's back is found to have a possible curvature, the parents will be notified.

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.

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.]

Trained Dogs

Random searches for contraband substances or weapons by trained dogs may be conducted throughout the school year.

SEXUAL HARASSMENT

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal or designee, or Mr. Trey Lawrence, who serves as the District Title IX coordinator for students.

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect, to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct.

The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual abuse by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A student and/or parent in a conference may present a complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member with the principal or designee or with the Title IX coordinator. The parent or other advisor may accompany the student throughout the complaint process. A person who is the same gender as the student ordinarily will hold the first conference with the student. The conference will be scheduled and held as soon as possible, but no later than five days after the request. The principal or Title IX coordinator will conduct an appropriate investigation, which ordinarily will be completed within ten days. The student and/or parent will be informed if extenuating circumstances delay completion of the investigation.

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

If the resolution of the complaint is not satisfactory to the student or parent, the student or parent may, within ten days, request a conference with the Superintendent or designee. Prior to or at this conference, the student and/or parent must submit the complaint in writing and must include: 1) a complete statement of the complaint; 2) any evidence supporting the complaint; 3) a statement about how the matter should be resolved; 4) the student's and/or parent's signature and the date of the conference with the principal, the principal's designee, or the Title IX coordinator.

SPECIAL EDUCATION RECORDS

Parents of a student with disabilities who has been provided special education services by the District will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if the retention period established by law has not expired, the material will be deleted from the records but the records will be maintained until the time has expired.

Options and Requirements for providing assistance to students who have learning difficulties or who may need special education

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other 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 the evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and 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 the 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:

Don Wild Phone Number 594-3131

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 Trey Lawrence at 594-3131.

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

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the District's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other 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 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 Trey Lawrence at 594-3131.

Services for the Homeless and for Title I Participants

Other designated staff you may need to contact include:

- Liaison for Homeless Children and Youths, who coordinates services for homeless students: Sharon Strickland 594-3131 x 356.
- Parent Involvement Coordinator, who works with parents of students participating in Title I programs: Don Wild at 594-3131.

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 for extracurricular activities.
- Security Deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, yearbooks, 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.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on District premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school.
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a District-provided request form.

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

STUDENT OFFICES AND ELECTIONS

The Student Council will administer elections, other than class or club offices. All officer candidates will meet the following criteria: passing, favorable discipline record, and the ability to fulfill duties and obligations of the elected office. If these criteria are not met, the officer is subject to grade removal from that office by the principal and/or sponsor according to rules and by laws.

STUDENT RECORDS

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

By law, both parents, whether married separated, or divorced, have access to the records of a student who is a minor or a dependent for tax purposes, as do student who are 18 years or older. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If circumstances prevent a parent or eligible student from inspecting the records, the District will either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records.

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

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

The parent's or 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 teacher's personal notes on a student that are shared only with a substitute teacher, records pertaining to former students after they are no longer students in the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student.

Certain officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

Students over 18, and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requester has the right to ask for a hearing. If the records are not amended as a result of the hearing, the requester has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. [See FNG (LEGAL) and (LOCAL) for the complaint procedure.] Parents or the student have the right to file a complaint with the U. S. Department of Education if they believe the District is not in compliance with the law regarding student records.

Copies of student records are available at a cost payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduce-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge. A request for records should be made 1 day in advance.

Certain information about District students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of this handbook. Should circumstances change, the parent can contact the principal to indicate his or her desire to change the original request.

STUDENT SCHEDULES

Students will be allowed to change schedules, that is, add or drop classes, during the first week of the semester. The principal must approve all schedule changes.

TARDY POLICY

- 1st tardy – teacher warning
- 2nd tardy – teacher detention
- 3rd tardy – referral to Principal

Each teacher will track his/her classroom tardies. Tardies will start over at the beginning of each semester.

TELEPHONE

The high school telephone number is 361-594-3131. The school secretary for emergency situations will call students from class only. The school phone is to be used for school business. Personal calls from outside parties should not be left with the school secretary.

TESTING

In addition to routine testing and other measures of achievement, students at certain grade levels will take state assessment tests:

Grade 7: TAKS reading, writing, and mathematics

Grade 8: TAKS reading, mathematics, social studies and science

Grade 9: TAKS reading and mathematics

Grade 10: TAKS English Language Arts, mathematics, social studies and science

Grade 11: TAKS English Language Arts, mathematics, social studies and science

To receive a high school diploma, students must successfully pass exit-level tests in English Language Arts (reading and writing), mathematics, science and social studies. Students will take end-of-course examinations in Algebra I and Biology I. Each student will have two opportunities to pass the TAKS test as an 11th grader. Additional TAKS tests will be given in the event of a student failing one or more portions of the test.

Test results will be reported to students and parents; parents may review an assessment test that has been given to their child.

* There will be no tests during the week of TAKS for those students taking TAKS. When a class is taking TAKS tests for just one or two days, no test shall be given the day after the TAKS test.

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.

TOBACCO PRODUCTS

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

Smoking is prohibited within any indoor facility used for provision of routine or regular kindergarten, elementary, or secondary education or library services; or regular or routine health care or day care or early childhood development services.

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.

Buses and Other School Vehicles

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling the superintendent at 594-3121.

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

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

- Follow the driver's directions at all times.
- Enter and leave the bus or van in an orderly manner at the designated stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus, van, or its equipment.
- No putting head, hands, arms, or legs out of the window, holding any object out of the window, or throwing objects within or out of the bus or van.
- Be seated while the vehicle is moving.
- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.

When students ride in a District van or passenger car, seat belts must be fastened at all times.

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

TRAVEL

If a student belongs to a club or organization, he/she will ride to and from the event on the bus with the group.

If a student is to ride home with their parents, the parent should approach the sponsor of the group following the event and tell the sponsor that their child will be riding home with them. It is not necessary for the parent/guardian to call the sponsor or principal before the trip if the child is going home with the parent/guardian. A written note should be supplied to the sponsor.

VIDEO TAPING OF STUDENTS

For safety purposes, video/audio equipment will be used to monitor student behavior on buses and 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.

VISITORS

General Visitors

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

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.

Visitors Participating in Special Programs for Students

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

VOCATIONAL

Shiner ISD offers vocational programs in vocational agriculture and industrial technology

It is the policy of Shiner ISD not to discriminate on the basis of race, color, national origin, sex, or handicap in its vocational programs, services, or activities as required by Title VI of the Civil Rights Act of 1964, as amended Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, as amended.

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