



**EULA SCHOOLS**  
**GRADES PK-12**  
**2011-2012**  
**Student Handbook**

**6040 FM 603**  
**Clyde, TEXAS 79510**

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Nurse

# **EULA INDEPENDENT SCHOOL DISTRICT**

## **STUDENT HANDBOOK 2011-2012**

### **PREFACE**

This booklet contains a great deal of required and useful information for a large number of students and parents. Because it cannot be as personal a communication as we would like, we address students not directly as “you” but rather as “the student,” “students,” or “children.” Likewise, the term “the student’s parent “ may refer to the parent, legal guardian, or other person who has agreed to assume responsibility for the student.

Students and parents also need to be familiar with the Eula 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 will be sent home to parents and a copy will be located in the office.

Eula 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; Section 504 of the Rehabilitation Act of 1973, as amended.

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

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Access To Handbook and release of “Directory” Information Sign off Sheet — To be signed and returned to office. Forms will be included in the enrollment packet.

# **BOARD OF TRUSTEES**

**Tim VanZandt – President**

**Carl Scott - Vice-president**

**Liz Mullican - Secretary**

**Tandi Riley**

**Glen Altman**

**Bill Dean**

**Darrell Conway**

## BELL SCHEDULE

High School bell schedule: 8:00-3:32 Tutorials 11:16-11:44.

Junior High bell schedule 8:00 - 3:32

## ARRIVAL AT SCHOOL

Students are not to arrive at school or enter the building before 7:30a.m. If students need tutoring, arrangements must be made in advance with the appropriate teachers. Upon entering the building, all students are to proceed to the cafeteria or their designated areas. There will be no loitering in the halls. Students arriving after classes have begun must sign in at the office. Once students have arrived on campus, whether by bus or private automobile, they are not allowed to leave without permission from the office.

## ASBESTOS ABATEMENT

Eula ISD has completed requirements for the inspection and development of an Asbestos Management Plan for all facilities. A copy of the Asbestos Management Plan will be available in the office of the Superintendent for review.

## ASSEMBLY PROGRAMS

Throughout the school year, there may be occasions when the faculty and student body assemble for a program, pep rally, or other activity. In order for everyone to enjoy the assemblies, the following guidelines will be applied:

1. All students and teachers are to attend the program unless otherwise specified.
2. Teachers are to sit with their class. Students are to go to the assembly as a group.
3. Teachers have general supervisory obligations and authority over entire assembly, not only their own group.
4. Students are to remain quiet and orderly. Under no circumstances is there to be shouting, booing, or any other type of vocal harassment.
5. Students are to remain in their seats until dismissed.

## ATTENDANCE

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. School employees must investigate and report violations of the state compulsory attendance law. A student that is absent from school, any class, or required tutorials, without permission, will be considered truant and subject to disciplinary action. This may include court action. If enrolled in Pre-K or Kindergarten, a child shall attend school as required by state law.

Attendance for students participating in school-related activities is addressed under extra-curricular activities section of handbook.

All students should be cognizant when scheduling doctor and dentist appointments to make certain that they are after school hours when possible. **Students must turn in their doctor's notes and parental notes the first day they return to school.** If an appointment is necessary during school hours, the same class should not be missed repeatedly. Students who are absent from school or from any class without permission will be considered truant and will be subject to disciplinary action.

When a student is absent, the parent must call the campus office by 10:00 a.m. If the school has not been notified of the child's absence, attempts will be made to contact the parent at home or work to check on the absence. If an elementary student is at school at 10:00 a.m., the student is considered present.

**If a student attends school part of the day, and brings in healthcare documentation, they will NOT be counted absent. ( example: orthodontist) Full day appointments with documentation are still considered an excused absence.**

A student who must leave school before the end of the day **must sign out and have permission through the High School office**. Students who become ill during the day should, with the teacher's permission and a nurse referral, may report to the nurse's office. **\*\*Under no circumstances will the student be sent home or allowed to leave without parental notice.\*\***

Students participating in school-sponsored activities will not be counted absent. In some situations, parents may seek the Principal's approval for non-participating students to attend such activities.

### **IMPOSING CONDITIONS FOR AWARDING CREDIT**

For absences evaluated by the attendance committee, the committee may impose conditions on the receipt of credit, such as requiring the student to make up any work missed within prescribed time limits (one day for each day of absence).

### **APPEAL**

If a student receives notification that he/she has excessive absences, they may request the opportunity to make an appeal to the attendance committee, regarding course credits. If credit for the class is denied by the attendance committee, the student may make an appeal to the EISD School Board.

### **AWARDS**

Students will receive awards annually for perfect attendance, UIL achievement, academic achievement, etc. To promote and reward Academic Excellence, Eula High School sets the following policy for Academic Awards. (Student's grades will reflect appropriate weights.)

1. Students having 90 or above in ALL subjects will be placed on the "A" Honor Roll each six weeks.
2. Students having 80 through 89 in ALL subjects will be placed on the "A/B" Honor Roll each six weeks.
3. High school students who are completing the Recommended or Distinguished Achievement Plan and have a cumulative 93.0 average with no more than one grade less than 90.00 in any subject for two consecutive semesters will be issued a scholastic letter jacket and/or an award, and be invited to the Academic Banquet.
4. Starting in the 9<sup>th</sup> grade, students may earn only one letter jacket.  
The other years an appropriate award will be presented. (Certificate, Plaque, Medal, Pen)
5. All grades will be checked and approved at the end of the first semester. Sophomore, Junior, and Senior grades will be figured on the previous Spring and current Fall semester grades. Freshman grades will be figured using the current fall semester grades.
6. The school shall purchase and present all awards according to UIL Rules and Regulations.

### **CAFETERIA**

Breakfast and lunch are served to the students and staff of Eula I.S.D. The District participates in the National School Lunch Program and offers free and reduced-price meals based on established Federal guidelines. Applications for free and reduced meals are sent home with each student on the first day of school. Students may enroll in the program at any time during the school year.

Students may bring sack lunches. All sack lunches are to be eaten in the cafeteria. No food is to be taken from the cafeteria.

It is understood that there are extenuating circumstances that may result in a student not bringing his own lunch and not having the money to purchase his lunch. Under those rare and unusual circumstances, parents will be called and encouraged to bring the student his lunch or lunch money. In the event that a parent cannot be contacted, the student will be allowed to charge his lunch. Lunch and breakfast can be paid for daily, weekly, or monthly. High school and Jr. High students will be allowed to charge up to 3 meals maximum.

The price for lunch will be:

PreK-6 <sup>th</sup> grade	\$ 2.25	Adults \$1.75/\$3.00
7 <sup>th</sup> – 12 <sup>th</sup> grade	\$ 2.50	
B-line—	\$3.00	

The cafeteria will be unable to break \$20 bills. The remainder of the money may be applied to the students account.

Breakfast will be served in the Elementary and HS cafeteria from 7:40-8:00 am for grades PK-12. The cost of breakfast will be complimentary for students only. No outside food may be served in the cafeteria during lunch periods. Examples; fast food, birthday cakes, ice cream, sodas, etc. For a full list of new regulations log onto [www.squaremeals.org](http://www.squaremeals.org).

### **C.D. PLAYERS**

Students are prohibited from using C.D., I-Pods, MP3 players during the school day. Students are encouraged NOT to bring these devices to school.

### **CELLULAR PHONES AND PAGING DEVICES**

Possession, displaying, turning on, or using a cellular telephone or other telecommunications device on school property during the school day is prohibited (**7:30-3:30**) at Eula ISD. Students may possess these devices outside of the instructional hours on campus. If a student is found to be in possession of one of these devices during a prohibited time or place, the device will be taken and returned only to the student’s parents or legal guardian. Consequences are detention for first offense and any subsequent offences will be ISS with increasing increments. Additionally, on the second offense, a \$15 administrative fee will be charged before the phone will be returned to the parent/guardian. (TEC 37.082) Student’s parents may choose to bring a phone to the office prior to class time for safe keeping until school is dismissed. Improper use of cell phones during any school function, on or off school property is a violation of the Student Code of Conduct.

A “paging device “is a telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.

### **CHANGE OF ADDRESS OR TELEPHONE**

Students who change their address or telephone number are expected to inform the school office.

### **CLASS RANKING**

High school graduates who are ranked in the top ten percent of their graduation class are eligible for automatic admission to Texas general academic universities and colleges. Students and parents should see the school counselor for further information about how to apply.

Class rank for senior graduates (starting with the 9th grade class of 2004-2005) shall be calculated by averaging all semester **core** subject grades (English, Math, Science, and Social Studies) that apply to high school graduation earned in grades 9-12 and any high school course taken in grade eight for which a student earned state graduation credit. Grades earned in correspondence, credit by examination with prior instruction, examination for acceleration, college courses, and dual-credit courses shall not count toward determination of class rank. To determine a student's rank in class, the following system shall be used.

1. The following weights shall be applied to the listed subjects: Starting with the 9<sup>th</sup> grade of 2004-2005.
  - 1.10  
Spanish III  
Pre-cal  
Calculus
2. Any subject not listed will maintain a 1.00 weight.

## CLUBS

Student clubs and performing groups may establish rules of conduct and consequences for misbehavior that are more strict than those for students in general, as approved by the principal. Each club will inform students of its own standards of behavior as a condition of participation. If a violation of these rules is also a violation of school rules, the consequences specified by the school shall apply in addition to any consequences specified by the organization.

## CODE OF CONDUCT

Students are expected to:

- Behave responsibly, demonstrating courtesy and respect for the rights of other students and District staff. Student cooperation and respect for the property of others, including District property, are essential to maintaining safety, order, and discipline.
- Attend all classes regularly and on time, be prepared for each class, and take appropriate materials and assignments to class.
- Be well groomed and appropriately dressed each day.

A complete guide for student conduct may be found in the High School office  
or on the Eula ISD website at [www.eulaisd.us](http://www.eulaisd.us).

## COLLEGE DAYS

Graduating seniors have the opportunity to use two (2) "College Days" during the school year. They must receive written permission from the high school principal or counselor a minimum of 2 days in advance, before taking a "College Day". Permission will not be granted if the student has excessive absences/failing grades. Upon their return to school, they must show verification from a college Counselor or Dean as to their visitation the previous school day.

## COMMUNICABLE DISEASES

To protect children from certain 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	Rubella (German Measles),
Campylobacteriosis	Impetigo	including congenital
Chickenpox	Infectious mononucleosis	Salmonellosis, including
Common cold with fever	Influenza	Typhoid fever
Fifth disease	Measles (Rubella)	Scabies
Erythema Infectiosum	Meningitis, Bacterial	Shigellosis
Gastroenteritis, Viral	Mumps	Streptococcal disease
Giardiasis	Pinkeye (Conjunctivitis)	Tuberculosis, Pulmonary
Head Lice (Pediculosis)	Ringworm of the scalp	Whooping Cough (Pertussis)

## **COMMUNICATION BETWEEN HOME AND SCHOOL**

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 through interaction such as, messages, e-mails, and phone calls from teachers, school open houses, and back-to-school nights.

Communication might also include requests for conferences initiated by the school or the parent to discuss student progress, find out more about the curriculum and how the parent can support learning, 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 high school office at 529-3605 (7-12) or elementary school office (PK—6) at 529-3212, or access the Eula ISD web site at [www.eulaisd.us](http://www.eulaisd.us) for an appointment. 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. All staff email addresses are available @ [www.eulaisd.us](http://www.eulaisd.us).

## **COMPUTER RESOURCES**

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision and for approved instructional purposes only. Students and parents will be asked to sign a student agreement regarding appropriate use of these resources. Violations of this agreement may prompt termination of privileges and other disciplinary action.

## **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.

However, the principal will honor a parent's written request that discipline methods other than corporal punishment be used.

## **CORRESPONDENCE COURSES, COLLEGE COURSES, AND SUMMER SCHOOL**

Up to a maximum of two credits by correspondence is allowed. Any student desiring to take a correspondence course, summer school course, or college course must have the prior approval of the principal.

## **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, training school, or pursuing some other advanced education should work closely with the District's student services administrator so that they may take the high school courses that will best prepare them for further work. The student services administrator can also provide information about the entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

### **PERSONAL COUNSELING**

A student services administrator may be able to help students with a wide range of personal concerns. The administrator is familiar with community resources and may direct students to other sources of information and assistance.

## **CREDIT BY EXAMINATION**

### **WITH PRIOR INSTRUCTION**

Students who have had previous instruction in a semester course, may gain credit by passing an examination of the Texas Essential Knowledge and Skills of the course. Students who have more than the maximum number of unexcused absences in the course allowed by the law may not use credit by examination to receive credit for the particular course to be able to participate in extracurricular activities. The examination will be taken at Eula and will be paid for by the student. A grade of 70 or higher must be made on the examination. Testing dates will be posted on the bulletin board in the office.

### **WITHOUT PRIOR INSTRUCTION (Early Graduation Only)**

The District shall give a student in grades 6-12 credit for an academic subject in which the student has no prior instruction. The student must score 90 percent or above on a criterion-referenced examination for acceleration for the applicable course.

A student planning to take an examination for acceleration must register with the principal no later than 30 days prior to the scheduled testing date.

Scores received by students on credit by exam will not be averaged in on GPA or class rankings.

## **DISPLAYS OF AFFECTION**

Students should refrain from displays of affection. This applies any time a student is on school premises, attending school-sponsored activities, while on school transportation, or in the school's parking lot. Students who fail to use good judgment will be reprimanded. Students who persist in objectionable behavior will be further disciplined.

## **DISRUPTIONS**

The district may pursue a criminal charge against and/or discipline any person inciting, promoting, or participating in a protest demonstration, disruption, riot, sit-in, walk-out, blocking of entrances, etc. Written materials, handbills, photographs, pictures, 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 superintendent. Violators shall be subject to disciplinary action.

## **DISTRIBUTION OF MATERIALS**

### **School Materials**

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

### **Non-school Materials**

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus by a student or a non student without the prior approval of the principal.

## DRESS CODE

While the school has no desire to tell students what they should wear, we do feel a responsibility concerning the appearance of a student at school, at school activities, and on school trips.

Knowing what to wear, and how to wear it, is a sign of good training. Different occasions require different types of dress. Eula students are expected to take pride in their appearance and wear clothes appropriate for the occasion.

We hope that the appearance and dress of each student will be a credit to his or her family, and to the Eula Schools.

1. Cleanliness of body and clothing will be expected of ALL students. Clothing and general appearance of the students should not constitute a health or safety hazard nor interfere with the instructional program.
2. Clothing will be designed, constructed, and worn in a manner that promotes proper decorum in school. Sagging pants or pants that have a “sagging” appearance, oversized clothing, clothes with vulgar, indecent slogans or pictures will not be permitted. In addition, clothing that advertises or promotes merchandise which is not allowed on campus is also prohibited. Clothes with holes, intentionally, or otherwise cut/torn are not permitted.
3. Half-shirts, or skirts that expose the midriff, will not be allowed. All shirts or T-shirts must cover the student’s stomach and lower back when the student is sitting down and when the student’s hands are raised over his or her head. This is referred to as the touchdown rule.
4. Sleeveless shirts without collars are not allowed to be worn at school. Male students may not wear sleeveless shirts.
5. Regarding all wearing apparel, it can be no more than three (3) inches from the top of the kneecap. Split skirts, skorts, shorts, and dresses must ALL meet this criteria. The first time a student is asked to change their apparel, they will either spend the remainder of the day in ISS or change into appropriate clothing. A second violation will result in the student being sent to ISS.
6. Boxers, spandex, or unhemmed shorts will not be allowed.
7. Wearing hats or caps are not allowed in the school building. It is recommended that all hats be left either in your vehicle or at home.
8. Male students are not permitted to wear earrings/body-piercing rings, posts, etc. Female students are allowed to wear earrings, but are not allowed to wear body-piercing rings, posts, etc.
9. Appropriate undergarments must be worn.
10. Shoes: Soled footwear shall be worn at all times. House shoes are unacceptable.
11. Cotton sweat pants are prohibited.
12. Male students are not permitted to wear hairstyles such as pigtails and ponytails. All students are prohibited from wearing rat-tails, Mohawks, spiked hair or any design/designs/color added to the hair that draw undue attention or cause a distraction in class.
13. Students are not allowed to wear sunglasses in the school building unless they have a doctor's prescription on file in the Nurses office, which indicates the student, needs to wear these glasses at all times.
14. Males hair shall be no lower than the top of the collar, no lower than the ears, and out of the eyes when combed down.
15. Males shall be clean-shaven. The length of sideburns shall be limited to the bottom of the ear lobe. Sideburns may be up to 1 inch in width.
16. No skates or roller shoes with skates will be allowed in the buildings at any time.
17. Writing across the seat of the pants or shorts is prohibited.

**DRILLS**

Teachers, students, and other district employees shall participate in frequent drills of emergency procedures. When the alarm is sounded, students must follow the direction of teachers or marshals quickly, quietly, and in an orderly manner.

**EMERGENCY BELLS**

- 1 bell .....halt, stand at attention
- 2 bells .....return to room
- 3 bells .....fire, leave the building
- 4 double rings....duck and cover (Tornado)

**EMERGENCY MEDICAL TREATMENT**

Parents shall complete an emergency care form each year that includes a place for parental consent for school officials to request medical treatment for the student, as provided by law. Parents shall also be asked to supply other information that could be required in case of an emergency. Parents should update this information as often as necessary.

**EMERGENCY SCHOOL CLOSING**

Severe situations may necessitate the closing or dismissal of school. Days missed because of bad weather will have to be re-scheduled in order to comply with state law.

The ALERTNOW system will alert you regarding changes in school operations, including emergencies. Be sure the school has an appropriate number or email address if you wish to be notified.

Additionally, notification of school closings will be provided as early as possible to the following television and radio stations for broadcast:

Radio Stations - KEAN FM 105

Television Stations - KTAB - Channel 32

KTXS - Channel 12

KRBC - Channel 9

**ENROLLMENT**

**TRANSFER OF RECORDS**

The school will request a copy of a student's records from the previous school attended. If the child was enrolled in a Texas public school, these records should arrive within 30 days. The information will include identification number (either social security number or state number), county-district-campus number, campus name and phone number, sex ethnicity, date of birth, and current grade level. Most districts will also send grades and standardized test scores. Special education records must be requested separately.

## **EXTRACURRICULAR ACTIVITIES**

Students shall be permitted to participate in extracurricular activities, subject to the following restrictions:

1. During the initial six-week period of the school year, students must have been promoted into the next grade level or must have accumulated the required number of units towards graduation.
2. During subsequent six-week periods, students who receive a six-week grade below 70 in any course or subject or handicapped students who fail to meet standards of their Individual Education Plan (IEP) shall be suspended for a period of 3 weeks. The student will be suspended from participation in any extracurricular activity sponsored or sanctioned by the school district or the University Interscholastic League after a grade evaluation period in which they received a grade lower than the equivalent of 70 on a scale of 100 in any academic class.
3. The school district shall review the grades of a student suspended at the end of each three-week period following the date on which the suspension began. At the time of the review the suspension is removed if the student's grade in each class, other than an identified honors or advanced class, is equal to or greater than the equivalent of 70 on a scale of 100.
4. A student suspended under this section may practice or rehearse with other students for an extracurricular activity but may not participate in a competition or other public performance.
5. Students shall be limited to twelve activity related absences through District and five for post-District competition per year. Students with a grade of 80, or above, may make an appeal to the principal for additional days.

### **Attendance and participation**

Unexcused absence during any period of the school day forfeits the student's right to participate in school-related activities for that day or evening. A student must be present for a least four consecutive periods in a school day in order to participate in a school-related activities that day /evening or may be excused if an acceptable excuse (medical, eye or dental appointment) is the reason for the absence.

## **UNIVERSAL DISCIPLINARY ALCOHOL AND TOBACCO USE POLICY FOR ALL EXTRACURRICULAR ACTIVITIES**

The use of alcohol or tobacco is banned for all Eula students involved in extracurricular activities. Students who have violated this ban, or who have been issued a citation for: Minor in Possession, Driving While Intoxicated, Public Intoxication, etc., should inform their extracurricular sponsors (coaches) immediately. Students who have violated the rules banning alcohol and tobacco will be dealt with in the following manner.

1. On the first confirmed violation, or issuance of a citation for: Minor in Possession, Driving While Intoxicated, Public Intoxication, etc., the student shall be suspended for the next two weeks of extracurricular activities.
2. On the second confirmed violation, or issuance of a citation for: Minor in Possession, Driving While Intoxicated, Public Intoxication, etc., the student shall be suspended for the next six weeks of extracurricular activities.
  - It is recommended that before being readmitted, the student show evidence of seeking chemical counseling as appropriate.
3. On the third confirmed violation, or issuance of a citation for: Minor in Possession, Driving While Intoxicated, Public Intoxication, etc., the student shall be suspended for the next calendar year of extracurricular activities.
4. On the fourth confirmed violation, or issuance of a citation for: Minor in Possession, Driving While Intoxicated, Public Intoxication, etc., the student shall be dropped from all extracurricular activities.
5. Penalties shall be cumulative, continuing throughout the student's participation in the school's extracurricular activities while in High School; however, any suspension may be appealed through the proper channels.
6. Individual extracurricular programs may have additional requirements for their students, but these must not be less restrictive than this universal policy.

## **FEES**

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Personal apparel, used in extracurricular activities, that becomes the property of the student.
- Fees for lost, damaged, or overdue library books.
- Driver's Education.
- Fees for lost or damaged school equipment.

## **FUND RAISING**

Nonprofit civic or cultural organizations may be permitted to advertise shows, events, or activities, distribute free tickets or discount options, or make commercial announcements in schools, by prior approval of the Superintendent or designee. Schools shall not sell tickets, collect funds, or distribute advertising literature by or through students without prior approval of the Superintendent or designee.

All fund-raising activities by student groups for school-sponsored projects must receive prior administrative approval. Clubs and organizations shall be limited to two fund-raising activities during the school year, excluding the concession stand. Student participation in approved fund-raising activities shall not interfere with the regular instructional program.

## **GOVERNMENTAL AUTHORITIES OR LAW ENFORCEMENT OFFICIALS**

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.
- Ordinarily, the principal will make reasonable efforts to notify parents unless the interviewer raises what the principal considers to be a valid objection.
- Ordinarily, the principal will be present unless the interviewer raises what the principal considers to be a valid objection.

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 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 Protective and Regulatory 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.

The District is also required by state law to notify:

- All instructional and support personnel who have responsibility or 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 or adjudicated of delinquent conduct for any felony offense or certain misdemeanors.

### **GRADE CLASSIFICATION**

After the 9th grade, students are classified according to the number of units earned toward graduation.

<u>Credits Earned</u>	<u>Grade Placement</u>
6	10
12	11
19	12

### **GRADING**

**Due to new End of course (EOC) assessments initiated by the Texas Education Agency (TEA), new grading guidelines will be established during the First Six Weeks of school. Notifications will be mailed home when finalized.**

The school year is divided into two semesters of three (3) six week periods each.

The highest possible grade that can be given will be a **100** in all classes.

The minimum passing grade for all classes is 70. Numerical scores shall be used in determining promotion or course credit. Maintenance of a grade of 70 is required for participation in extracurricular and other activities. Any class or course taught will have a minimum of 10 grades in a six weeks period. Six weeks grades will be composed of 50% checks for mastery of TEKS and 50% daily work.

At least two major tests will be given each six weeks in lieu of a six weeks exam.

Semester tests will be considered as cumulative/summative checks for mastery and are mandatory for all areas. Semester tests will count **14%** of the semester grade for 6th and 7th graders, **20%** for 8th graders, and **25%** for all high school students.

At the end of any six-week grading period, any student, who because of unforeseen circumstances does not have grades recorded for all assignments, must be listed as incomplete on the teacher's grade sheet. The student will have a maximum of seven calendar days from the official end of the grading period to submit the assignment in question for a numerical grade. Assignments which are not turned in by the end of the seventh day will be assigned a grade of zero and the final six weeks average will be computed using the zeros. All make-up work should be addressed first according to the policy stated under make-up work in the student handbook.

At least once every six weeks, the district shall give a written notice to the parents of the student's grades in each class or subject. The report shall clearly specify the instructional level at which the student is functioning. At the end of the first three weeks of a grading period, the district shall provide a notice of progress to the parent of a student whose grade average in any class is lower than a 75 or whose grade average is deemed borderline by the district.

## **GRADUATION REQUIREMENTS**

Beginning the 2001-2002 school year, students will be required to successfully complete 27 credits and pass the Exit-level TAKS. The State of Texas requires all students to complete a certain series of courses. The Student Services Administrator has a guide for students and parents to follow concerning the new graduation requirements. Starting the 9th grade class of 2007-2008, all students must complete 4 years of science, social studies, ELA and math. State requirements are now 26 credits.

A certificate of coursework completion will be issued to a senior student who successfully completes state and local credit requirements for graduation but fails to perform satisfactorily on the exit-level or end-of-course examinations. The student may be allowed to participate in graduation ceremonies if in good standing. Students must be enrolled for six weeks prior to the graduation date if they choose to participate in the graduation ceremonies. (Hardship cases will be subject to principal's review.)

In order to be Valedictorian or Salutatorian, a student must be continuously enrolled in Eula High School for the two years preceding graduation, according to the Board policy (EIC Local). To be eligible to be Valedictorian or Salutatorian, students shall have completed the Distinguished Achievement Plan or the Recommended Plan. (EIC Local)

To be eligible to graduate in three years, the student shall complete all course work and exit-level testing required of the ninth grade class in which he or she begins high school. (EIC Local)

## **HONOR ROLLS**

Students having 90 or above in all subjects will be placed on the "All A's" Honor Roll. Students having 80-100 in all subjects will be placed on the "AB" Honor Roll.

## **IMMUNIZATIONS**

If your child cannot be immunized because of a medical problem or a religious belief, please talk to the school principal or school nurse.

## **INSURANCE**

At the beginning of the school year, the District will make available to the students and parents a low-cost student accident insurance program. Premiums will be paid to and claims will be submitted through the principal's office, but the District shall not be responsible for costs of treating injuries or assume liability or any other costs associated with an injury. Before participating in a school-sponsored trip outside the district or in-school sponsored athletics, students and parents must (1) purchase the student accident insurance, (2) show proof of insurance, (3) sign a form rejecting the insurance offer and waiving any claim against the District for any injury, which may result.

## **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 not returned. Students will be disciplined according to the Student's Code of Conduct.

## **LOCKERS**

Lockers remain under the jurisdiction of the school even when assigned to an individual student. The student is responsible for maintaining locker. The school reserves the right to inspect all lockers. Searches of lockers may be conducted at any time there is reasonable cause to do so, whether or not a student is present.

## MAKE-UP WORK

Students will be allowed one day of make-up for every day of absence provided they are not in violation of the state required attendance mandate. Students are expected to attend school at least 90% of the time. Should a violation of the state mandate occur, the attendance review committee would decide the status of make-up work if credit for the course/s in question were in jeopardy. Students will not be given make-up work prior to an absence unless circumstances dictate an extended period of absenteeism due to unusual circumstances beyond the control of the student and/or parent.

Such a situation must be coordinated through the school and delivered by the parent according to mutually agreed upon deadlines. All make-up work must be completed by report card day. Students will be given no more than 70 for any unexcused absence, out of school suspension, etc.

## MEDICINE AT SCHOOL

Authorized district employees may administer prescription and nonprescription medication in accordance with legal requirements. No prescription type of drug or treatment shall be administered by the school nurse or any other employee of the district without specific written authorization of that student's parent or a prescribing physician or dentist. The school health nurse or any school employee will not monitor a student's use of a prescription or nonprescription drug without specific written authorization. **All prescription medication must be in its properly labeled container and kept in the office.**

If a student needs nonprescription medicine for headaches, stomachaches, sore throat, coughing, or etc., the student must furnish the nurse with these medicines.

## PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

Education succeeds best when there is a strong partnership between home and school. A partnership thrives on communication and includes parents, teachers, administrators, and 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 Student Code of Conduct) with his or her child and sign and return the acknowledgment form. A parent with questions is encouraged to contact the building principal.
- Become familiar with all of the child's school activities and with the academic 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 the teacher as needed.
- Become a school volunteer. For further information, contact the building principal.
- Participate in campus parent organizations. The activities are varied-ranging from band boosters, to District and campus-planning committees helping to formulate plans to improve student achievement.

## PESTICIDES

This school periodically applies pesticides. Information concerning these applications may be obtained from the office of the Superintendent at Eula I.S.D., 6040 FM 603, Clyde, Texas 79510. The Administration telephone number is 529-3186.

As part of an Integrated Pest Management program, Eula ISD has a policy that requires the use of nonchemical pest control tactics whenever practical. However, pesticides may periodically be applied.

The district applies only pest control products that comply with state and federal guidelines. All persons performing Pest Management at this district are required to receive special training in current pest management practices and pesticides

application. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area or who have further questions about pesticide use, including the types and timing of treatments, may contact their IPM Coordinator at (325) 669-3001 or email at cranfillr@eulaisd.net.

### **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.

### **PLEDGE/MOMENT OF SILENCE**

Senate Bill 83 mandates that students will recite the pledge of allegiance to the United States and Texas flags and observe one minute of silence following the pledges.

### **PROMOTION, RETENTION, AND PLACEMENT**

Students shall be promoted from one grade to the next on the basis of academic achievement. Junior High School students must have an overall average of 70 or above, as well as an average of 70 or above in three of the four following subjects: language arts (including reading improvement if required), mathematics, social studies, and science. If a student's grade average in any subject or course is below 75 at the end of the first three weeks of any period, the teacher will notify the student's parent.

Students in grades 7-8 who are not promoted shall be retained in the same grade or placed in an alternative education program.

Students in grades 9-12 shall be placed in a lower level or remedial course based on the following criteria:

1. Student is one or more grades below grade level on the last achievement test.
2. Student has failed to demonstrate mastery on one or more areas of the most recent TAKS test.
3. Student is recommended, based on prior performance in academic courses, by the teacher, principal, or counselor.

### **Prom Policy**

The junior class will host a prom for the senior class. Each junior class member will earn points by helping raise funds and working to promote the prom. Any junior student who does not earn the designated number of points will be required to purchase the points in order to attend. The number of points needed will be determined by the junior sponsors.

Juniors and seniors may attend the prom and may bring an outside date. An outside date must be in grades 9—12, or not more than one (1) year out of high school. All outside dates must be approved by the principal. Juniors and seniors who bring an outside date will be required to pay a fee for that date. The fee will be decided by the sponsors and will depend on the amount the class has to spend for the prom.

Students will not be allowed to leave the prom and re-enter unless accompanied by a sponsor.

Inappropriate dress will not be allowed and will be monitored by sponsors and administration. 2/1/2008

### **RELEASE OF STUDENTS FROM SCHOOL**

**A student will not be released from school at times other than regular dismissal hours except with the principal's Student Services Administrator's or secretary's permission.**

A student who will need to leave school during the day must bring a note from his or her parent that morning or contact a parent, who must notify a school official prior to allowing the student to sign-out.

## **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-weeks grade of less than 70 in any class or subject, the parent will be requested to schedule a conference with the teacher of that class or subject.

## **RESIDENCE**

The board shall admit into the public schools of the district, free of tuition, all persons who are over five and not over twenty-one years of age on September 1 of the scholastic year, if that person resides in the district or his/her parents, guardians, or person having lawful control resides in the district. A legal guardian shall be defined as the person/s possessing a legal custody document executed by a legal professional and on file with a county clerk. The district may withdraw any student who ceases to be a resident. A person who knowingly falsifies information on a form required for a student's enrollment in the district shall be liable to the district if the student is not eligible for enrollment, but is enrolled on the basis of false information. The board may require a student, or the student's parents or legal guardian to prove student's residence is in compliance with residency requirements.

## **SAFETY**

### **Accident Prevention**

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 contact 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 safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teacher, bus drivers, and other District employees who are overseeing the welfare of students.

### **Accident Insurance**

Under state law, the District cannot pay for medical expenses associated with a student's injury. The District does make available, however, optional, low-cost accident insurance program for student 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 administration office.

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

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have a written parental consent to obtain emergency medical treatment and information about allergies to medications, 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.

### **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 other in charge quickly, quietly, and in an orderly manner.

## **SCHOOL FACILITIES**

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 make restitution for damages they cause and shall be subject to disciplinary consequences in accordance with the Student Code of Conduct.

## **SCHOOL PICTURES**

School dress code will be enforced on all school pictures.

## **SCHOOL/CLASS TRIPS**

Many school-sponsored trips will be made during the school year for the various activities in which students of Eula will participate. Parents and students are requested to study the following regulations concerning school-sponsored trips.

1. All students will travel by school arranged transportation unless the parents specifically gain prior approval from the principal or designee, to return by other means.
2. Students missing school on school-sponsored trips will not be counted absent, but they will be required to make up work missed. The students should make arrangements with the teachers for this make-up work before the trip is made.
3. Students making school sponsored trips shall be under the supervision of a sponsor and shall be expected to conduct themselves as ladies and gentlemen.
4. Dress should be appropriate for the occasion. If there is any question as to attire, ask the sponsor.
5. Students will be prohibited from attending any school related activity if they are currently assigned to in-school or out of school suspension or home-based instruction.
6. Students will not be allowed to attend out-of-district field trips and class trips if they have been assigned more than 3 days of in-school suspension or received alternative consequences during the school year or have not met the 90% attendance rule.
7. Students must be passing during the previous six weeks to participate in school sponsored, out-of-district school/class trips.
8. All fines/dues, books, must be accounted for..

## **SCHOOL WORK POLICY**

Long-Term Assignments - Any assignment that is assigned five (5) or more days in advance of due date. The assignment will be due on the due date. Long-term assignments include research papers, term papers, special projects, and any other assignments that are given 5 or more days before due date. The assignment is due on the due date if the student is in attendance for any part of the day.

Contract Assignments - Any assignment, paper, or project that is written in contractual form and has space for student, parent, and teacher signatures. All contract assignments are due on the due date with or without signatures.

Short-Term Assignments - Daily assignments that are due anywhere from one (1) to four (4) days. This area covers most day-to-day schoolwork and is due on the day determined as the due date.

All above assignments are to be turned in to the assigning teacher on the due date. The due date remains in effect even if the student has to be involved in extracurricular school activities on that due date. If a student is absent with an excused absence on the day the assignment is due, then the student receives one extra day beyond the due date. If the student's absence is unexcused on the day the assignment is due, the student will receive a zero.

Please refer to modification sheet for all Special Education students.

## SEMESTER TEST EXEMPTIONS

1. Applies to all students grades 9-12.
2. The student must have an average that can apply to one of the following criteria:

90 or above	3 absences
87 or above	2 absences
83 or above	1 absence
80 or above	0 absences
3. 9<sup>th</sup> Grade Students: 1 exemptions for both Fall and Spring Semesters – different courses  
10<sup>th</sup> Grade Students: 2 exemptions for both Fall and Spring Semesters – different courses  
11<sup>th</sup> Grade Students: All classes exemptions for both Fall and Spring Semesters  
12<sup>th</sup> Grade Students: All Classes exemptions for both Fall and Spring Semesters
4. College days for senior students (up to two days and approved in advance by the principal) will not count against students for the purpose of exemption from semester exams.
5. The attendance portion of the semester test exemption policy will be based on PEIMS data. (Dr.'s notes will be accepted.)
6. Grades for advanced courses will be weighted prior to determining semester test exemptions.
7. Even if exempt, students may choose to take their semester exams. Taking the exam in this instance cannot lower the existing grade.
8. Students with more than one day of ISS, OSS, or DAEP placement, may not be exempt. Students with unexcused or excessive absences, may not be exempt.

## SENIOR TRIP GUIDELINES

The following guidelines shall be observed in regards to Senior trips:

1. Six Flags is the Board-approved location for the Senior Trip. If another location is decided upon by the Senior class, they must receive Board approval.
2. Sponsors for the trip will be designated by the Board and will be professional school staff.
3. All fund-raising events, class meetings, and class announcements must be approved in advance by the principal.
4. A fair and equitable system for determining the eligibility of students to participate in the trip must be established and agreed upon by all students and guardians prior to the first fund raising event. The sponsors and class officers will be responsible for maintaining accurate records and minutes of all meetings and activities. A copy of all minutes shall be placed on file in the principal's office.
5. Every effort should be made to minimize the burden placed upon the community in fund-raising efforts. Once expenses for the trip have been met, all fund-raising efforts shall cease.
6. The senior trip is a school-sponsored activity and students are expected to conduct themselves in a manner consistent with acceptable school behavior.
7. Students must be eligible (no pass/no play) to participate in the Senior trip, and must meet the 90% attendance rule..
8. All school rules apply to the senior trip.
9. Students will not be allowed to attend out-of-district field trips and class trips if they are failing, the previous six weeks, have been assigned more than 3 days suspension (ISS or OSS) or having been placed in DAEP for any period of time.
10. Students must be free of fines, book returns, etc.

## **SEXUAL HARASSMENT/SEXUAL ABUSE**

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools. Student and/or parents are encouraged to discuss their questions or concerns about the expectations in the area with a teacher, counselor, principal or, superintendent, who serves as the District Title IX coordinator for the students. Sexual harassment by a student includes unwanted and unwelcome verbal or physical conduct of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors.

### **Social Networking**

A person commits online harassment if the person uses the name or persona of another person to create a Web site or post messages on a social networking site like Facebook or Myspace, without the person's consent and with the intent to harm, defraud, intimidate or threaten any person. This is a felony of the third degree. Tex. Penal Code 33.07 (a), (c)

## **SPECIAL PROGRAMS**

The District provides special programs for handicapped, gifted and talented, ESL, and early childhood students. Students or parents with questions about these programs should contact the appropriate principal or the coordinator of each program to discuss the services offered in the District.

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

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date of the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provided 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. A copy of the *Notice of Procedural Safeguards-Rights of Parents of Students with Disabilities* can be obtained from the Elementary Office. (529-3212)

## **STUDENT CODE OF CONDUCT**

A copy of the Eula ISD Student Code of Conduct is located in the Elementary, and High School offices. The Student Code of Conduct can also be found online at [www.eulaisd.us](http://www.eulaisd.us).

## **STUDENT COMPLAINTS**

Students or parents shall be entitled to informal conferences with administrators to resolve their complaints. If such attempts are unsuccessful, the students or parents may take their complaint to the Board. If a complaint involves a problem with a teacher, the student or parent in most circumstances is expected to discuss the matter with the teacher before requesting a conference with the principal.

## **STUDENT OFFICES**

School sanctioned organizations may elect officers to conduct the business of their organization. An organization is no stronger than those who serve as officers. It may be based upon the finest of ideals, be structurally sound, and have an excellent program of activities, yet still be a failure because its leaders are incompetent. Due to the additional responsibilities of their positions, it is expected that students elected to office will demonstrate the maturity, self-discipline and academic leadership qualities commiserate with those positions. The sponsors and school administration reserve the right to disqualify a student from holding an office for failure to demonstrate these qualities. All organizations will use their own constitution and/or bylaws if one is present. If not, they will follow the guidelines above

## **STUDENT SCHEDULES AND PRE-ENROLLMENT**

High school students must schedule all required courses first, and fill the remainder with electives. Every student will be scheduled for eight periods with some consideration allowed for seniors.

No high school student will be allowed to change his or her schedule after the first five class days of each semester. No schedule changes will be allowed without a conference with the principal or Student Services Administrator.

Pre-registration will occur each spring. Each high school student will have a conference with the Student Services Administrator for assistance with course selections for the following year. With the opportunity to graduate on the Recommended, or Distinguished Achievement program, much thought and consideration must go into course selection. We plan our master schedule each summer from the pre-registration forms. There will always be some schedule conflicts, but the schedule will fit the majority of student needs.

## **STUDENT RECORDS**

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

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

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

## **TARDINESS**

It is the District's view that the time period between classes is more than ample time for the student to respond to all his/her needs. Therefore, the District will recognize and excuse class tardiness only when the student has been detained by another teacher (in which case the student must present a note from the detaining teacher to the teacher of the next class) or in cases of weather-related problems. All other tardiness will be considered unexcused.

Upon receiving their third tardy in a particular class, the student will be assigned detention. For each subsequent tardy, the student will be assigned ISS. Tardies will start over each new semester.

## **TATTOOS AND/OR ICONS**

Tattoos, icons, and any other markings on the body that cannot be removed shall be covered at all times in an unobtrusive manner that is not disruptive to the instructional process. A student who has such markings on his or her body and who wishes to participate in extracurricular activities shall ensure that the markings are covered by the standard uniform for the activity, and in compliance with the guidelines set forth above.

## EULA ISD TECHNOLOGY ACCEPTABLE USE POLICY

### Acceptable Use of District Technology Resources

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

### Unacceptable and Inappropriate Use of Technology Resources

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

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

### Unacceptable Uses-

#### 1. Personal Safety

- a You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone number, school address, work address, etc.
- b You will not agree to meet with someone you have met online without your parent's approval. Your parent should accompany you to this meeting.
- c You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

#### 2. Illegal Activities

- a You will not attempt to gain unauthorized access to the computer network or to any other computer system through the computer network or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing"
- b You will not make deliberate attempts to disrupt the computer system or destroy data by spreading a computer virus or by any other means. These actions are illegal and punitive measures will be taken.
- c You will not use the computer network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of persons, etc.

#### 3. System Security

- a You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
- b You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- c You will avoid the inadvertent spread of computer viruses by following the District's virus protection procedures if you download software.

#### **4. Inappropriate Language**

- a. Restrictions against inappropriate language apply to public messages, private messages, and materials posted on the Web pages.
- b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.
- c. You will not post information that could cause damage or a danger or disruption.
- d. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. You will not harass another person. Harassment is acting in a manner that distresses another person.
- f. You will not knowingly or recklessly post fake or defamatory information about a person or organization.

#### **5. Respect for Privacy**

You will not re-post a message sent to you privately without the permission of the person who sent you the message.

You will not post private information about another person.

#### **6. Respecting Resource Limits**

- a. You will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. There is no limit on use for education and career development activities.
- b. You will not download large files unless absolutely necessary. If you find it necessary, contact your teacher. Large files should be downloaded at a time when the system is not being heavily used.
- c. You will not post chain letters or engage in “spamming”. Spamming is sending an annoying or unnecessary message to a large number of people.
- d. If permitted, you will subscribe only to high quality discussion group mail-lists that are relevant to your education or career development.

#### **7. Plagiarism and Copyright Infringement**

- a. You will not plagiarize work that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- b. You will respect the rights of copyrights owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright laws can be very confusing. If you have a question ask a teacher or librarian.

#### **8. Inappropriate Access to Material**

- a. You will not use the computer network to access material that is profane or obscene (pornography), that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of your access is to conduct research and both your teacher and parent have approved.
- b. If you mistakenly access inappropriate information, you should immediately tell your teacher or another District employee. This would protect you against a claim that you have intentionally violated this Policy.
- c. Your parents should instruct you if there is additional material that they think would be inappropriate for you to access. The District fully expects that you will follow your parent’s instructions in this matter.

## **9. Your Rights**

### **1. Free Speech**

- a. Your right to free speech, as set forth in the Student Handbook, applies also to your communication on the Internet. The computer network is considered a limited forum, similar to the school newspaper, and therefore the District may restrict your speech of valid reasons. The District will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

### **2. Search and Seizure**

- a. You should expect only limited privacy in the contents of your personal files on the District system. The Situation is similar to the rights you have in the privacy of your locker.
- b. Routine maintenance and monitoring of the computer network may lead to discovery that you have violated this Policy, the Student Handbook, or the law.
- c. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the Student Handbook, or the law. The investigation will be reasonable and related to the suspected violation.
- d. Your parents have the right at any time to request to see the contents of your work.

### **3. Due Process**

- a. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the computer network.
- b. In the event there is a claim that you have violated this Policy or the Student Handbook in your use of the computer network, you will be provided with written notice of the suspected violation and an opportunity to present an explanation before a neutral administrator.
- c. If the violation also involves a violation of other provisions of the Student Handbook, it will be handled in a manner described in the Student Handbook. Additional restrictions may be placed on your use of your Internet account.

### **4. Limitation of Liability**

The District makes no guarantee that the functions or the services provided by or through the District system will be error free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be Responsible for financial obligations arising through the unauthorized use of the system.

### **5. Personal Responsibility**

When you are using the computer network, it may feel like you can more easily break a rule and not get caught. This is not true. Whenever you do something without being caught does not make it right to do so. Even if you don't get caught, there is always one person who will know whether you have done something wrong and that person is you. Your use of the Internet can be a mirror that will show you what kind of a person you are.

## **TESTING**

Eula students will take the TAKS test in grades 3-11. The exit level test must be passed prior to a student receiving a diploma. Those who do not pass the test will take the test until they pass all sections of the test. Students should remember that they must have the required number of credits and passing scores on the TAKS test to be eligible for graduation exercises.

## **TITLE IX**

Eula Independent School District does not discriminate on the basis of race, color, national origin, sex or handicap in providing education services. The superintendent has been designated to coordinate compliance with non-discrimination requirements of Title IX and Section 504 of the Rehabilitation Act.

## TUTORIALS

Students failing a course(s) will be required to attend tutoring on a mandatory basis. Secondary students will receive tutoring 11:14-11:44 each day.

## VEHICLES ON CAMPUS

A student may furnish his/her own transportation to and from school. However, the following guidelines will be applied:

1. Vehicles on school property are in a school zone, and drivers should exercise due caution. Pre-school and other children may be present at any time on or near driving areas. Drivers should be alert at all times. Students will be expected to follow instructions given concerning school traffic regulations and speed limits. The speed-limit on all roadways surrounding the school is **20 MPH**.
2. Students will not sit in vehicles before school or during the lunch period.
3. Vehicles will not be driven by the student after arriving at school unless permitted by the principal.
4. Driving near school in a manner that endangers the student driver or others may result in the loss of the privilege of driving to school.
5. Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable causes exist to do so. Students have full responsibility for security of their vehicles and will make certain they are locked and that the keys are not given to others. Students will be held responsible for any prohibited objects or substances, such as alcohol, drugs, or weapons found in their cars and will be subject to disciplinary action. Searches of vehicles may be conducted at any time there is reasonable cause to do so, with or without the presence of the student.
6. Unlicensed students will not be allowed to drive on school property.
7. Vehicles shall be parked appropriately in designated areas.

## VIDEOTAPING OF STUDENTS

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

## VISITORS

For the safety of those within the school, all visitors must first report to the principal's office., sign in, and acquire a visitor badge. These procedures are for the protection of all students and staff. Visitors at lunch are limited to immediate family and graduates of Eula ISD.

## WITHDRAWAL

Any student who finds it necessary to withdraw during the school year must complete certain requirements before he/she can be withdrawn. The student must have completed at least one-third of a six-week reporting period before a grade can be given for the period. The procedure for withdrawals from school is to get a withdrawal form from the principal. Then go to each teacher to get your grade and check your textbook in. When all records are clear, including all monies owed for library and lunch charges, the principal will sign the withdrawal form.

## **RELEASE OF “DIRECTORY” INFORMATION**

“Regarding student records, federal law requires that ‘directory information’ on my child be released by the District to anyone who requests it unless I object in writing to the release of any or all of this information. This objection must be filed within ten school days of the time this handbook was given to my child. Directory information ordinarily includes the student’s name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended. In exercising my right to limit release of this information, I have marked through the items of directory information listed above that I wish the District to withhold about my child.”

## **VOE (Verification of Enrollment and Attendance Form)**

The State of Texas requires all persons under the age of 18 to obtain a VOE form in order to be eligible for a Texas Driver’s License. “Minimum Attendance for Class Credit” states that a student may not be given credit for a class unless the student is in attendance for at least 90% of the days the class is offered. The 90 percent attendance rule applies when determining VOE eligibility. Summer school does not count as make-up time for attendance purposes. For students in grades eight and below may be aggregated on the basis of a scholastic year. For students’ grades 9-12, absences will be aggregated on the basis of a scholastic semester.

