

Highland
INDEPENDENT SCHOOL DISTRICT
2009-2010
STUDENT HANDBOOK

APPROVED BY THE HIGHLAND ISD BOARD OF TRUSTEES

JULY 2009

Mission Statement

The continuing mission of Highland Independent School District is

- to educate every student by combining the wisdom of yesterday, the technology of today, and the vision of tomorrow, to develop within each student strong moral character, high self-esteem, and the desire to succeed,
- to encourage parental and community involvement in the educational processes, and
- to demonstrate responsibility to the community through sound fiscal management and open communications.

School Song

All hail to Highland High,
For you we'll do or die;
For you we'll always do our best
And hold your banner high;
For blue and white we'll ever fight
Long may your anthem ring;
We'll always stand for truth and right
And loud your praises sing.

Motto

Excellence in Education

PURPOSE AND ORGANIZATION

The purpose of this Student Handbook is to give Highland ISD students and their parents an understanding of the general rules and guidelines for attending and receiving an education in our schools.

The Handbook is organized in the following sections:

- Required Legal Notices and Information
- General Information about admission, attendance, and conduct
- Curriculum and Program Information
- Of Special Interest to Students
- Of Special Interest to Parents
- Policies-Fall Carnival, Senior Trip, Sponsorship

When the Handbook uses “we” or “our,” it means the school district and/or school administrators. When the Handbook uses “you” or “your,” it means the parent, legal guardian, or person who has accepted responsibility for a student, at least in regard to school matters. From time to time, the Handbook will use more general terms, such as “parents” and “school officials.” Regardless of the particular terminology, our intention is to speak directly to you as the adults who are responsible for working with us, the school officials, to make your children’s experience with the Highland public schools a positive educational experience.

The Student Handbook has been developed by school district administrators with assistance of teachers, students, and parents. The content is reviewed by the Board of Trustees and is intended to be consistent with formally adopted school board policies. If there is an apparent contradiction between information in the Handbook and a formally adopted board policy, the school administration will interpret the Handbook in a way that is consistent with policy and may request guidance from the Board of Trustees.

The Student Handbook is not a contract between the school and parents or students. It can be amended at any time at the discretion of the school district. If the district makes changes to the Handbook during a school year, the administration of the district and the campus will communicate those changes in ways that are designed to inform parents and students of the new or revised information.

REQUIRED LEGAL NOTICES

Nondiscrimination: Highland ISD does not discriminate in its educational programs and services on the basis of sex, race, religion, color, national origin, or disability. The District complies with Title IX of the Education Amendments of 1972 and with Section 504 of the Rehabilitation Act of 1973. Any questions or concerns about the district's compliance with these federal programs should be brought to the attention of the person shown below as Title IX or Section 504 Coordinator.

The Title IX Coordinator for the school district is the Superintendent, whose office is located at the south end of the building and who can be reached by telephone by calling 766-3652.

The Section 504 Coordinator for the school district is the Principal, whose office is located in the middle of the building and who can be reached by telephone by calling 766-2292.

Family Educational Rights and Privacy Act: The school district creates and keeps general education records for all students enrolled in district schools. Those records are confidential and generally are available only to parents and school personnel or people who are acting on behalf of the school district. When we say "parents" have a right of access to and copies of all education records pertaining to their children, we mean all biological or legal parents—whether married, divorced, or separated—and any other person who is acting as a parent in the absence of the child's parent or legal guardian.

Parents control the access to their children's education records until the child becomes an adult at age 18. When the child reaches age 18, she or he controls the access to his or her records and is the one who can consent to the release of the records to other persons. However, parents continue to have a right to see and copy their children's education records so long as the child is a dependent for federal income tax purposes, even if the child does not want them to.

If a parent wants to see or copy his or her child's education records, she or he should contact the principal of the child's school if the child is currently enrolled. If the child has withdrawn or graduated, parents should contact the school superintendent for access to records. Records can be reviewed in administrative offices during regular office hours, from 8:00 a.m. to 3:00 p.m., and someone will be available to answer questions about the records.

Originals cannot be removed from the principal's or superintendent's office. Copies will be provided to parents within a reasonable time, usually not more than two or three days, after parents have made a written request for copies. Parents will be charged the district's usual copying fees for copies; however, if the student is eligible for free or reduced price lunches and the parents cannot come to school to review the records, the school will provide one copy of the requested records at no charge.

If you disagree with information in your child's records or believe some information is inaccurate, you can ask for a correction. If the principal does not make the correction, you can ask for a hearing with the superintendent to explain why you believe the record is wrong or misleading. If the superintendent does not direct an amendment to be made, you have 30 days to place a comment in the student's record about the information. **Under no circumstances can students or parents use this process to challenge a grade recorded for a student.**

Because parents generally control access to their children's education records, the district ordinarily will not permit access to or copies of education records without at least one parent's written authorization to release the records. **However, under some circumstances, the district can and will provide access to or copies of education records without parent authorization. The most common circumstances are these:**

- The district will forward education records on request to a public or private school or institution of higher education in which the student seeks or intends to enroll.
- The district will comply with a lawful subpoena for student education records, but will make reasonable efforts to notify the parents before complying, unless the subpoena indicates that parents should not be notified.
- The district will release directory information about students to any person who submits a written request for the information.
- The district will release educational records to a juvenile justice agency in accordance with an agreement with between the district and the agency. The information will be released before the student is adjudicated and will be provided so that the juvenile agency can appropriately serve the student.

"Directory information" means information that would not generally be considered harmful or an invasion of privacy if disclosed. It includes the student's name, address, telephone number, photograph, e-mail address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous school attended.

Audio and video recordings of extracurricular and cocurricular performances, such as band, orchestra, and choir concerts; marching band performances; and performances of plays, musicals, or skits are treated as directory information. Video recordings of students made by security cameras on school buses or in common areas of a campus are treated as directory information unless they are used to impose discipline. In that case, the tapes become an educational record of the student or students who are disciplined and are subject to the same restrictions on access and disclosure as any other student education record.

If you do not want the school to release directory information about your child, you must notify the principal in writing of the category or categories of information that you do not want released. **You have 10 school days after you receive this Handbook to tell the principal in writing what information you do not want released.**

If you want to review the school's entire policy regarding student records, please contact the campus principal, who will be glad to provide a copy for you and to answer any questions you may have about the policy or this notice. If you believe the district is not following the law regarding student records, you have the right to file a complaint with the United States Department of Education.

GENERAL INFORMATION

Student's Legal Name

While we recognize that there are circumstances when a parent may wish his or her child to be enrolled under a name other than the child's legal name, we are required to maintain all school records for your child under the child's legal surname as shown on the birth certificate or other recognized document to prove the child's identity or as shown in a court order changing the child's name.

Admission, Release, Withdrawal

These are the basic requirements for admission to district schools:

1. The student must live in the district with a parent or legal guardian or one of the student's parents must live in the district, even if the student does not live with that parent.
 - To be eligible for admission based on just the parent's residence in the district, the court that issued a final order in a divorce proceeding must have designated that parent as a managing or possessory conservator for the child.
 - The parent enrolling a student based on only the parent's residence in the district must provide a copy of a current final order, signed by the judge and showing a file stamp from the court, designating the parent as a managing or possessory conservator.
2. The student is under age 18 and lives in the district with an adult resident of the district who has accepted a Power of Attorney from the child's parent or legal guardian. The school district has Power of Attorney forms to be completed by both the parent and the person the student lives with.
3. Students under the age of 18 must be enrolled by a parent, legal guardian, or adult resident who has a valid Power of Attorney for the student. Students who are 18 or older, who are legally married, or who have ever been legally

married, and who have not graduated from high school can enroll themselves.

4. The adult enrolling the student must present current immunization records or make arrangements to begin immunizations as soon as possible.
5. No later than 30 days after a student has been enrolled, the adult enrolling the student must provide a copy of a birth certificate or other acceptable identification for the child and copies of the education records from the school the child last attended.
6. Students wishing to transfer to the Highland district must file an application for transfer in the office. Included with the transfer application must be the most recent report card. Applications will be previewed by the administration, transfer committee and/or Board of Trustees and notice of approval or denial will be communicated to the parents.

The application for admission and enrollment forms are official government records, and it is a crime to provide false information of any kind or false records for identification. School officials can ask parents or another adult enrolling a student to provide some evidence that they are bona fide residents of the school district. As required by law, we will record the name, address, and date of birth of the person enrolling a student.

If school officials have reason to question the legitimacy of a child's residency information, they can investigate to determine the student's actual place of residence. If the district finds that a student is not really a district resident, the student will be withdrawn, and school officials will take the necessary legal steps to recover the maximum tuition fee the school district can charge or the amount the board of trustees budgets as an expense per student.

Release During the School Day

Students will be allowed to leave school during the school day only with the permission of the principal or someone in the principal's office who has been given the authority to release students. Parents cannot go directly to their children's classroom and take the child away from school during the day. Teachers do not have the authority to let children leave their classroom with anyone. If you need to take your child from school before the end of the school day, such as for a medical appointment or a family emergency, you should go to the principal's office and sign the child out. The teacher will send the child to the principal's office, and she or he will be released to you at that time.

At the time children are enrolled, the parent or other adult completing the enrollment forms should list those people who are authorized to pick up children during the school day. **Unless the principal has a current court order signed by a judge, showing an official file stamp with the court, and indicating that a parent's right of access to and possession of his or her children has been limited in some way, the principal will release children to either parent.**

Students will not ordinarily be released during the school day to participate in private lessons or other instruction. If you believe you have a special situation that would warrant an exception to this rule, please contact the campus principal to schedule a conference about your situation.

Withdrawing from School

Children who are under age 18 will not be permitted to withdraw from school unless a parent, legal guardian, or other adult with responsibility for the child comes to the school to complete the necessary forms. Students must return all textbooks issued to them and clear any library fines and other outstanding fees in order for the school to release an official copy of the student's records to the parents or to another school district.

Students who are age 18 or older, who are legally married, or who have ever been legally married are adults and can withdraw themselves from school.

Attendance Requirements

State compulsory attendance laws generally require all children between the ages of six and 18 to attend school each day that school is in session. A student who is younger than six and has ever been enrolled in the first grade is required to attend school. Once a parent enrolls a child in kindergarten or pre-kindergarten, the child is required to attend school that school year.

A student who voluntarily remains enrolled after the age of 18 is required to attend school. If an 18-year-old student has more than five unexcused absences in a semester, we may revoke his or her enrollment. If we revoke enrollment, the student will be treated as an unauthorized person and may be arrested for trespassing if he or she comes on school property.

Regular attendance is critical to your child's success in school. It is also critical to the school district's success because it is a factor in the district and campus rating under the state accountability system and is a determining factor in the amount of state financial aid the district is entitled to receive.

School officials aggressively enforce the state compulsory attendance laws. If your child is absent from school on 10 or more days or partial days within a six-month period in the same school year or on three or more days or parts of days within a four-week period, you will be prosecuted for contributing to truancy and your child will be prosecuted for failure to attend school. You will be notified when your child has three unexcused absences within a four-week period or less to advise you that you must monitor your child's attendance, to inform you that you may be prosecuted, and to request a conference to discuss the absences. Every day that a child is out of school in violation of compulsory attendance laws is a separate offense. You may be assessed a fine for each offense and may also be ordered to participate in a class designed to help you make sure your child attends school as required.

Of course, there are times that children are sick or have other legitimate reasons for being absent from school. Regardless of the age of your child, if she or he is sick and will not be at school that day, you should call the school office to let them know of the absence. Whenever a child is absent from school for any reason, she or he should bring a note signed by you explaining the reason for the child's absence when she or he returns to school. The principal will make the final decision whether an absence is classified as excused or unexcused.

If the child does not bring a signed note, the absence will be classified as unexcused. Grades will be reduced by 10 points for students with an unexcused absence.

Saturday School: Students in grades Pre-K through 12 who miss seven or more days of school during a semester will be required to attend Saturday School. Students required to attend Saturday School will be notified through the mail by the principal. Attending Saturday School does not reduce the number of absences. Further absences could jeopardize the awarding of credit.

Doctor and Dental Appointments: Absences for appointments with doctors, dentists, orthodontists, physical therapists, and other health care professionals will be classified as excused absences if the student returns to school on the same day as the appointment and presents a note from the health care provider stating the time of the appointment and the time the student left the doctor's office. If the appointment is at the end of the school day and the student has been at school all day up to that time, the absence will be excused if the student brings a note from the health care provider the following day.

Religious Holidays: Absences for religious holy days, including up to two days of travel time if necessary, will be classified as excused absences.

ATTENDANCE FOR CREDIT

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

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

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

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy

days and documented health-care appointments will be considered days of attendance for this purpose. [See policies at FEB.]

- A transfer or migrant student begins to accumulate absences only after he or she has enrolled 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 a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

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

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

Books

Each student is responsible for his or her own books. Textbooks are furnished by the state, and State law requires that all textbooks be covered. Book covers will be provided by the school. Students should write their names in ink inside the front cover in the space provided. Second books may be purchased by the student to replace lost books or books damaged by the student. Should a student find the book after it has been paid for, the book may be returned for a refund.

Care of School Property

It is the duty of each of us to protect the property of the school district. Please honor the furnishings as you would your own home. Willfully destroying school property could result in the student paying for the property.

In order to keep the building in good condition, do not use any chewing gum or tobacco in the building.

When the building is decorated for special events, decorations may be put on the lockers and bulletin boards. Refrain from hanging anything from the ceiling and putting tape on the walls or other painted surfaces.

Communicable Diseases/Conditions

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 included:

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

*Students with AIDS/HIV infection shall be excluded when:

1. a medical advisor determines that open sores or skin eruption, behavior (e.g. biting), or lack of toilet training pose a risk to others;
2. cases of measles, rubella, or chicken pox are occurring in school.

Conduct and Discipline

Along with this Student Handbook, your child has also received a copy of the Highland ISD Student Code of Conduct. The Code of Conduct contains the school district's requirements for student conduct and behavior while at school or under the school's jurisdiction. The Code of Conduct also explains the kinds of disciplinary action school officials can take in response to violations of the rules for student conduct and the steps involved in taking disciplinary action. If you have any questions about conduct or discipline rules, please refer to the Code of Conduct or call your child's principal.

Dance Request Procedure

If a school group or parents want permission to hold a dance at Highland, a written request must be submitted to the Board of Trustees at a regularly scheduled board meeting. The board meetings are held the third Wednesday night of each month. The superintendent's office must be notified of the intent to meet with the board on or before the Friday morning before the board meeting as the request must be listed on the action items of the board

agenda. The written request to hold a dance must include the reason for the dance, a list of sponsors, door monitors, and a concluding time. A representative should plan to attend the board meeting to discuss the request with the board.

Dress and Grooming Code

We expect students to come to school in clothes that are clean and neat, and we expect students to exhibit basic cleanliness and grooming that will not be a health or safety threat to themselves or to other students or staff. While we respect students' desire to express themselves in their clothing and grooming styles, we do not permit students to wear clothing with pictures, emblems, or writing that is lewd, offensive, vulgar, or obscene or that advertises or depicts tobacco products, alcoholic beverages, drugs, or any other substance that students are prohibited from having or using at school. The principal makes decisions about dress and grooming violations.

If your child comes to school wearing clothes that violate the dress code or in any other way violates our dress and grooming standards, she or he will be placed in in-school suspension until she or he is in compliance. We will make efforts to notify you as soon as possible, and if the student changes clothes or otherwise comes into compliance with the dress and grooming standards, she or he will return to regular classes immediately.

The student and parent may determine the student's personal dress and grooming standards, provided that the student's dress and grooming:

1. Shall not lead school officials to reasonably believe that such dress or grooming shall disrupt, interfere with, disturb, or detract from school activities.
2. Shall not wear tank tops.
3. Shall not wear any type of garment, including head wear, which advertises drugs, tobacco, expresses profanity or obscenity, or illicit suggestions.
4. Girl's dress lengths and shorts worn by girls or boys should be within one inch of the knee cap. Wind shorts and /or biker shorts are not acceptable.
5. Boys will not be allowed to wear earrings. Display of body piercing other than earlobes will not be allowed.
6. Boy's hair will not extend below the top of the collar of a normal dress shirt, nor extend below the earlobe. Facial hair will not be allowed for students.
7. No designs in the hair will be allowed.
8. Unconventional haircuts and/or hair coloring will not be allowed.
9. Students will not be allowed to wear hats or caps.
10. The Student Dress Code will also be applied to all school functions (Athletic Banquets, Graduations, etc.)

Immunization

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, rubeola (measles), rubella, mumps, tetanus, Haemophilus influenzae type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chickenpox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health. Proof of immunizations may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly.

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

Pesticides

Highland ISD participates in periodic pest control to preserve the safety and sanitation for the staff, students, and community, along with the integrity of the school buildings. I.P.M is set forth through both local policy and plan, while being regulated by the Texas Structural Pest Control Board. Parents, students, and community members are encouraged to contact Guy Nelson, I.P.M. coordinator, with questions or for more information at 766-3652.

Asbestos

Highland ISD works hard to maintain compliance with federal and state regulations concerning asbestos. Should you desire to review the asbestos management plan for your child's school, a copy of the plan is available in the superintendent's office. If you have any questions, about the plan or this federally mandated program, please call the superintendent at 766-3053.

Sexual Harassment

We prohibit students from sexually harassing other students and from sexually harassing employees. Engaging in sexual harassment is a violation of the Student Code of Conduct. We, of course, prohibit employees from having any kind of sexual contact or romantic relationship with students enrolled in our schools, even if the student is willing and the parents do not object.

If you or your child, have a complaint about sexual comments, conduct, contact or any other inappropriate conduct by a school employee, do not hesitate to contact the school principal or the Title IX coordinator whose name appears at the beginning of this Handbook. We will listen to your concern and conduct a prompt investigation. We also will look into reports that other students have been making sexual comments to or engaging in sexual or other inappropriate conduct or contact with your child at school or school activities and take appropriate disciplinary action according to the requirements of the Code of Conduct.

Although we will provide you a general report of the results of our investigation of sexual harassment complaints, the same federal law that protects the confidentiality of information about your child (see Family Educational Rights and Privacy Act, p.4) protects the confidentiality of information about the student you reported for investigation. In other words, we will not disclose to you the actual discipline imposed on another student, unless that student's parents give us permission to disclose that information. If the complaint is about an employee's conduct, we will inform you of the results of the investigation and of the general action taken in response if there is a finding of wrong doing on the employee's part.

Your child's principal can give you a copy of the entire sexual harassment policy and complaint process and will be glad to answer any questions you may have about this subject.

Searches of Students, Lockers, and Vehicles on School Property

The principal or other school administrator can search a student's outer clothing, pockets, or property if she or he has a reasonable basis to suspect that the search will reveal evidence that the student has violated a school rule. The scope of the search will be related to the suspected violation.

Lockers are school property and remain under the school's control at all times. Lockers can be searched at any time. **Because students are responsible for any contraband that is found in their lockers and will be disciplined accordingly**, they should not give any other student the combination to their locker or otherwise let anyone else have access to their lockers.

Vehicles parked on school property are also subject to search by the principal or other school administrators if the administrator has a reasonable basis to suspect that there may be contraband of any kind, such as weapons, alcohol, drugs, or any other prohibited substance, in the car.

We periodically bring in trained dogs to sniff around vehicles parked on school property or within 300 feet of school property. If the trained dog alerts to a vehicle, that alert provides a reasonable basis to search the car. We will always ask the student for permission to search when a dog alerts or we have any reasonable basis, such as a reliable tip, to search the vehicle. If the student does not consent, we will ordinarily

contact a parent and local law enforcement and turn the matter over to the police. **Because students are responsible for any contraband that is found in a vehicle they have parked on school property and will be disciplined accordingly,** they should be very careful about what goes on in any vehicle they drive to school.

Questioning Students at School

As school officials, we have the right to question your child about his or her own conduct at school and, in the investigation of alleged misconduct by other students, to question him or her about the conduct of others. We expect students to cooperate in this process, and the refusal to cooperate will be treated as insubordination. We will not ordinarily contact you before questioning your child about his or her own conduct or about the conduct of other students, but certainly will contact you promptly if our investigation shows that your child has violated school conduct rules. The Code of Conduct provides a complete explanation of the discipline processes and when you will be contacted. Our investigation of possible violations of the Code of Conduct is not a criminal proceeding, and there is no such thing as “taking the Fifth” or a student’s right not to incriminate himself or herself in a school discipline investigation.

Sometimes law enforcement officials or investigators from Child Protective Services (CPS) ask to interview students at school. In the case of an investigator from Child Protective Services conducting a child abuse or neglect investigation, we are required by state law to permit the investigator to talk to the child at school. We will also make every effort to cooperate with law enforcement officials conducting an investigation that requires talking to students.

Ordinarily, we will attempt to contact you before the interview by an outside person takes place. However, if the CPS investigator or the law enforcement official asks or tells us not to contact you, we will comply.

Prayer and Meditation

Each student has a right to individually, voluntarily, and silently pray or meditate in school or any school activity in a manner that does not disrupt or interfere with the delivery of instruction or other activities in the school. No school employee can or will require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

School Calendar

A calendar is kept in the reception area of the principal’s office and lists all school activities scheduled during the school year. Students, teachers, parents, and community members are encouraged to refer to the calendar before scheduling important events. In order to place an activity or event on the calendar, permission must be granted in the principal’s office.

CURRICULUM AND PROGRAMS

General Curriculum Information

Highland ISD operates a Pre-K—12 program that meets all state curriculum requirements. Schools are organized by grade level, elementary (pre-K—grade 5), middle school (grades 6-8), and high school (grades 9-12).

A full day pre-kindergarten program is available for children who are at least four years old on September 1 and who are eligible because they cannot speak or understand English, because they are homeless, or because they are educationally disadvantaged. If you think your child or children are eligible, please contact the principal. In district four-year-olds are eligible to attend pre-kindergarten and are required to complete the qualifying paper work. The pre-kindergarten program is designed as a readiness program for four-year-old children and only four-year-old children are funded. Therefore, five-year-old students will attend kindergarten even if the parent requests pre-kindergarten.

Special Programs

To meet the requirements of state and federal law, we also offer several programs designed to meet specific needs of some of our students. We identify students as eligible for one or more of these programs based on assessments made after referrals and recommendations from teachers and counselors and will always inform you about the program beforehand. We also can identify students based on an assessment after a request or referral from you. If you have any questions about the referral and identification process for any of the following programs, please contact your child's teacher(s), counselor, or the campus principal.

Special Education: Highland ISD provides special education and related services for students with disabilities according to individualized plans developed by teachers, parents, counselors, and other professionals. We decide whether a student needs special education after we complete a comprehensive assessment. Please contact Phyllis Wilburn, Special Education Director at 766-3652, or your principal to receive full information about our special education programs. You may also contact the Special Education Shared Services Cooperative at 235-8621.

Section 504: Some students who are not eligible for special education and related services may also have disabilities that interfere with their ability to benefit from the regular school program. A committee of educators who have knowledge of the student and his or her needs and limitations will determine what accommodations to the regular method and requirements of instruction are necessary in order for the student to participate. Please contact your principal to receive full information about the school's Section 504 program.

Title 1: Highland ISD has a school wide Title 1 program which provides resources, including personnel, materials, and additional instruction, aimed at ensuring the academic success of all students.

Bilingual Education/English as a Second Language: English is the basic language of instruction in our schools. Children who have limited English-speaking skills will have access to programs to help them learn to understand, speak, read, and write the English language. At the time you enroll your children for the first time, you will be asked to complete a Home Language Survey so we know whether to take additional steps to be sure your child is properly served.

Gifted and Talented Students: Some children demonstrate or show a potential for demonstrating a remarkably high level of accomplishment when compared to other children of similar age, experience, or environment. These children may perform at a very high level in an intellectual, creative, or artistic area show an unusually high capacity for leadership, or excel in a particular academic field. We provide a variety of programs, activities, and learning opportunity for these students. Written policies for identification include teacher and parent input, achievement test results (TAKS), intelligence, creativity, and /or a product. If you would like to see the gifted and talented guidelines, they are available in the principal's office.

Accelerated or Intensive Instruction/Students At-Risk: Some students do not qualify for special education programs or Section 504 accommodations, but still need some additional assistance to be successful in school and complete the high school program. We provide tutorial programs and intensive or accelerated instruction in subjects where students are showing special difficulty and may provide specially focused instruction to improve students' language and math skills. Some of our specialized programs are designed to help students who are pregnant or are parents or who have been involved in the juvenile justice system. Others are designed to provide additional assistance to students who have been retained at any grades or have had serious discipline problems.

Counseling Programs and Services

Highland ISD has one counselor who is available to help students with questions about planning their course of instruction, applications to college or other post-secondary education and training programs, scholarships and financial assistance, and other academic issues. The counselor is available to talk and listen to students about situations and experiences that may be affecting their ability to get all they can from their instructional program. We encourage students to seek the assistance of the school counselor whenever they need to, and the counselor can also refer students or parents to other sources of assistance.

Some aspects of the counseling program require prior written parent consent for the student's participation. As parents, you also have the right to preview all the written materials used in the school counseling program. For full information, please contact your school principal or counselor.

Testing and Assessment Programs

Each year, we administer the statewide assessment program, Texas Assessment of Knowledge and Skills (TAKS). Students in grades 3-9 take TAKS reading and mathematics tests every year in the Spring. In grades 4 and 7, students are tested in writing and grade 5 is tested in Science during TAKS administration. Students in grade 8 are tested in Science and Social Studies. Grades 10 and 11 are tested in Math, English Language Arts, Science, and Social Studies.

High school students must pass all of the TAKS exit-level examination in order to receive a high school diploma. High school students are tested for the first time in the Spring of the 11th grade year. A student who does not pass on the first administration has another chance in the summer of the 11th grade year and three chances each year thereafter, including a summer administration, to score at least 2100 on all portions of the Exit-Level TAKS Examination.

Results of the TAKS examinations are used to assess individual student progress, as well as being a significant factor in the campus and district ratings under the statewide accountability system. Please make every effort to have your children at school on TAKS administration days and to be sure that they have had plenty of rest the night before and a good breakfast that morning.

You can receive a copy of the TAKS test administered to your child, but only after the test has been released. Contact the principal if you want more information.

College Preparation

High school students can get registration and test preparation materials for the Preliminary Scholastic Assessment Test (PSAT), the Scholastic Assessment Test (SAT), the American College Test (ACT) and the Texas Academic Skills Program (TASP) from the high school counselor.

Career

Beginning in the eighth grade, students explore careers, identify interests and aptitudes and complete a personal career portfolio. High school students take the Armed Services Vocational Aptitude Battery (ASVAB) to identify vocational interest and strengths.

Credit by Examination

Credit by Examination for Acceleration is a testing program that allows students to accelerate their learning and pace in school by permitting students who have had no prior formal instruction in a course/grade to skip the course/grade when the established requirements are met. Elementary students must take tests in language arts, math,

science, and social studies at the grade level they are attempting to skip. The student must score 90 percent on each of the four tests in order to advance to the next grade.

Junior high and high school students must take the test on a semester basis for each class out of which they are trying to test. They too must score 90 percent on each of the test. If a student is attempting to receive credit for a course in which a major project is normally required, such as a research paper for junior and senior English, the project must also be completed.

If a grade of 90 or better is received on the test, the grade will be entered on the student's transcript but will not be used in determining over all grade point average and class rank.

Credit by Examination will be available for three days in the week following the spring semester and then again within the two week period prior to the fall semester. Students must register for exams in the counselor's office by the announced deadlines. Deadlines are announced at school and notices are posted at the school and in the newspaper.

Tutorial Period

The tutorial period will be a time of remediation for students needing additional help in a subject area.

Any student who receives a grade average of 75 or below in any subject will receive tutoring. This is mandatory and will not be subject to negotiation. When progress reports go out at the end of the first three weeks, anyone with an average of 75 or below will be required to receive tutoring in that subject area. The time spent in the tutorial session will be up to the discretion of the teacher.

Organizations or classes may schedule meetings during this time if they are approved ahead of time. These functions must have a definite purpose. If a student is required to be in a tutorial class, tutoring takes precedence over organizational/class meetings.

Grading and Report Cards

Teachers establish their grading standards, including penalties for late work, but those standards must be consistent with guidelines approved by the campus principal. If you have a question about a grade your child receives on an assignment, you should talk first with the teacher.

Six weeks grades will be computed by averaging daily grades and tests together, thus arriving at a six weeks average. Semester grades are an average of the three six weeks grades and an exam grade. The exam grade will count 20% and the three six weeks average will count 80%.

Report cards will be sent home at the end of each grading period. If your child is having trouble in a class, the teacher may ask you to schedule a conference. We encourage you to attend those conferences. You will receive a progress report after the third week of the six weeks grading period if your child's performance is a 75 or below.

Grades given to students in grades 1 – 12 will be numerical with a grade of 70 being the lowest possible passing grade. Grades will be based on a 100 point scale. Elementary students in classes where applicable and kindergarten students will receive grades of:

Satisfactory	S
Unsatisfactory	U
Needs Improvement	N

Promotion, Retention, Award of Credit

Students are promoted from grade to grade, or awarded credit for a course, based on their mastery of the knowledge and skills that will let them be successful at the next grade level. In secondary grades, students receive credit for a course when they have met all the state and local requirements for that credit. If a student in grades 6-8 receives a final score of below 70 in two or more core subjects, the student shall not be promoted to the next grade.

If your child entered kindergarten in the 2000-2001 school year, he or she will have to pass the TAKS examination in the third, fifth, and eighth grades—or pass an alternate test if he or she does not pass after three tries on the TAKS—in order to be promoted to the fourth, sixth, and ninth grades. If your child does not pass the TAKS after the first administration at a grade level, we will provide intensive instruction in your child's area(s) of academic weakness. We will provide more information about this requirement as it becomes available.

Library Facilities, Hours, and Access

Highland has a library available for student research and study, with resources appropriate for needs of the grades served by the campus. The library is supervised by a certified librarian / library aide. Students have access to the library during the school day.

If you have a concern about library materials available to your child, please contact the librarian, teacher, or the principal. We have a policy and process that will allow you to explain your concerns and reach an understanding about your child's access to the questioned materials.

Educational Technology and Acceptable Use

We are steadily acquiring computers for school use and access to other instructional and research resources through connections to the Internet and the World Wide Web. These electronic instructional resources are for use at school and for school-related purposes. Before your child is permitted to receive a User Identification and password to use school computers, you and your child must sign a User Agreement that explains acceptable and unacceptable use of school educational technology. You will have the choice to prevent your child from having access to the Internet on school computers.

The following kinds of use of the school's equipment or network are classified as unacceptable under our policy and the User Agreement:

1. Unauthorized use of copyrighted material, including installing any personal software on district equipment without approval of the Technology Coordinator.
2. Posting or distributing threatening, racist, harassing, excessively violent, or obscene material.
3. Personal political use to advocate for or against a position or a candidate, except when the activity is to fulfill an assignment for class credit.
4. Tampering with anyone else's computer, files, or e-mail.
5. Forgery of messages or sending unsolicited junk e-mail.
6. Using the computer to violate the student code of conduct.
7. Using the computer for commercial activities or commercial gain.
8. Advertising for the purchase or sale of any product.

Students who violate the terms of the User Agreement may lose their computer privileges at school, as well as incur consequences under the school's Student Code of Conduct.

OF SPECIAL INTEREST TO STUDENTS

Dual High School and College Credit

In order for a Highland student to receive dual high school credit and college credit for an approved college course, the student must receive a grade of C or better from the college. The student is responsible for providing a copy of the college grades to the counselor and the principal. All dual credit courses must be approved by the Highland administration to ensure that all TEA requirements are being met.

Early Graduation

A student wishing to graduate in less than four years shall make written application to the counselor and the principal at the beginning of his or her sophomore year. Written parental approval shall be submitted with the application. The student shall receive academic counseling. To be eligible to graduate early, the student shall complete all course work and exit level testing required of other students in his or her freshman class.

A student graduating early shall be ranked with the graduating class according to his or her grade point average. Three year graduates shall be allowed to tie in rank a four year graduate, but shall not be allowed to displace in rank a four year graduate. Three year graduates shall not be eligible for the honor positions of valedictorian or salutatorian but shall be eligible to apply for all other scholarships.

Extracurricular Activities

We offer a variety of school-related extracurricular activities and encourage students to participate in those that are of interest to them. Some activities, such as UIL Academics, One-Act Play, and FFA, are closely related to subjects taught in the curriculum; others, such as the Student Council, help students build leadership skills. All of the athletic and sports teams that participate in University Interscholastic League (UIL) athletic competition are extracurricular, as is the cheerleading and pep squad. Although most extracurricular activities are designed for secondary students, those in grades 6/7 to 12, we encourage elementary age students to participate in UIL Academic activities and competitions.

Participation in extracurricular activities is a privilege, not a right. By state law, students must make a passing grade in all their classes in each grading period in order to be eligible to participate in any extracurricular performance or competition in the next grading period, unless the failing grade was received in an advanced or honors course. Students who are ineligible because of one or more grades below 70 will be allowed to practice or rehearse during a suspension, but cannot perform or compete. If the student raises the grade(s) to passing within three weeks, she or he will regain eligibility to perform or compete.

Many of our approved extracurricular activities have standards of conduct, dress, and grooming that are stricter than those that apply to all students. You and your child will be informed of those rules at the beginning of the semester, school year, or activity and will be asked to sign a form acknowledging that you are aware of those standards and know that violation of those standards will result in suspension or removal from the activity. These additional rules are authorized by the school board, which has delegated to the superintendent the authority to approve them.

The following groups, activities, and organizations are authorized extracurricular activities in Highland ISD: UIL Athletics, UIL Academics, UIL One Act Play, Pep Squad, Cheerleading, Twirling, FFA, National Honor Society, Student Council, 4H and various leadership conferences. Students can miss a class no more than 10 times in the school year to participate in an approved extracurricular activity. If a student advances to a post-district competition level, she or he is allowed up to five additional absences.

Eligibility: A student whose recorded six weeks grade average in any course is lower than 70 at the end of a six weeks period shall be suspended from participating in any extra-curricular activity event during the succeeding three week period.

The suspension must be for at least three weeks. The student's grade must be reviewed every three weeks thereafter and the suspension is removed when the student is passing all courses (advanced courses are exempted) at the end of the three week period. The grades are determined by the principal and the student's teachers. The student could practice and rehearse with other students during the suspension.

A student in grades 7-12 may participate in extra-curricular activities on or off campus at the beginning of the school year only if the student has earned the cumulative number of

credits in state-approved courses (grades 10-12) or met grade promotion requirements (grades 7-9). The following eligibility rules apply:

1. beginning of the 7th grade year – have been promoted from the 6th to the 7th grade
2. beginning of the 8th grade year – have been promoted from the 7th to the 8th grade
3. beginning of the 9th grade year – have been promoted from the 8th to the 9th grade
4. beginning of the 10th grade year – at least 5 credits toward graduation
5. beginning of the 11th grade year – at least 10 credits toward graduation
6. beginning of the 12th grade year – at least 15 credits toward graduation

Student Drug Testing Program

Beginning with the 2005-06 school year, all students that participate in an extracurricular activity or drive a vehicle to school will be required to participate in the school's drug testing program. The consent form must be signed by the student and parent before the student will be allowed to participate. A copy of the policy and consent form will be provided to each student in grades 6 – 12 at the beginning of the school year.

Student Publications/Distribution of Materials

All materials prepared and published as part of a school's journalism or language arts programs are under the control and supervision of the administration and the Board of Trustees. The principal has final approval authority on all materials published or distributed in the name of the school.

Each campus has an area in the school where nonschool publications or materials that have been approved by the principal can be made available to students. Students are not permitted to distribute nonschool publications or materials in the classroom or hallways.

Before nonschool materials or publications are made available to students in the designated area, they must be submitted to the principal for review and approval. The principal will make a decision within 24 hours of the time the materials are submitted, and his or her failure to act within that time is interpreted as disapproval. If the materials are disapproved, students can appeal to the superintendent, who will decide within three days. The superintendent's failure to respond is interpreted as disapproval, and students can appeal to the board by making a written request for the board to consider the superintendent's decision at the next regular board meeting.

Graduation Plans

These plans apply to all students in grades 9-11 in the 2009-10 school year. Seniors of 2009-10 need to see the counselor for individual graduation plans.

Under State Board of Education rules, all students will be placed on the recommended graduation plan upon entering high school. Students may move to the Distinguished program as they meet the necessary requirements. Students may move to the Minimum program if needed with the approval of the principal and parent after their sophomore year.

Students can receive a diploma by passing the Exit-Level TAKS Examination and completing the Minimum Program, the Recommended Program, or the Advanced (Distinguished Achievement) Program. The Recommended program and a basic description of the requirements are described in the chart below. For a description of the Minimum plan, see the school Counselor.

GRADUATION PLANS	Recommended	Distinguished
English I, English II, English III, English IV	4 credits	4 credits
World History, World Geography, US History	3 credits	3 credits
US Government, Economics	1 credit	1 credit
Algebra I, Geometry, Algebra II	3 credits	3 credits
Fourth Math Course	1 credit	1 credit
Biology, Chemistry/IPC, Physics/Prin. of Tech.	3 credits	3 credits
Fourth Science Course	1 credit	1 credit
Fine Art	1 credit	1 credit
PE	1 credit	1.5 credits
Foreign Language	2 credits	3 credits
Speech	.5 credit	.5 credit
Health	0	.5 credit
Technology	0	1 credit
Electives	5.5 credits	2.5 credits

For the Advanced (Distinguished Achievement) Program, students must also receive any combination of **four of these advanced measures** that are assessed through an external review process:

1. Score of 3 or higher on College Board Advanced Placement examination(s).

2. Score of 4 or higher on International Baccalaureate examination(s).
3. Grade point of 3.0 or higher on courses that count for college credit, including tech prep programs.
4. Products of professional quality as judged by a panel of professionals in the field that is the focus of the project.
5. Original research conducted under direction of mentor(s) and reported to an appropriate audience.
6. License awarded by professional board or organization, counted as one measure regardless of the number of licenses received.

Graduation Honors/Class Ranking

The valedictorian and salutatorian will be the highest and next highest ranking students in the graduating class. Class rankings are calculated for the first time at the end of the sophomore year. Final rank in class for purpose of determining valedictorian and salutatorian is calculated at the end of the fifth six-weeks grading period of the senior year. To be eligible for valedictorian and salutatorian honors, a student must have enrolled in the first day of their junior year at Highland ISD and complete the four final complete semesters prior to graduation and be a full-time student. In addition, effective for the students entering 10th grade for the 2003 – 2004 school year, the valedictorian and salutatorian must complete either the recommended or the distinguished achievement program with a minimum grade point average of 90.

Grades in all courses except physical education or athletics, cadet, credit by examination, Independent courses and courses not taken at Highland shall be used to compute class rank. Correspondence course scores shall be used in computing class rank. We use a weighted grade point/grade average system that is designed to recognize the relative difficulty and/or effort required for particular courses. The additional grade point/points on the grade are used solely for ranking purposes and will not be reflected on your child's official transcript or Academic Achievement Record. The extra points will be awarded after successfully completing the advanced course. **Five points will be awarded each semester for classes needed to complete the Recommended Plan. The courses include: Spanish I, Spanish II and Chemistry. Ten points will be awarded each semester for classes needed to complete the Distinguished Achievement Plan. The courses include: Spanish III, Spanish IV, Dual Credit Courses, advanced electives to include: AP Biology, Physics, Calculus, Pre-Calculus and any other advanced course approved by the site base committee.** This is considered a weighted score and is indicated as weighted or unweighted when grade averages are requested for scholarships or universities. Students attending the Highland district may receive ranking points for advanced and AP courses taken previously if those courses are offered as advanced or AP courses at Highland High School.

Graduation Exercises

Graduation exercises are held at the end of the school year. Only those students who have completed all credit requirements for receiving a diploma are eligible to participate in graduation exercises. All students who have completed all graduation credit requirements, whether in three years or four years, are eligible to participate in graduation exercises. Official diplomas are distributed at the graduation ceremony.

Participation in graduation exercises is a privilege, not a right, and students who do not comply with dress, grooming, and conduct standards for the ceremony will be removed from the ceremony.

The graduation ceremony is a solemn event commemorating a milestone achievement in the lives of our graduates. The planning and execution of the ceremony is under the joint control of the graduating class, which will decide on the basic organization and components of the ceremony, and the administration, which will exercise editorial review and approval of the speeches and other comments to be delivered by the Valedictorian and Salutatorian and any other students.

Honor Roll

Students may attain the “A” honor roll by having a grade of 90 or above on all subjects taken at the time excluding PE.

Students may attain the “A-B” honor roll by having a grade of 80 or above in all subjects AND the average of the grades must be 90 excluding PE.

A student may also attain the semester honor roll by averaging the semester grades and attaining an average of 90 or higher excluding PE.

OF SPECIAL INTEREST TO PARENTS

Parent Rights

Academic Programs: You can ask the school board to add a specific academic course to the schedule and offerings. If the administration and the board determine that the course is among those included in the State Board of Education-approved curriculum and that there is sufficient interest in the class to make it economically practical to offer the class, the request will not be unreasonably denied.

Teaching Materials: You may review all teaching materials, textbooks and other teaching aids used in your child’s classroom and may review all tests administered to your child, after the test is given. To review these materials, please contact the principal, who will make arrangements to provide you access to those materials at school during regular school hours.

Records and Other Information: As we stated in the “Required Notices” section of this Handbook, you have a right of access to all written educational records that we maintain concerning your child. You also can receive full information about any and all school activities in which your child is involved. However, as we explained in the section on “Questioning Students at School,” we must comply with a request or directive from a Child Protective Services investigator regarding contact with or information to parents about an investigation.

Video and Audio Recording: We will seek and obtain your written consent before any school employee makes an audio or video recording of your child, except that your prior consent is not required before a recording that will be used only for:

- safety purposes, including maintaining order and discipline in common areas of the school or on school buses; or
- a purpose related to a cocurricular or extracurricular activity; or
- a purpose related to regular classroom instruction; or
- media coverage of the school.

Psychological Examinations: We will seek and obtain your written consent before conducting any psychological examination, test, or treatment of your child, unless the examination is part of an investigation by Child Protective Services in response to a report of known or suspected child abuse or neglect.

Exemption from Instruction: You may temporarily remove your child from a class or other school activity that conflicts with your religious or moral beliefs if you provide a written statement authorizing the removal to your child’s teacher. However, you are not entitled to remove your child from class or an activity to avoid taking a test or to prevent your child from taking a subject for an entire semester. Your child will be required to satisfy grade level or graduation requirements, regardless of any periods of temporary removal based on your religious or moral beliefs.

Visiting School

You are encouraged to visit your children’s schools from time to time; however, we ask that you comply with our policy requiring **all** visitors to go first to the principal’s office and sign in. We have this policy for the safety of your children and our staff. Parents and any other person on campus without the principal’s knowledge will be considered as trespassers. We also expect parents to be polite and civil in their dealings with all school staff. We do not permit or tolerate abusive, disrespectful, threatening, lewd, profane, or offensive language from your children at school, and we will not tolerate it from parents.

While we encourage you to be involved in your children’s education and knowledgeable about their classes, teachers, and curriculum, it has been our experience that frequent and lengthy visits to the classroom are disruptive both to teaching and learning. The principal can limit or restrict the frequency and duration of classroom visits to be sure that disruption of the instructional process does not occur.

Complaint Process

We realize that situations may arise when parents disagree with a decision that affects their child or believe that a policy has been improperly applied to their child. A number of these types of disputes or controversies have specific processes for pursuing those concerns. The principal can provide you with a copy of the relevant policies and procedures.

In general, all parent complaints should be brought initially to the teacher involved or the campus principal within 15 days of the events or situation that you are concerned about. Often the problem can be resolved through an informal conference with the teacher or principal. In order for your concern to be resolved at the earliest possible level, you should put your complaint in writing on the form provided before meeting formally with the principal.

The principal will schedule a conference with you and give you a written or oral response within seven days after the conference. You will also have an opportunity for a conference with the superintendent if the principal has not resolved the matter. If the superintendent is not able to take care of the problem, you can make a written request for the Board of Trustees to consider the matter at its next regular meeting.

Individual trustees cannot respond to parent complaints beyond referring the matter to the administration. Furthermore, the board of trustees will not permit complaints to be heard in the public comment or open forum portion of board meetings. In order for the board to take any action on a complaint, you must follow the complaint process established in policy.

Student Illness or Injury at School/Medicines

We will promptly attempt to notify you or a person you have authorized us to notify if we have knowledge that your child has been injured at school or has become ill at school. We have a secluded area where your child can stay if she or he is injured or becomes ill.

It is important, however, that you understand that the school district is not responsible for any cost of medical treatment or services provided after an injury at school or a school-related activity. We cannot and will not use public funds to pay individual student medical expenses.

Although we want your child to attend school every day, we do not want your child at school if she or he has a communicable disease or is running a fever of 100° or more. Under State and local Health Department regulations, if your child has certain medical conditions, she or he must be excluded from school for a period of time. The principal can provide you a complete list of those conditions and periods of exclusion.

Often, students have to take prescription medication for a certain period of time as treatment for a medical condition. If at all possible, we ask that you schedule the timing of the doses so that the child takes the medicine at home. If children have to take medicine at school, you must make a written request for the administration and provide

only the doses to be administered at school in the original prescription bottle. Only the nurse or other authorized school employees are permitted to administer prescription medicines at school. We do not permit students to carry their own medications and self-administer. However, students with severe asthma and other medical conditions will be permitted to carry and administer inhalers when needed.

If your child has asthma, unique medical conditions, or any other condition, such as a food allergy, that requires virtually immediate administration of medications under specified conditions, please contact the principal, who will schedule a meeting of appropriate personnel to ensure that your child's needs are met.

Lost, Damaged, or Stolen Personal Items

We ask that you discourage your child from wearing or bringing to school expensive or irreplaceable jewelry, watches, sunglasses, or personal clothing that may be removed during the days, such as winter coats. Students are responsible for all their personal possessions while at school or any school-sponsored or school-related event. **It is important that you understand the school district is not responsible for any personal items that are lost, damaged, or stolen at school or a school-related activity.**

Parent Organizations/Volunteer Opportunities

The district has active booster clubs and organizations to support several types of student activities. Parents are encouraged to join and participate.

We encourage parents to volunteer in our schools. A list of opportunities for volunteers is available at the principal's office. Approved volunteers participate in a training and orientation program before they are permitted to assist in school programs and activities. All volunteers are required to sign in at the office upon arrival at the school.

Transportation Program

We provide transportation on school buses to and from school for those children who live more than two miles away from the school they attend. Students are required to comply with rules for conduct on school buses and to comply with the Student Code of Conduct while at authorized school bus stops waiting for the bus. Students who misbehave or violate the Code of Conduct while on the bus will be disciplined according to the Code of Conduct and may be suspended from the bus for a period of time.

Authorized Fees

Although the basic cost of your child’s public education is provided through local tax revenues, state funding, and some federal funds, we may assess fees for certain kinds of materials and services, as described in the following list:

- a fee to cover the cost of materials when the student makes, builds, or prepares some product that becomes the student’s personal property.
- dues for voluntary student organizations and clubs and admission fees to voluntary extracurricular activities.
- security deposits for materials, supplies, or materials that must be returned to the district.
- fees for items of personal use or products a student chooses to purchase, such as student publications, class rings, annuals, and graduation announcements.
- fees for personal apparel used in extracurricular activities that become the student’s personal property, such as cheerleader, pep squad, or drill team uniforms.
- a fee for school-provided driver training courses.

You may request a waiver of any required fee that you are unable to pay by contacting the principal who will determine ability to pay based on the criteria for identifying students who are eligible for participation in the free and reduced-price school breakfast and lunch program.

Cafeteria Prices

	Lunch	Breakfast
Visitors	\$3.50	\$2.25
Adults	\$2.25	\$1.25
Students 6 – 12	\$2.25	\$1.00
Students Pre-K – 5	\$2.00	\$1.00
Reduced Price	\$0.40	\$0.25
Milk (without meal)	\$0.25	\$0.25
Tea (without meal)	\$0.25	

Highland ISD does not accept charges for school meals. Meals should be paid for in advance.

Free and Reduced-Price Food Program

Our schools participate in the federal Child Nutrition Programs, which provide free and reduced-price breakfast and lunch programs to students based on family income levels.

We maintain strict confidentiality as to whether students participate in the program. If you would like more information about the program or an application, please contact the principal or superintendent.

Emergency Closing Information

Emergency closing information will be broadcast on radio station KXOX and television station Channel 12 as soon as it is deemed necessary.

Emergency Drills

Emergency Procedures: Fire and other emergency drills are held regularly at unannounced periods throughout the school year. Students and teachers are given materials concerning fire drills and tornado safety rules and bulletins are posted in the classrooms. Students should familiarize themselves with this information and be prepared at all time for any emergency that might occur.

Both obstructed and unobstructed fire drills are held in order to accustom students to the use of different exits. During the drills, order should be considered before time. The following signals are used for drills:

Fire Drill	3 bells	March out of the building in orderly fashion (No Talking or Pushing)
Tornado Drill	4 bells	March to designated area; assume correct Position, cover head with book or hands
Return	2 bells	March back into classrooms
Halt	1 bell	Stand at attention
After Halting	3 bells	March out of building
	2 bells	Return to classroom
Civic Disaster	1 continuous ring of fire alarm	

Tornado Safety: Teachers will take students to the designated area as fast as possible. If at all possible, students should take a book or notebook with them to use as a head shield (70% of all deaths in tornadoes are the result of head injuries from flying debris). Students will curl up on the floor against the west wall with a book or hands over their heads to protect themselves.

Buses: Buses will continue to run during a tornado watch. **Buses will not run during a tornado warning.** If a bus is caught in the open when a tornado is approaching, the bus driver will escort students to a nearby ditch or ravine. Students should lie down with their hands over their heads. Students should be a safe distance away from the bus.

POLICIES: Fall Carnival, Senior Trip, Sponsorship

Fall Carnival Guidelines

Program:

1. Fall carnival representatives from each class will be selected prior to the end of the first six weeks of school when class officers are elected.
2. Carnival programs will be presented by the entire student body. Optional participation of Jr. High and High School students outside of regular class schedule.
3. Program should provide full participation scripts.
4. Program Committee should consist of 2 staff members working in an advisory capacity with community volunteers. Preferably no senior sponsors or first year teachers should have this responsibility. A list of community volunteers will be on file in the school office.
5. Community volunteers will sign-up to help in the following areas: planning committee; theme suggestions, scripts; program directors; music; costumes; stage props; decorations.
6. Program Committee should begin meeting by March 1st and submit program proposals by May 15th. This committee should have all assigned work ready to be implemented by Oct. 1st of the following school year.

King and Queen Race

1. The money race should be used as a tool of motivation for the high school classes to raise money for their senior trips. Money raised during the designated time will determine the winner of the race. Money results will be announced on carnival night.
2. High school classes will be given from Sept. 15th until noon on the Friday before the carnival to raise money for the race. If the money is not turned into the Superintendent's office by this time, the class candidate will not be considered as part of the race.
3. Each high school class will be give up to 2 fundraiser activities from Sept. 15th until carnival night. Selections will begin with the Senior class.
4. No Homecoming events or activities sponsored by the classes shall be counted in the race.

5. All chance items, booths, and activities will be decided by Sept. 15th, with the first choice going to the seniors, second to the juniors, and so on ending with the Kindergarten class. No two classes or groups may sell chances on the same item or booths after all class have made their selections.
6. Chances may be sold starting Friday (2 weeks) before the carnival and ending at 8:00 p.m. carnival night. Chances may not be sold during school hours or ball games. High school classes may select up to 2 items to sell chances on for the race. Jr. High and Elementary will select one item per class.
7. Carnival booths will be open from 5:30 p.m. until 8:00 p.m. The program will begin at 8:30 p.m. Following the program and crowning ceremony, the chances will be drawn and prizes awarded. Only the seniors and juniors will be permitted to reopen their booths. Halls will be off limits! Bingo will shut down at 2:00 a.m.
8. K – 8 shall be permitted one booth; 9 – 12 may have two.
9. Each class is responsible for cleaning up their area before the program begins. (Mopping, sweeping, moving desks, tables, etc.)
10. To help defray the cost of the carnival, each class will make the following donations: 9 – 12, \$20; 6 - 8, \$10; K – 5, \$5. This money will be used to pay someone to clean the school after the carnival.
11. High school classes and clubs will be allowed additional activities, as needed, throughout the remainder of the school year (of course this will not count on the race.)

Senior Trip

1. Senior trips will be taken during Spring Break or to begin no later than one week following graduation.
2. As a community and school we do not condone consumption of alcohol; therefore we feel we should not put students in a situation where it is available. If a cruise is considered, it should be one where alcohol is, or could be made, unavailable.
3. Seniors who participate in the senior trip will be full time students for their entire senior year.
4. Students who come into the district as Juniors must enter at the beginning of the year and work with the class for the Junior and Senior years. Students entering after the carnival of the Junior year will be asked to pay an amount equivalent to the money earned per student up until that time and work with the class in all fund raising activities.

5. The first payment is due on or before October 1 of the senior year, with the last payment on or before December of the same year.
6. It is recommended that each graduating class donate a gift to the school. This gift will be used by the school to enhance facilities and it will be recognized by a plaque.
7. The Senior Trip will be confined to the United States of America.
8. 2 sponsors and their spouses will accompany the class on their trip.

Sponsorship

1. Sponsorship is mandatory up through the sophomore class. This will be done on a voluntary basis first, with assignments being made to fill the rest of the positions. Grades below high school will have one sponsor, with two sponsors working with each high school class.
2. The junior and senior class sponsorship will be strictly voluntary for all school employees.
3. To help with class activities and to take the major part of the load off of the sponsors, two class parents will be elected who will have responsibilities in the areas of organizing work schedules, supplying concession stands, and being responsible for cleanup activities.
4. Sponsor responsibilities would include opening and closing the building, coordinating with the elected parents to purchase supplies, and acting as class treasurer. Because of the number of activities, sponsors for the junior and senior classes will be allowed to alternate nights to work with the class. Both sponsors would not necessarily need to be at every event.
5. Each class would be responsible for paying a stipend to the sponsors for the junior and senior year. The stipend for the junior year would be \$300.00 per sponsor and \$500.00 per sponsor for the senior year.
6. The administration will hold a mandatory meeting with the parents and students of each class as they enter the junior year. Parents attending this meeting will be able to sign their child up to go on the senior trip, parent representatives will be elected, and class responsibilities will be covered.
7. It is imperative that each class upholds the integrity of the concession stands that have been a tradition at Highland. Minimum standards will be established. Classes that wish to go beyond these minimums are encouraged to do so.

Phone: (325) 235-8621 or 728-1021

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

Si un niño experimenta dificultades de aprendizaje el padre o la madre puede ponerse en contacto con la persona que se menciona abajo para aprender sobre el sistema global de investigación o remisión para educación general del distrito para los servicios de apoyo. Este sistema vincula a los estudiantes con una variedad de opciones de apoyo, inclusive los remite a una evaluación para educación especial. Los estudiantes que tienen dificultades en la clase normal deberían ser considerados para servicios de tutorías, compensatorios u otro servicio de apoyo académico o de comportamiento, que están disponibles para todos los estudiantes y que incluyen un proceso basado en la Respuesta a la Intervención (Rtl, por sus siglas en inglés). La implementación de la Rtl tiene el potencial para producir un impacto positivo en la habilidad de las agencias locales de educación, para cubrir las necesidades de todos los estudiantes con dificultades.

El padre o la madre tiene derecho a pedir una evaluación para los servicios de educación especial en cualquier momento. El distrito debe decidir si la evaluación es necesaria dentro de un período razonable de tiempo. Si la evaluación es necesaria, el padre o la madre será notificado/a y se le pedirá que presente un consentimiento informado por escrito para la evaluación. El distrito debe completar la evaluación y el informe dentro de los 60 días calendario a partir de la fecha en que el distrito recibió el consentimiento por escrito. El distrito debe entregar una copia del informe al padre o la madre. Si el distrito determina que la evaluación no es necesaria, el distrito le entregará al padre o la madre una notificación por escrito donde explique por qué el niño no será evaluado. Esta notificación incluirá una declaración en la que se le informa sobre sus derechos, si éste/a no está de acuerdo con el distrito. Además, la notificación deberá informarle al padre o la madre cómo obtener una copia de la *Notificación de las Salvaguardas del Procedimiento - Derechos de los Padres de los Estudiantes con Discapacidades (Notice of Procedural Safeguards-Rights of Parents of Students with Disabilities)*. La persona designada para ser contactada acerca de las opciones que tiene un niño que experimenta dificultades de aprendizaje o una remisión para una evaluación para los servicios de educación especial es:

Persona de contacto: Scarlett Whitteker 235-8621