

Special Meeting
Tuesday, August 4, 2020 7:00 PM

Harleton Independent School District
17000 S.H. 154
Harleton, Texas 75651

Agenda

1. Call to Order
2. Roll Call of Board Members
3. Pledge of Allegiance
4. Open Forum
5. Discussion Items
 - A. Conduct 2020-2021 Budget Workshop
 1. Certified Tax Appraisal
 2. Budgeted Tax Collections Worksheet
 3. Summary of Finance Template
 4. 2020-2021 Budget Notice
 5. Proposed Budget Comparison Documents
 - B. Student Handbooks
 1. Elementary Student Handbook
 2. Junior High Student Handbook

 3. High School Student Handbook
6. Action Items
 - A. Consideration and Approval of Property and Casualty Renewal for 2020-2021
 - B. Consideration and Approval of 2020-2021 Allotment and TEKS Certification
 - C. Consider and Approval of the Fiscal Audit Contract Ending August 31, 2020
 - D. Set August 25, 2020 for Public Hearing Concerning 2020-2021 Budget and Tax Rate
 - E. Consideration and Approval of Pay Scale - Auxiliary
 - F. Consideration and Approval of Harleton ISD Stipend Scale
 - G. Consideration and Approval of Student Code of Conduct at All Campuses
 1. Elementary Student Code of Conduct for 2020-2021
 2. Junior High Student Code of Conduct
 3. High School Student Code of Conduct
 - H. Closed Session
 1. Pursuant to Texas Government Code Sections 551.074 for the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee and 551.072 Deliberations about Real Property - A governmental body may conduct a closed meeting to deliberate the purchase, exchange, lease, or value of real property is deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.
 - I. Personnel Issues, Including Resignations, Terminations, and Discipline of District Employees
 - J. Student Issues, Including Discipline, Safety, and Student Information

7. Board Input
8. Adjourn

Harrison Central Appraisal District

2019

CERTIFICATION of TAXABLE VALUE for

Harleton Independent School District

"I, Robert Lisman, Chief Appraiser for the Harrison Central Appraisal District solemnly swear that the following information is a true and correct summary of that portion of the appraisal roll of the Harrison Central Appraisal District; which is taxable by this Taxing Unit, and constitutes the appraisal roll for this Taxing Unit."

Total Market Value 311,464,550

(LESS PRODUCTIVITY LOSS and HOMESTEAD CAP - EQUALS)

Total Appraised Value 223,776,638

(LESS TOTAL, PARTIAL EXEMPTIONS, POLLUTION CONTROL AND ABATEMENTS - EQUALS)

Total Taxable Value **166,509,680**

Number of Accounts 7,856

New Value 5,395,846

Ceiling Taxable 17,990,852

Ceiling Receivable \$175,397.88

Value lost to 10% Homestead Cap (556,762)

Robert Lisman
Chief Appraiser

7/17/2019
Date

Received By

Date

2019 Certified Values

Harleton ISD Property Category	Contract			Staff			Combined			% Total
	2018 Certified	2019 Certified	% +/-	2018 Certified	2019 Certified	% +/-	2018 Certified	2019 Total	% +/-	
A-Single Family	0			14,456,610	15,016,880	3.9%	14,456,610	15,016,880	3.9%	4.8%
B-Multi-Family	0			0		0.0%	0	0	0.0%	0.0%
C-Vacant Land	0			2,414,480	2,461,700	2.0%	2,414,480	2,461,700	2.0%	0.8%
D-Acreage	0			230,792,860	237,221,280	2.8%	230,792,860	237,221,280	2.8%	76.2%
F-Comm/Ind Real	0			3,231,800	3,532,880	9.3%	3,231,800	3,532,880	9.3%	1.1%
G-Gas/Oil/Mineral	10,083,080	13,462,100	33.5%	0	0	0.0%	10,083,080	13,462,100	33.5%	4.3%
J-Utility	19,063,630	19,771,210	3.7%	53,520	63,620	18.9%	19,117,150	19,834,830	3.8%	6.4%
L-Comm/Ind Personal	1,730,270	1,585,500	-8.4%	3,075,450	3,080,820	0.2%	4,805,720	4,666,320	-2.9%	1.5%
M-MH/Aircraft	0	0		4,706,200	4,908,900	4.3%	4,706,200	4,908,900	4.3%	1.6%
O-Real Inventory	0	0		55,760	55,760	0.0%	55,760	55,760	0.0%	0.0%
X-Exempt	0	0		10,270,770	10,303,900	0.3%	10,270,770	10,303,900	0.3%	3.3%
Total Market	30,876,980	34,818,810	12.8%	269,057,450	276,645,740	2.8%	299,934,430	311,464,550	3.8%	100.0%
Less Minimum Value Loss							0	0	0.0%	
HMSTD 10% Cap Loss							(862,100)	(556,762)	-35.4%	
Productivity Loss							(84,212,730)	(87,131,150)	3.5%	
Total Appraised							214,859,600	223,776,638	4.2%	
Less: Minimum Value Exemptions							(187,692)	(184,922)	-1.5%	
Freeport & Pollution Control Exemptions							0	0	0.0%	
Abatements							0	0	0.0%	
Constitutional Exemptions							(10,262,550)	(10,296,760)	0.3%	
State HMSTD							(19,870,890)	(20,449,522)	2.9%	
State Over 65							(2,258,089)	(2,396,279)	6.1%	
State DISAB							(392,480)	(379,992)	-3.2%	
Veteran Disability							(1,142,448)	(1,475,146)	29.1%	
20% HMSTD							(21,277,649)	(22,084,337)	3.8%	
Optional Over 65							0	0	0.0%	
Optional DISAB							0	0	0.0%	
Total Taxable							159,467,802	166,509,680	4.4%	
Ceiling Taxable Value				16,536,502	17,990,852	8.8%				
Ceiling Receivable				\$161,553.14	\$175,397.88	8.6%				
2019 Adopted/2019 Revenue Neutral Tax Rate				1.250000	1.14800	-8.2%				
Revenue Estimates							\$1,880,431	\$1,880,394	0.0%	
New Value							2,305,033	5,395,846	134.1%	
Number of Accounts							8,166	7,856	-3.8%	

Harrison Central Appraisal District

2020

CERTIFICATION of TAXABLE VALUE for

Harleton Independent School District

"I, Robert Lisman, Chief Appraiser for the Harrison Central Appraisal District solemnly swear that the following information is a true and correct summary of that portion of the appraisal roll of the Harrison Central Appraisal District; which is taxable by this Taxing Unit, and constitutes the appraisal roll for this Taxing Unit."

Total Market Value 313,168,000

(LESS PRODUCTIVITY LOSS and HOMESTEAD CAP - EQUALS)

Total Appraised Value 225,692,310

(LESS TOTAL, PARTIAL EXEMPTIONS, POLLUTION CONTROL AND ABATEMENTS - EQUALS)

Total Taxable Value 167,197,154

Number of Accounts 6,902

New Value 3,420,652

Ceiling Taxable 17,939,105

Ceiling Receivable \$170,060.73

Value lost to 10% Homestead Cap (470,230)

Robert Lisman
Chief Appraiser

7/22/2020
Date

Received By

Date

2020 Certified Values

Harleton ISD Property Category	Contract			Staff			Combined			% Total
	2019 Certified	2020 Certified	% +/-	2019 Certified	2020 Certified	% +/-	2019 Certified	2020 Total	% +/-	
A-Single Family	0			15,016,880	15,248,040	1.5%	15,016,880	15,248,040	1.5%	4.9%
B-Multi-Family	0			0	0	0.0%	0	0	0.0%	0.0%
C-Vacant Land	0			2,461,700	2,358,740	-4.2%	2,461,700	2,358,740	-4.2%	0.8%
D-Acreage	0			237,221,280	241,652,170	1.9%	237,221,280	241,652,170	1.9%	77.2%
F-Comm/Ind Real	0			3,532,880	3,294,770	-6.7%	3,532,880	3,294,770	-6.7%	1.1%
G-Gas/Oil/Mineral	13,462,100	10,619,570	-21.1%	0	0	0.0%	13,462,100	10,619,570	-21.1%	3.4%
J-Utility	20,364,120	20,991,080	3.1%	63,620	63,620	0.0%	20,427,740	21,054,700	3.1%	6.7%
L-Comm/Ind Personal	992,590	1,364,510	37.5%	3,080,820	2,808,890	-8.8%	4,073,410	4,173,400	2.5%	1.3%
M-MH/Aircraft	0	0		4,908,900	4,800,470	-2.2%	4,908,900	4,800,470	-2.2%	1.5%
O-Real Inventory	0	0		55,760	55,760	0.0%	55,760	55,760	0.0%	0.0%
X-Exempt	0	0		10,303,900	9,910,380	-3.8%	10,303,900	9,910,380	-3.8%	3.2%
Total Market	34,818,810	32,975,160	-5.3%	276,645,740	280,192,840	1.3%	311,464,550	313,168,000	0.5%	100.0%
Less Minimum Value Loss							0	0	0.0%	
HMSTD 10% Cap Loss							(556,762)	(470,230)	-15.5%	
Productivity Loss							(87,131,150)	(87,005,460)	-0.1%	
Total Appraised							223,776,638	225,692,310	0.9%	
Less: Minimum Value Exemptions							(187,692)	(151,202)	-19.4%	
Freeport & Pollution Control Exemptions							0	0	0.0%	
Abatements							0	0	0.0%	
Constitutional Exemptions							(10,296,760)	(10,032,183)	-2.6%	
State HMSTD							(20,449,522)	(20,759,882)	1.5%	
State Over 65							(2,396,279)	(2,455,072)	2.5%	
State DISAB							(379,992)	(343,944)	-9.5%	
Veteran Disability							(1,475,146)	(1,886,818)	27.9%	
20% HMSTD							(21,277,649)	(22,866,055)	7.5%	
Optional Over 65							0	0	0.0%	
Optional DISAB							0	0	0.0%	
Total Taxable							167,313,598	167,197,154	-0.1%	
Ceiling Taxable Value				16,536,502	17,939,105	8.5%				
Ceiling Receivable				\$161,553.14	\$170,060.73	5.3%				
2020 Adopted/2020 Revenue Neutral Tax Rate				1.148350	1.14591	-0.2%				
Revenue Estimates							\$1,880,431	\$1,880,424	0.0%	
New Value							2,305,033	3,420,652	48.4%	
Number of Accounts							8,166	6,902	-15.5%	

M & O Tax Collections

	2019-2020	2019-2020	2019-2020	2020-2021	2020-2021
	Prelim @	Prelim @	Prelim @	Prelim @	Prelim @
	\$1.17	\$1.17	\$1.17	\$1.17	\$1.17
CAD Taxable Value	166509680	166509680	166509680	167197154	167197154
Ceiling Taxable	17990852	17990852	17990852	17939105	17939105
	148518828	148518828	148518828	149258049	149258049
Divide by 100	1485188.28	1485188.3	1485188.3	1492580.5	1492580.5
Tax Rate	1.17	1.0684	1.06835	1.17	1.0547
	1737670.29	1586775.2	1586700.9	1746319.2	1574224.6
Add Ceiling Receivable	175397.88	175397.88	175397.88	170060.73	170060.73
	1913068.17	1762173	1762098.8	1916379.9	1744285.4
Collection Rate	0.96	0.96	0.96	0.96	0.96
Budgeted M&O Collections	1836545	1691686	1691615	1839725	1674514

I & S Tax Collections

Don't add back receivables

Taxable Value	166509680	166509680	166509680	167197154	167197154
Divide by 100	1665096.8	1665096.8	1665096.8	1671971.5	1671971.5
I&S Tax Rate	0.08	0.08	0.08	0.08	0.08
	133207.74	133207.74	133207.74	133757.72	133757.72
Collection Rate	0.96	0.96	0.96	0.96	0.96
Budgeted I&S Collections	127879	127879	127879	128407	128407

Total Tax Levy

1964425	1819566	1819494	1968132	1802921
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M & O Tax Collections

	2011-2012 Certified @ \$1.17	2012-2013 Certified @ \$1.17	2013-2014 Certified @ \$1.17	2014-2015 certified @ \$1.17	2015-2016 Certified @ \$1.17	2016-2017 Certified @ \$1.17	2017-2018 Prelim @ \$1.17	2018-2019 Prelim @ \$1.17
CAD Taxable Value	158526130	149940292	150194191	159702743	146585509	146297669	154098688	159461802
Ceiling Taxable	11801140	12334716	12974289	13285340	13093429	13844144	14855020	16536502
	146724990	137605576	137219902	146417403	133492080	132453525	139243668	142925300
Divide by 100	1467249.9	1376055.8	1372199.02	1464174	1334920.8	1324535.3	1392436.7	1429253
Tax Rate	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17
	1716682.38	1609985.2	1605472.85	1713083.6	1561857.3	1549706.2	1629150.9	1672226
Add Ceiling Receivable	92007.04	98049.41	111096.67	126040	118708.33	130169.43	139897.48	161553.14
	1808689	1708035	1716569.52	1839123.6	1680565.7	1679875.7	1769048.4	1833779.2
Collection Rate	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96
Budgeted M&O Collections	1736342	1639713	1647907	1765559	1613343	1612681	1698286	1760428

I & S Tax Collections

Don't add back receivables

Taxable Value	158526130	149940292	150194191	159702743	146585509	146297669	154098688	159467802
Divide by 100	1585261.3	1499402.9	1501941.91	1597027.4	1465855.1	1462976.7	1540986.9	1594678
I&S Tax Rate	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08
	126820.90	119952.23	120155.35	127762.19	117268.41	117038.14	123278.95	127574.24
Collection Rate	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96
Budgeted I&S Collections	121748	115154	115349	122652	112578	112357	118348	122471

Total Tax Levy

1858090	1754867	1763256	1888210	1725921	1725037	1816634	1882899
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The format of the following Summary of Finances report mirrors (for the most part) the report generated by TEA on the "DPE" side. "LPE" data/side is not on this report.

Release 3 07/30/20

2020-21 Summary of Finances
Harleton
102-905

Funding Elements			HB 3
Students			From Date Entry
1.	Refined Average Daily Attendance (ADA)		650.000
2.	Regular Program ADA (Line 1 - Line 3 - Line 4)		625.535
3.	Special Education FTEs	(Link to Detail Report)	24.465
4.	Career & Technology FTEs		0.000
5.	Weighted ADA (WADA)	(Link to Detail Report)	1,126.391
Property Values			
6.	2019 State Certified Property Value ("T2" value)		177,867,173
7.	2020 State Certified Property Value ("T2" value)		179,213,914
Tax Rates and Collections			
8.	State Compression Percentage		0.91640
9.	2018-19 M&O Tax Rate		\$1.17000
10.	2020-21 M&O Tax Rate		\$1.05470
11.	2020-21 Tier I M&O Tax Rate		\$0.91640
12.	2020-21 Maximum Compressed Tax Rate		\$0.91640
13.	2020-21 M&O Tax Collections	(Link to Detail Report)	\$1,674,514
14.	2020-21 I&S Tax Rate		\$0.08000
15.	2020-21 I&S Tax Collections		\$128,407
16.	2020-21 Total Tax Collections		\$1,802,921
17.	2020-21 Total Tax Levy		\$1,802,921
Funding Components			
18.	District Basic Allotment		\$6,160
19.	ASF ADA (Prior-year ADA)		650.000
20.	Per Capita Rate		\$476.710

Program Intent Codes - Allotments**Tier I Subchapter B & C Allotments**

21.	11-Regular Program Allotment 48.051		\$3,853,296
22.	Small and Mid-size Allotment 48.101		\$1,501,961
23.	23-Total Special Education Adjusted Allotment 48.102 (Spend 55%)		\$1,012,521
24.	37-Dyslexia Allotment 48.103		\$17,864
25.	24-Total Comp Ed Allotment 48.104 (Spend 55%)		\$474,034
26.	25-Total Bilingual Education Allotment 48.105 (Spend 55%)		\$2,965
27.	22-Total Career & Technology Allotment 48.106 (Spend 55%)		\$0
28.	11-Public Education Grant 48.107		\$0
29.	36-Early Education Allotment 48.108		\$69,608
30.	38-College, Career, or Military Readiness Outcomes Bonus 48.110		\$0
31.	Fast Growth Allotment 48.111		\$0
32.	Teacher Incentive Allotment 48.112		\$0
33.	Mentor Program Allotment 48.114		\$0
34.	School Safety Allotment 42.168		\$6,318

Tier I Subchapter D Allotments

35.	99-Total Transportation Allotment 48.151		\$65,302
36.	99-New Instructional Facilities Allotment (NIFA) 48.152		\$0
37.	Dropout Recovery and Residential Placement Facility Allotment 48.153		\$0
38.	Tuition Allotment for Districts Not Offering All Grade Levels 48.154		\$0
39.	College Preparation Assessment Reimbursement 48.155		\$0
40.	Certification Examination Reimbursement 48.156		\$0
41.	Advanced Placement Tests Set-Aside		\$0
42.	Total Cost of Tier I	(Link to Tier I Detail Report)	\$7,003,869
43.	Less: Local Fund Assignment		\$1,642,316
44.	Per Capita Distribution from the Available School Fund (ASF)		\$309,862

Foundation School Program (FSP) State Funding

45.	FSP State Share of Tier I (Line 42 - Line 43 - Line 44)		\$5,051,691
46.	Tier II State Aid	(Link to Tier II Detail Report)	\$853,998
47.	Other Programs	(Link to Detail Report)	\$0
48.	Total FSP Operating Fund		\$5,905,689

State Aid by Fund Code / Object Code - Funding Source

M&O State Aid

49.	199/5812 - Foundation School Fund		\$5,905,689
50.	199/5811 - Available School Fund		\$309,862

I&S State Aid

51.	599/5829 - Existing Debt Allotment (EDA)	(Link to Detail Report)	\$42,138
52.	599/5829 - Instructional Facilities Allotment (IFA) (Bond)	(Link to Detail Report)	\$0
53.	599/5829 - Instructional Facilities Allotment (Lease Purchase)	(See Link Above)	\$0
54.	I&S Hold Harmless (ASAHE for Facilities on TEA's Report) (see HH2021-Calcs tab)		\$0
55.	TOTAL 2020-21 FSP/ASF STATE AID		\$6,257,688

Local Revenue in Excess of Entitlement

56.	Local Revenue in Excess of Entitlement	(Link to Cost of Recapture Report)	\$0
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57.	FSP Allocations and Adjustments Report	(Link to Detail Report)	
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ADDITIONAL INFO: (Not on TEA's Summary of Finances)

SUMMARY OF TOTAL STATE/LOCAL M&O REVENUE:

58.	M&O Rev From State (not including Fund 599 & I&S Hold Harmless)		6,215,550
59.	Gross M&O Rev From Local Taxes		\$1,674,514
60.	Tier 1 Recapture		\$0
61.	Recapture - Copper Penny Level		\$0
62.	Net M&O Revenue From Local Taxes		\$7,890,064
63.	Less: Credit Balance Due State (only if Line 58 is less than zero)		\$0
64.	Net 2020-21 TOTAL STATE/LOCAL M&O REVENUE		\$7,890,064

SUMMARY OF TOTAL RECAPTURE:

65.	Tier I Recapture		\$0
66.	Recapture - Copper Penny Tier II Level		\$0
67.	Total 2020-21 Recapture		\$0
68.	Less: Formula Transition Grant Funding Credit Against Recapture (if applicable)		\$0
69.	Total 2020-21 Recapture Payments Due TEA		\$0

Notice of Public Meeting to Discuss
Budget and Proposed Tax Rate

Comparison of Proposed Rates with Last Year's Rates

	Maintenance & Operations	Interest & Sinking Fund*	Total	Local Revenue Per Student	State Revenue Per Student
Last Year's Rate	1.06835	0.08000	1.14835	2,799	9,619
Rate to Maintain Same Level of Maintenance & Operations Revenue & Pay Debt Service	1.07951	0.06600	1.14551	1,931	10,459
Proposed Rate	1.05470	0.08000	1.13470	2,774	9,627

* The Interest and Sinking Fund tax revenue is used to pay for bonded debt on construction, equipment, or both. The bonds, and the tax rate necessary to pay those bonds, were approved by the voters of this district.

My Commentary: The Rate to Maintain in my opinion can be very misleading, as the 18-19 funding elements

<u>Fnc-Obj-So-Org-Prog</u>	<u>Description</u>	<u>2018 - 2019 Last Yr Closing Amt</u>	<u>2019 - 2020 This Yr Orig Budget</u>	<u>2019 - 2020 This Yr Amend Budget</u>	<u>2019 - 2020 This Yr Actual Amt</u>	<u>2020 - 2021 Next Yr Recommend</u>	<u>Pct Inc /Dec</u>	<u>Lk</u>
00-1102.00-000-100000	MISCELLANEOUS ACCT	.00	.00	.00	.00	_____.	.00%	N
00-1103.00-000-100000	MONEY MARKET ACCOUNT	.00	.00	.00	.00	_____.	.00%	N
00-1105.00-000-100000	CERTIFICATE OF DEPOSITS	.00	.00	.00	.00	_____.	.00%	N
00-1106.00-000-100000	INVESTMENT IN LONE STAR	.00	.00	.00	.00	_____.	.00%	N
00-1107.00-000-100000	INVESTMENT WITH AJ CAPI	.00	.00	.00	.00	_____.	.00%	N
00-1110.00-000-100000	OBJECT GROUP DESCRIPTI	.00	.00	.00	.00	_____.	.00%	N
00-1111.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-1120.00-000-100000	INVESTMENTS-LSIP	.00	.00	.00	.00	_____.	.00%	N
00-1120.01-000-100000	INVESTMENTS-AJ CAPITAL	.00	.00	.00	.00	_____.	.00%	N
00-1120.02-000-100000	INVESTMENTS-CERTIFICAT	.00	.00	.00	.00	_____.	.00%	N
	11XX Totals	.00	.00	.00	.00	_____.	.00%	
00-1220.00-000-100000	PROPERTY TAXES REC. - D	.00	.00	.00	.00	_____.	.00%	N
00-1220.01-000-100000	PROPERTY TAXES REC. - D	.00	.00	.00	.00	_____.	.00%	N
00-1221.00-000-100000	RECEIVABLE PROPERTY TA	.00	.00	.00	.00	_____.	.00%	N
00-1230.00-000-100000	ALLOW FOR UNCOL TAXES	.00	.00	.00	.00	_____.	.00%	N
00-1241.00-000-100000	DUE FROM STATE	.00	.00	.00	.00	_____.	.00%	N
00-1243.00-000-100000	DUE FROM OTHER GOVERN	.00	.00	.00	.00	_____.	.00%	N
00-1251.00-000-100000	SUNDRY RECEIVABLES	.00	.00	.00	.00	_____.	.00%	N
00-1260.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-1262.00-000-100000	DUE FROM SPEC REVENUE	.00	.00	.00	.00	_____.	.00%	N
00-1264.00-000-100000	CAPITAL PROJECTS FUNDS	.00	.00	.00	.00	_____.	.00%	N
00-1267.00-000-100000	DUE FROM PAYROLL CLEA	.00	.00	.00	.00	_____.	.00%	N
00-1289.00-000-100000	DUE FROM OTHER FUNDS	.00	.00	.00	.00	_____.	.00%	N
00-1290.00-000-100000	OTHER RECEIVABLES	.00	.00	.00	.00	_____.	.00%	N
00-1299.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
	12XX Totals	.00	.00	.00	.00	_____.	.00%	

<u>Fnc-Obj-So-Org-Prog</u>	<u>Description</u>	<u>2018 - 2019 Last Yr Closing Amt</u>	<u>2019 - 2020 This Yr Orig Budget</u>	<u>2019 - 2020 This Yr Amend Budget</u>	<u>2019 - 2020 This Yr Actual Amt</u>	<u>2020 - 2021 Next Yr Recommend</u>	<u>Pct Inc /Dec</u>	<u>Lk</u>
00-1310.01-000-100000	GIRLS BASKETBALL UNIFO	.00	.00	.00	.00	_____.	.00%	N
00-1310.02-000-100000	FLAG UNIFORMS	.00	.00	.00	.00	_____.	.00%	N
00-1310.03-000-100000	INVENTORY/FB TICKETS 98	.00	.00	.00	.00	_____.	.00%	N
	13XX Totals	.00	.00	.00	.00	_____.	.00%	
00-1410.00-000-100000	DEFERRED EXPENDITURES	.00	.00	.00	.00	_____.	.00%	N
00-1410.01-000-100000	DEFERRED EXPENDITURES	.00	.00	.00	.00	_____.	.00%	N
00-1410.11-000-100000	DEFERRED EXPENDITURES	.00	.00	.00	.00	_____.	.00%	N
	14XX Totals	.00	.00	.00	.00	_____.	.00%	
00-1810.00-000-100000	RESTRICTED ASSETS	.00	.00	.00	.00	_____.	.00%	N
	18XX Totals	.00	.00	.00	.00	_____.	.00%	
	Totals	.00	.00	.00	.00	_____.	.00%	
00-2110.00-000-100000	ATTORNEY FEES	.00	.00	.00	.00	_____.	.00%	N
00-2110.01-000-100000	ACCOUNTS PAYABLE	.00	.00	.00	.00	_____.	.00%	N
00-2110.02-000-100000	ACCOUNTS PAYABLE CONS	.00	.00	.00	.00	_____.	.00%	N
00-2111.00-000-100000	PAYABLE ACCOUNT	.00	.00	.00	.00	_____.	.00%	N
00-2122.00-000-100000	LOANS PAYABLE - CURREN	.00	.00	.00	.00	_____.	.00%	N
00-2151.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-2152.01-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-2152.02-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-2153.00-000-100000	GROUP HEALTH & LIFE INS	.00	.00	.00	.00	_____.	.00%	N
00-2153.00-002-100000		.00	.00	.00	.00	_____.	.00%	N
00-2153.00-043-100000		.00	.00	.00	.00	_____.	.00%	N
00-2154.00-023-100000		.00	.00	.00	.00	_____.	.00%	N
00-2155.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-2155.01-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-2155.04-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-2159.00-003-100000		.00	.00	.00	.00	_____.	.00%	N

		2018 - 2019	2019 - 2020	2019 - 2020	2019 - 2020	2020 - 2021	Pct Inc	
		Last Yr	This Yr	This Yr	This Yr	Next Yr	/Dec	Lk
Fnc-Obj	So-Org-Prog	Closing Amt	Orig Budget	Amend Budget	Actual Amt	Recommend		
Description								
00-2159.00-007-100000		.00	.00	.00	.00	_____.	.00%	N
00-2159.00-008-100000		.00	.00	.00	.00	_____.	.00%	N
00-2159.00-012-100000		.00	.00	.00	.00	_____.	.00%	N
00-2159.00-016-100000		.00	.00	.00	.00	_____.	.00%	N
00-2159.00-021-100000		.00	.00	.00	.00	_____.	.00%	N
00-2159.00-022-100000		.00	.00	.00	.00	_____.	.00%	N
00-2159.00-024-100000		.00	.00	.00	.00	_____.	.00%	N
00-2159.00-025-100000		.00	.00	.00	.00	_____.	.00%	N
00-2159.00-026-100000		.00	.00	.00	.00	_____.	.00%	N
00-2159.00-028-100000		.00	.00	.00	.00	_____.	.00%	N
00-2159.00-030-100000		.00	.00	.00	.00	_____.	.00%	N
00-2159.00-031-100000		.00	.00	.00	.00	_____.	.00%	N
00-2159.00-040-100000		.00	.00	.00	.00	_____.	.00%	N
00-2159.00-041-100000		.00	.00	.00	.00	_____.	.00%	N
00-2159.00-044-100000		.00	.00	.00	.00	_____.	.00%	N
00-2160.00-000-100000	ACCRUED WAGES PAYABL	.00	.00	.00	.00	_____.	.00%	N
00-2161.00-000-100000	WAGE ACCRUALS	.00	.00	.00	.00	_____.	.00%	N
00-2171.00-000-100000	DUE TO SPECIAL REVENUE	.00	.00	.00	.00	_____.	.00%	N
00-2171.01-000-100000	GENERAL FUND-DIFFEREN	.00	.00	.00	.00	_____.	.00%	N
00-2171.99-000-100000	GENERAL FUND	.00	.00	.00	.00	_____.	.00%	N
00-2172.00-000-100000	DUE TO SPECIAL REVENUE	.00	.00	.00	.00	_____.	.00%	N
00-2175.00-000-100000	DUE TO PAYROLL	.00	.00	.00	.00	_____.	.00%	N
00-2175.99-000-100000	DUE TO GENERAL FUNDS	.00	.00	.00	.00	_____.	.00%	N
00-2177.00-000-100000	TRUST AND AGENCY FUND	.00	.00	.00	.00	_____.	.00%	N
00-2177.02-000-100000	DUE TO PAYROLL CLEARIN	.00	.00	.00	.00	_____.	.00%	N
00-2177.99-000-100000	DUE TO TRUST & AGENCY F	.00	.00	.00	.00	_____.	.00%	N
00-2180.00-000-100000	DUE TO OTHER GOV'T	.00	.00	.00	.00	_____.	.00%	N

Func-Obj-So-Org-Prog	Description	2018 - 2019 Last Yr Closing Amt	2019 - 2020 This Yr Orig Budget	2019 - 2020 This Yr Amend Budget	2019 - 2020 This Yr Actual Amt	2020 - 2021 Next Yr Recommend	Pct Inc /Dec	Lk
00-2181.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-2183.00-000-100000	DUE TO OTHER GOVERNME	.00	.00	.00	.00	_____.	.00%	N
	21XX Totals	.00	.00	.00	.00	_____.	.00%	
00-2210.00-000-100000	ACCRUED EXPENSES	.00	.00	.00	.00	_____.	.00%	N
00-2211.11-000-100000	ACCRUED PAYROLL LIABILI	.00	.00	.00	.00	_____.	.00%	N
00-2211.12-000-100000	ACCRUED PAYROLL LIABILI	.00	.00	.00	.00	_____.	.00%	N
00-2211.14-000-100000	ACCRUED PAYROLL LIABILI	.00	.00	.00	.00	_____.	.00%	N
00-2211.16-000-100000	ACCRUED PAYROLL LIABILI	.00	.00	.00	.00	_____.	.00%	N
00-2211.19-000-100000	ACCRUED PAYROLL LIABILI	.00	.00	.00	.00	_____.	.00%	N
	22XX Totals	.00	.00	.00	.00	_____.	.00%	
00-2310.00-000-100000	DEFERRED REVENUE	.00	.00	.00	.00	_____.	.00%	N
00-2312.00-000-100000	DEF. REVENUE OTHER THA	.00	.00	.00	.00	_____.	.00%	N
	23XX Totals	.00	.00	.00	.00	_____.	.00%	
00-2600.00-000-100000	DEFERRED RESOURCES IN	.00	.00	.00	.00	_____.	.00%	N
	26XX Totals	.00	.00	.00	.00	_____.	.00%	
	Totals	.00	.00	.00	.00	_____.	.00%	
00-3410.00-000-100000	RESERVED FOR INVENTOR	.00	.00	.00	.00	_____.	.00%	N
00-3440.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-3470.00-000-100000	CAPITAL ACQUISITION PRO	.00	.00	.00	.00	_____.	.00%	N
	34XX Totals	.00	.00	.00	.00	_____.	.00%	
00-3510.00-000-100000	DESIGNATED FB-CONSTRU	.00	.00	.00	.00	_____.	.00%	N
00-3510.01-000-100000	DESIGNATED FB-M&O TAX	.00	.00	.00	.00	_____.	.00%	N
00-3540.00-000-100000	SELF INSURANCE DES FB	.00	.00	.00	.00	_____.	.00%	N
00-3590.00-000-100000	OTHER DESIGNATED FUND	.00	.00	.00	.00	_____.	.00%	N
	35XX Totals	.00	.00	.00	.00	_____.	.00%	
00-3600.00-000-100000	UNRESERVED/UNDESIG. FU	.00	.00	.00	.00	_____.	.00%	N
00-3601.00-000-100000		.00	.00	.00	.00	_____.	.00%	N

Enc-Obj-So-Org-Prog	Description	2018 - 2019 Last Yr Closing Amt	2019 - 2020 This Yr Orig Budget	2019 - 2020 This Yr Amend Budget	2019 - 2020 This Yr Actual Amt	2020 - 2021 Next Yr Recommend	Pct Inc /Dec	Lk
00-3602.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
	36XX Totals	.00	.00	.00	.00	_____.	.00%	
00-3700.00-000-100000	BUDGET FUND BALANCE	.00	.00	.00	.00	_____.	.00%	N
	37XX Totals	.00	.00	.00	.00	_____.	.00%	
	Fund Balance Totals	.00	.00	.00	.00	_____.	.00%	
00-4310.00-000-100000	RESERVE FOR ENCUMBRA	.00	.00	.00	.00	_____.	.00%	N
00-4310.01-000-100000	RESERVE FOR ENCUMBRA	.00	.00	.00	.00	_____.	.00%	N
	43XX Totals	.00	.00	.00	.00	_____.	.00%	
	Totals	.00	.00	.00	.00	_____.	.00%	
00-5711.00-000-100000	TAXES-CURRENT	1,574,641.36	.00	1,691,686.00	1,606,761.13	1,674,514.00	-1.02%	N
00-5712.00-000-100000	"TAXES, PRIOR YEAR"	69,813.83	.00	120,000.00	74,493.93	120,000.00	.00%	N
00-5719.00-000-100000	"PENALTY, ETC."	41,934.07	.00	55,000.00	48,107.93	55,000.00	.00%	N
00-5729.00-000-100000	HEADSTART REVENUE	36,722.75	.00	34,000.00	36,722.75	41,000.00	20.59%	N
00-5739.01-000-100000	TUITION	6,595.24	.00	37,600.00	11,845.24	49,600.00	31.91%	N
00-5739.02-000-100000	TUITION FOR SUMMER SCH	.00	.00	.00	.00	_____.	.00%	N
00-5742.00-000-100000	EARN FM TEMP DEP & INVE	1.90	.00	20.00	2.02	20.00	.00%	N
00-5742.01-000-100000	INTEREST EARNED ON OPE	569.15	.00	1,000.00	614.23	1,000.00	.00%	N
00-5742.02-000-100000	INTEREST FROM INVESTME	81,284.79	.00	10,000.00	81,284.79	10,000.00	.00%	N
00-5742.03-000-100000	INTEREST EARNED ON	2.20	.00	20.00	2.34	20.00	.00%	N
00-5743.00-000-100000	AMBULANCE BLDG & RENT	.00	.00	.00	.00	_____.	.00%	N
00-5744.00-000-100000	STUDENT OF THE MONTH D	100.00	.00	675.00	100.00	675.00	.00%	N
00-5744.01-000-100000	REVENUE FROM NON-PROF	.00	.00	.00	.00	_____.	.00%	N
00-5744.05-000-100000	IN MEMORY OF-LIBRARY D	80.00	.00	.00	155.00	_____.	.00%	N
00-5744.07-000-100000	HEAD START DONATIONS	.00	.00	.00	.00	_____.	.00%	N
00-5745.00-000-100000	INSURANCE RECOVERY	11,307.29	.00	.00	11,307.29	_____.	.00%	N
00-5749.00-000-100000	MISC REVENUE FROM LOC	3,310.79	.00	1,500.00	3,331.55	3,500.00	133.33%	N
00-5749.00-000-1000BF	BOOK FAIR PROCEEDS	3,647.73	.00	6,200.00	3,647.73	6,200.00	.00%	N

Fn-Obj-So-Org-Prgr	Description	2018 - 2019 Last Yr Closing Amt	2019 - 2020 This Yr Orig Budget	2019 - 2020 This Yr Amend Budget	2019 - 2020 This Yr Actual Amt	2020 - 2021 Next Yr Recommend	Pct Inc /Dec	Lk
00-5749.00-000-1000TB	PAYMENT FOR LOST TEXT	.00	.00	100.00	.00	100.00	.00%	N
00-5749.00-000-100ERA	E RATE DISCOUNTS REVEN	.00	.00	.00	.00	_____.	.00%	N
00-5749.01-000-100000	JH LAPTOP FEE	.00	.00	.00	.00	_____.	.00%	N
00-5749.01-001-100000	HS NETBOOKS FEES	.00	.00	.00	.00	_____.	.00%	N
00-5749.03-000-100000	HS DRINK SALES	754.72	.00	1,000.00	754.72	1,000.00	.00%	N
00-5752.00-000-100000	HS FOOTBALL GATE RECEI	15,261.40	.00	16,000.00	15,261.40	16,000.00	.00%	N
00-5752.01-000-100000	JH FOOTBALL GATE RECEIP	2,596.00	.00	3,500.00	2,596.00	3,500.00	.00%	N
00-5752.02-000-100000	BASKETBALL GATE RECEIP	4,884.00	.00	5,000.00	4,884.00	5,000.00	.00%	N
00-5752.04-000-100000	BASKETBALL TOURNAMENT	2,761.00	.00	3,200.00	2,761.00	3,200.00	.00%	N
00-5752.05-000-100000	TRACK MEET ENTRY FEES	.00	.00	3,500.00	.00	3,500.00	.00%	N
00-5759.00-000-100000	MINERAL ROYALTIES	.00	.00	900.00	.00	900.00	.00%	N
	57XX Totals	1,856,268.22	.00	1,990,901.00	1,904,633.05	1,994,729.00	.19%	
00-5811.00-000-100000	PER CAPITA APPORTIONME	124,275.00	.00	167,468.00	145,267.00	309,862.00	85.03%	N
00-5812.00-000-100000	FOUNDATION ENTITLEMEN	4,503,153.00	.00	6,108,321.00	5,057,900.00	5,905,689.00	-3.32%	N
00-5820.00-000-100000	PREKINDERGARTEN REVEN	.00	.00	.00	.00	_____.	.00%	N
00-5829.01-000-100000	HOUSE BILL 1	.00	.00	.00	.00	_____.	.00%	N
00-5831.00-000-100000	TRS ON-BEHALF BENEFIT	.00	.00	.00	.00	_____.	.00%	N
00-5839.00-000-100000	STATE REV-STATE ENERGY	.00	.00	.00	.00	_____.	.00%	N
	58XX Totals	4,627,428.00	.00	6,275,789.00	5,203,167.00	6,215,551.00	-96%	
00-5931.00-000-100000	SHARS REVENUE	15,359.39	.00	10,000.00	15,499.54	10,000.00	.00%	N
00-5932.00-000-100000	MEDICAID ADMINISTRAT CL	.00	.00	.00	.00	_____.	.00%	N
00-5949.00-000-100000	FEDERAL REV DIST DIRECT	69,082.29	.00	73,414.00	69,082.29	64,758.00	-11.79%	N
	59XX Totals	84,441.68	.00	83,414.00	84,581.83	74,758.00	-10.38%	
	Revenue Totals	6,568,137.90	.00	8,350,104.00	7,192,381.88	8,285,038.00	-7.8%	
11-2152.00-001-111000		.00	.00	.00	.00	_____.	.00%	N
11-2152.00-101-111000		.00	.00	.00	.00	_____.	.00%	N
	21XX Totals	.00	.00	.00	.00	_____.	.00%	

Func-Obj-So-Org-Prog	Description	2018 - 2019 Last Yr Closing Amt	2019 - 2020 This Yr Orig Budget	2019 - 2020 This Yr Amend Budget	2019 - 2020 This Yr Actual Amt	2020 - 2021 Next Yr Recommend	Pct Inc /Dec	Lk
	Totals	.00	.00	.00	.00	_____.	.00%	
00-6144.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
	61XX Totals	.00	.00	.00	.00	_____.	.00%	
	Function 00 Totals	.00	.00	.00	.00	_____.	.00%	
11-6112.00-001-111000	SALARIES OR WAGES FOR	8,450.00	.00	15,000.00	8,450.00	15,000.00	.00%	N
11-6112.00-001-124000	"SUBSTITUTES, ACCEL ED"	522.50	.00	5,500.00	522.50	5,500.00	.00%	N
11-6112.00-001-131000	SALARIES OR WAGES FOR	.00	.00	580.00	.00	580.00	.00%	N
11-6112.00-041-111000	SUBSTITUTES JH REGULAR	6,877.50	.00	11,000.00	6,877.50	11,000.00	.00%	N
11-6112.00-041-124000	SUBSTITUTE TEACHERS	195.00	.00	11,000.00	195.00	11,000.00	.00%	N
11-6112.00-101-111000	SUBSTITUTES ELEM REGUL	13,567.50	.00	20,000.00	13,567.50	20,000.00	.00%	N
11-6112.00-101-124000	SUBSTITUTES ELEM SCE	1,157.50	.00	600.00	1,157.50	600.00	.00%	N
11-6112.00-101-125000	SUBSTITUTE TEACHER ELE	270.00	.00	5,850.00	270.00	5,850.00	.00%	N
11-6112.03-001-122000	"SUB-TEACHER, H. S. VOCA	3,552.50	.00	5,000.00	3,552.50	5,000.00	.00%	N
11-6112.03-101-123000	"SUB-TEACHER, ELEM. SPE	755.00	.00	1,600.00	755.00	1,600.00	.00%	N
11-6112.04-001-123000	"SUB-TEACHER, HIGH SCHO	1,025.00	.00	2,000.00	1,025.00	2,000.00	.00%	N
11-6112.05-041-123000	"SUB-TEACHER, JR. HIGH S	952.50	.00	800.00	952.50	800.00	.00%	N
11-6119.00-001-111000	SALARIES OR WAGES-TECH	640,332.90	.00	714,801.00	646,579.78	715,099.00	.04%	N
11-6119.00-001-1110TB	TEXT BOOK COORDINATOR	.00	.00	1,000.00	.00	1,000.00	.00%	N
11-6119.00-001-121000	SALARIES OR WAGES-TECH	.00	.00	600.00	.00	11,935.00	1,889.17%	N
11-6119.00-001-131000	SALARIES OR WAGES-TECH	.00	.00	10,000.00	.00	10,000.00	.00%	N
11-6119.00-041-111000	SALARIES OR WAGES-TECH	503,367.37	.00	558,649.00	503,367.37	563,370.00	.85%	N
11-6119.00-041-123000	SALARIES-PROF. PERSONN	51,107.83	.00	57,540.00	51,107.83	70,538.00	22.59%	N
11-6119.00-101-111000	SALARIES-PROF. PERSONN	862,318.00	.00	966,899.00	860,488.00	934,714.00	-3.33%	N
11-6119.00-101-1110TB	TEXT BOOK COORDINATOR	.00	.00	.00	.00	_____.	.00%	N
11-6119.00-101-121000	SALARIES OR WAGES-ELEM	.00	.00	5,000.00	.00	5,000.00	.00%	N
11-6119.00-101-134000	HEAD START TEACHER	.00	.00	.00	.00	_____.	.00%	N
11-6119.00-101-136000	PRE-K TEACHER	.00	.00	.00	.00	_____.	.00%	N

<u>Fnc-Obj.</u> <u>So-Org-Prgr</u>	<u>Description</u>	<u>2018 - 2019</u> <u>Last Yr</u> <u>Closing Amt</u>	<u>2019 - 2020</u> <u>This Yr</u> <u>Orig Budget</u>	<u>2019 - 2020</u> <u>This Yr</u> <u>Amend Budget</u>	<u>2019 - 2020</u> <u>This Yr</u> <u>Actual Amt</u>	<u>2020 - 2021</u> <u>Next Yr</u> <u>Recommend</u>	<u>Pct Inc</u> <u>/Dec</u>	<u>Lk</u>
11-6119.00-999-199000	SALARIES OR WAGES-TECH	.00	.00	166,620.00	.00	166,620.00	.00%	N
11-6119.01-001-124000	TEACHERS-HS ST. COMP E	6,599.97	.00	4,985.00	6,599.97	12,296.00	146.66%	N
11-6119.01-041-124000	TEACHERS-JR.HI ST.COMP.	124,236.85	.00	140,094.00	124,236.85	122,290.00	-12.71%	N
11-6119.01-101-111000	HEADSTART TEACHER	.00	.00	.00	.00	_____.	.00%	N
11-6119.01-101-124000	TEACHERS-ELEM. ST.COMP	152,574.86	.00	168,934.00	158,515.02	199,696.00	18.21%	N
11-6119.02-001-111000	SALARIES OR WAGES-PAD	.00	.00	.00	.00	_____.	.00%	N
11-6119.02-001-124000	SALARIES-TAKS REMED. CL	.00	.00	.00	.00	_____.	.00%	N
11-6119.02-101-121000	TEACHERS-ELEM. G/T	.00	.00	.00	.00	_____.	.00%	N
11-6119.03-001-122000	SALARIES OR WAGES-TECH	215,086.08	.00	245,101.00	222,141.04	264,243.00	7.81%	N
11-6119.03-101-123000	TEACHERS-ELEM. SP.ED	.00	.00	33,190.00	.00	45,830.00	38.08%	N
11-6119.04-001-123000	TEACHERS-HIGH SCHOOL S	60,970.32	.00	71,075.00	63,052.62	94,670.00	33.20%	N
11-6119.05-101-123000	"SPEECH THERAPIST, SPEC	.00	.00	.00	.00	_____.	.00%	N
11-6119.06-041-121000	TEACHER-JR HIGH G/T	.00	.00	1,000.00	.00	1,000.00	.00%	N
11-6121.00-001-111000	EXTRA DUTY PAY/OT-SUPP	.00	.00	.00	.00	_____.	.00%	N
11-6129.00-001-111000	AEP-DISCIPLINE MGT	.00	.00	3,000.00	.00	3,000.00	.00%	N
11-6129.00-001-124000	SALARIES FOR SUPPORT P	30,775.08	.00	35,660.00	30,775.08	35,660.00	.00%	N
11-6129.00-001-131000	HS AIDE-HS ALLOTMENT	22,200.52	.00	24,667.00	22,200.52	24,966.00	1.21%	N
11-6129.00-041-111000	SALARIES FOR SUPPORT P	47,275.32	.00	52,625.00	47,360.42	26,462.00	-49.72%	N
11-6129.00-041-122000	COMPUTER TECHNICIAN	.00	.00	.00	.00	_____.	.00%	N
11-6129.00-041-123000	SALARIES FOR SUPPORT P	33,856.98	.00	38,143.00	33,856.98	77,813.00	104.00%	N
11-6129.00-041-124000	SALARIES FOR SUPPORT P	12,150.72	.00	18,000.00	14,763.40	18,817.00	4.54%	N
11-6129.00-101-123000	SUB ELEM.SP.ED.AIDE	2,072.50	.00	2,100.00	2,072.50	2,100.00	.00%	N
11-6129.00-101-124000	SALARIES FOR SUPPORT P	1,090.00	.00	20,000.00	1,090.00	20,000.00	.00%	N
11-6129.01-001-111000	BUS DRIVER-ED FIELD TRIP	49.00	.00	1,200.00	49.00	1,200.00	.00%	N
11-6129.01-001-122000	COMPUTER TECHNICIAN	.00	.00	.00	.00	_____.	.00%	N
11-6129.01-001-123000	TEACHER AIDES-HIGH SCH	33,510.38	.00	36,143.00	33,510.38	38,652.00	6.94%	N
11-6129.01-041-111000	BUS DRIVER-ED FIELD TRIP	284.19	.00	400.00	309.86	400.00	.00%	N

Fn-Obj-So-Pr	Description	2018 - 2019 Last Yr Closing Amt	2019 - 2020 This Yr Orig Budget	2019 - 2020 This Yr Amend Budget	2019 - 2020 This Yr Actual Amt	2020 - 2021 Next Yr Recommend	Pct Inc /Dec	Lk
11-6129.01-041-123000	SUB AIDE - JH SPEC ED	65.00	.00	500.00	65.00	500.00	.00%	N
11-6129.01-101-111000	BUS DRIVER-ED FIELD TRIP	362.40	.00	1,100.00	362.40	1,100.00	.00%	N
11-6129.01-101-123000	TEACHER AIDES-ELEM. SP.	59,911.48	.00	58,741.00	62,522.12	42,721.00	-27.27%	N
11-6129.01-101-124000	BUS DRIVER HEADSTART FI	.00	.00	350.00	.00	350.00	.00%	N
11-6129.02-001-111000	TEACHER AIDE-BASIC SKILL	595.00	.00	15,000.00	612.80	15,000.00	.00%	N
11-6129.02-001-123000	SUB-AIDE-HIGH SCHOOL SP	610.00	.00	5,000.00	610.00	5,000.00	.00%	N
11-6129.02-101-111000	HEADSTART AIDE	18,501.60	.00	20,598.00	18,501.60	20,852.00	1.23%	N
11-6129.03-101-111000	SUB-AIDE-ELEM. BASIC SKI	3,070.00	.00	2,500.00	3,160.79	2,500.00	.00%	N
11-6129.04-101-111000	COMPUTER TECHNICIAN	.00	.00	.00	.00	_____.	.00%	N
11-6141.00-001-111000	SOCIAL SECURITY/MEDICA	9,557.11	.00	9,000.00	9,647.67	9,658.00	7.31%	N
11-6141.00-001-1110TB	SOCIAL SECURITYMEDICAR	.00	.00	.00	.00	_____.	.00%	N
11-6141.00-001-121000	SOCIAL SECURITY	.00	.00	.00	.00	170.00	100.00%	N
11-6141.00-001-122000	SOCIAL SECURITY/MEDICA	.00	.00	3,000.00	.00	3,000.00	.00%	N
11-6141.00-001-123000	EMPLOYERS SHARE FICA H	.00	.00	1,500.00	.00	1,500.00	.00%	N
11-6141.00-001-124000	"EMPLOYERS SHARE, FICA"	437.12	.00	1,000.00	437.11	1,000.00	.00%	N
11-6141.00-001-131000	SOCIAL SECURITY/MEDICA	325.96	.00	650.00	325.96	650.00	.00%	N
11-6141.00-041-111000	SOCIAL SECURITY/MEDICA	7,971.99	.00	8,000.00	7,973.22	8,000.00	.00%	N
11-6141.00-041-121000	SOCIAL SECURITY	.00	.00	40.00	.00	40.00	.00%	N
11-6141.00-041-122000	SOCIAL SECURITY/MEDICA	.00	.00	200.00	.00	200.00	.00%	N
11-6141.00-041-123000	EMPLOYERS SHARE FICA	1,172.35	.00	1,000.00	1,172.35	1,986.00	98.60%	N
11-6141.00-041-124000	SOCIAL SECURITY	190.26	.00	440.00	227.90	440.00	.00%	N
11-6141.00-101-111000	EMPLOYERS SHARE FICA E	12,262.35	.00	13,500.00	12,235.81	13,500.00	.00%	N
11-6141.00-101-1110TB		.00	.00	.00	.00	_____.	.00%	N
11-6141.00-101-121000	SOCIAL SECURITY	.00	.00	.00	.00	_____.	.00%	N
11-6141.00-101-123000	EMPLOYERS SHARE FICA E	154.23	.00	1,000.00	154.23	1,000.00	.00%	N
11-6141.00-101-124000	"EMPLOYERS SHARE, FICA"	122.10	.00	2,150.00	122.10	2,150.00	.00%	N
11-6141.00-101-125000		23.72	.00	100.00	23.72	100.00	.00%	N

Fn	Obj	So	Org	Prog	Description	2018 - 2019 Last Yr Closing Amt	2019 - 2020 This Yr Orig Budget	2019 - 2020 This Yr Amend Budget	2019 - 2020 This Yr Actual Amt	2020 - 2021 Next Yr Recommend	Pct Inc /Dec	Lk
11-6141.01-001-111000						.71	.00	100.00	.71	100.00	.00%	N
11-6141.01-001-123000					SOCIAL SECURITY/MEDICA	489.95	.00	1,100.00	489.95	1,100.00	.00%	N
11-6141.01-001-124000					SOCIAL SECURITY/MEDICA	91.69	.00	100.00	91.69	176.00	76.00%	N
11-6141.01-041-111000						8.86	.00	50.00	9.24	50.00	.00%	N
11-6141.01-041-123000						4.97	.00	20.00	4.97	20.00	.00%	N
11-6141.01-041-124000					SOCIAL SECURITY/MEDICA	1,555.71	.00	1,173.00	1,555.71	1,658.00	41.35%	N
11-6141.01-101-111000					SOCIAL SECURITY/MEDICA	12.45	.00	50.00	12.45	50.00	.00%	N
11-6141.01-101-123000					SOCIAL SECURITY/MEDICA	855.79	.00	1,000.00	893.65	1,000.00	.00%	N
11-6141.01-101-124000					SOCIAL SECURITY/MEDICA	1,811.13	.00	1,500.00	1,942.94	2,326.00	55.07%	N
11-6141.02-001-111000					SOCIAL SECURITY/MEDICA	45.51	.00	600.00	45.77	600.00	.00%	N
11-6141.02-001-123000						44.52	.00	250.00	44.52	250.00	.00%	N
11-6141.02-101-111000					SOCIAL SECURITY/MEDICA	181.15	.00	250.00	181.15	190.00	-24.00%	N
11-6141.03-001-122000					SOCIAL SECURITY/MEDICA	3,103.96	.00	3,300.00	3,198.11	3,448.00	4.48%	N
11-6141.03-101-111000						226.18	.00	200.00	227.48	200.00	.00%	N
11-6141.03-101-123000					SOCIAL SECURITY/MEDICA	53.46	.00	110.00	53.46	110.00	.00%	N
11-6141.04-001-123000					SOCIAL SECURITY/MEDICA	860.03	.00	750.00	890.23	1,215.00	62.00%	N
11-6141.05-041-123000						64.20	.00	100.00	64.20	100.00	.00%	N
11-6141.05-101-123000					SOCIAL SECURITY/MEDICA	.00	.00	720.00	.00	720.00	.00%	N
11-6141.06-041-121000					SOCIAL SECURITY/MEDICA	.00	.00	.00	.00	_____	.00%	N
11-6142.00-001-111000					HEALTH INSURANCE/HS RE	24,396.12	.00	39,600.00	27,264.22	39,600.00	.00%	N
11-6142.00-001-1110TB						.00	.00	.00	.00	_____	.00%	N
11-6142.00-001-121000					GROUP HEALTH & LIFE INS	.00	.00	.00	.00	413.00	100.00%	N
11-6142.00-001-122000					GROUP HEALTH & LIFE INS	.00	.00	9,900.00	.00	9,900.00	.00%	N
11-6142.00-001-123000					GROUP INSURANCE HS	.00	.00	3,300.00	.00	3,300.00	.00%	N
11-6142.00-001-124000					HEALTH INSURANCE/HS RE	2,052.72	.00	6,600.00	2,280.80	6,600.00	.00%	N
11-6142.00-001-131000					GROUP HEALTH & LIFE INS	.00	.00	3,300.00	.00	3,300.00	.00%	N
11-6142.00-041-111000					HEALTH INSURANCE/JH RE	20,261.77	.00	33,800.00	22,513.08	33,800.00	.00%	N

Fn-Obj-So-Org-Prgr	Description	2018 - 2019 Last Yr Closing Amt	2019 - 2020 This Yr Orig Budget	2019 - 2020 This Yr Amend Budget	2019 - 2020 This Yr Actual Amt	2020 - 2021 Next Yr Recommend	Pct Inc /Dec	Lk
11-6142.00-041-121000	GROUP HEALTH & LIFE INS	.00	.00	200.00	.00	200.00	.00%	N
11-6142.00-041-123000	HEALTH INS/ JH SPEC ED	5,940.00	.00	6,600.00	6,600.00	8,708.00	31.94%	N
11-6142.00-041-124000	GROUP HEALTH & LIFE INS	.00	.00	3,300.00	.00	3,300.00	.00%	N
11-6142.00-101-111000	HEALTH INSURANCE/ELEM.	38,587.30	.00	48,000.00	42,622.69	48,000.00	.00%	N
11-6142.00-101-1110TB		.00	.00	.00	.00	_____	.00%	N
11-6142.00-101-121000	GROUP HEALTH & LIFE INS	.00	.00	300.00	.00	300.00	.00%	N
11-6142.00-101-123000	HEALTH INS/ELEM.SP.ED.	.00	.00	6,600.00	.00	6,600.00	.00%	N
11-6142.00-101-124000	HEALTH INS/ELEM COMP	.00	.00	9,910.00	.00	9,910.00	.00%	N
11-6142.01-001-123000		.00	.00	3,500.00	.00	3,500.00	.00%	N
11-6142.01-001-124000		371.34	.00	413.00	412.60	413.00	.00%	N
11-6142.01-041-124000		6,124.14	.00	4,924.00	6,804.60	4,924.00	.00%	N
11-6142.01-101-123000		4,884.75	.00	9,900.00	5,427.50	9,900.00	.00%	N
11-6142.01-101-124000		8,363.51	.00	9,064.00	8,444.88	9,339.00	3.03%	N
11-6142.02-001-111000		.00	.00	3,300.00	.00	3,300.00	.00%	N
11-6142.02-001-123000		.00	.00	.00	.00	_____	.00%	N
11-6142.02-101-111000		2,970.00	.00	3,300.00	3,300.00	3,300.00	.00%	N
11-6142.03-001-122000		13,839.57	.00	15,927.00	15,652.30	16,009.00	.51%	N
11-6142.04-001-123000		2,780.00	.00	3,300.00	3,141.36	3,300.00	.00%	N
11-6142.05-101-123000		.00	.00	3,300.00	.00	3,300.00	.00%	N
11-6143.00-001-111000	"WORKERS' COMP., H.S."	2,808.39	.00	3,600.00	2,808.39	3,600.00	.00%	N
11-6143.00-001-1110WC	WKRS COMP CLAIMS PD-HS	2.00	.00	4,300.00	4.00	4,300.00	.00%	N
11-6143.00-001-121000	WORKER'S COMPENSATION	.00	.00	.00	.00	_____	.00%	N
11-6143.00-001-122000	VOCATIONAL WORKERS CO	864.12	.00	850.00	864.12	900.00	5.88%	N
11-6143.00-001-1220WC	WKRS COMP CLAIMS PD-HS	.00	.00	850.00	.00	850.00	.00%	N
11-6143.00-001-123000	WORKERS COMP - HS. SP.	432.06	.00	900.00	432.06	900.00	.00%	N
11-6143.00-001-1230WC	WKRS COMP CLAIMS PD-HS	426.05	.00	1,000.00	426.05	1,000.00	.00%	N
11-6143.00-001-131000	WORKER'S COMPENSATION	.00	.00	.00	.00	_____	.00%	N

Fnc-Obj-So-Org-Prog	Description	2018 - 2019	2019 - 2020	2019 - 2020	2019 - 2020	2020 - 2021	Pct Inc /Dec	Lk
		Last Yr Closing Amt	This Yr Orig Budget	This Yr Amend Budget	This Yr Actual Amt	Next Yr Recommend		
11-6143.00-041-111000	"WORKERS' COMP., J.H."	2,376.33	.00	2,500.00	2,376.33	2,500.00	.00%	N
11-6143.00-041-1110WC	WKRS COMP CLAIMS PD-JH	.00	.00	600.00	.00	600.00	.00%	N
11-6143.00-041-123000	JR HI SPEC ED	432.06	.00	600.00	432.06	600.00	.00%	N
11-6143.00-101-111000	"WORKERS' COMP., ELEM."	4,320.60	.00	4,600.00	4,320.60	4,600.00	.00%	N
11-6143.00-101-1110WC	WKRS COMP CLAIMS PD-EL	1,218.00	.00	12,000.00	1,267.00	12,000.00	.00%	N
11-6143.00-101-121000	WORKER'S COMPENSATION	.00	.00	.00	.00	_____.	.00%	N
11-6143.00-101-123000	WORKERS' COMP. SPECIAL	1,296.18	.00	1,500.00	1,296.18	1,500.00	.00%	N
11-6143.00-101-1230WC	WKRS COMP CLAIMS PD-EL	1,228.00	.00	1,200.00	1,342.00	1,200.00	.00%	N
11-6143.00-101-124000	WORKERS COMP CLAIMS	.00	.00	150.00	.00	150.00	.00%	N
11-6143.00-101-1240WC	WKRS COMP CLAIMS PD-EL	.00	.00	150.00	.00	150.00	.00%	N
11-6144.00-001-111000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.	.00%	N
11-6144.00-001-1110TB		.00	.00	.00	.00	_____.	.00%	N
11-6144.00-001-121000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.	.00%	N
11-6144.00-001-122000	TRS ON-BEHALF BENEFIT	.00	.00	.00	.00	_____.	.00%	N
11-6144.00-001-123000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.	.00%	N
11-6144.00-001-124000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.	.00%	N
11-6144.00-001-131000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.	.00%	N
11-6144.00-041-111000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.	.00%	N
11-6144.00-041-121000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.	.00%	N
11-6144.00-041-123000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.	.00%	N
11-6144.00-041-124000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.	.00%	N
11-6144.00-101-111000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.	.00%	N
11-6144.00-101-1110TB		.00	.00	.00	.00	_____.	.00%	N
11-6144.00-101-121000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.	.00%	N
11-6144.00-101-123000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.	.00%	N
11-6144.00-101-124000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.	.00%	N
11-6144.00-999-199000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.	.00%	N

Func-Obj-So-Org-Prog	Description	2018 - 2019 Last Yr Closing Amt	2019 - 2020 This Yr Orig Budget	2019 - 2020 This Yr Amend Budget	2019 - 2020 This Yr Actual Amt	2020 - 2021 Next Yr Recommend	Pct Inc /Dec	Lk
11-6144.01-001-111000		.00	.00	.00	.00	_____.	.00%	N
11-6144.01-001-122000		.00	.00	.00	.00	_____.	.00%	N
11-6144.01-001-123000		.00	.00	.00	.00	_____.	.00%	N
11-6144.01-001-124000		.00	.00	.00	.00	_____.	.00%	N
11-6144.01-041-124000		.00	.00	.00	.00	_____.	.00%	N
11-6144.01-101-111000		.00	.00	.00	.00	_____.	.00%	N
11-6144.01-101-123000		.00	.00	.00	.00	_____.	.00%	N
11-6144.01-101-124000		.00	.00	.00	.00	_____.	.00%	N
11-6144.02-001-111000		.00	.00	.00	.00	_____.	.00%	N
11-6144.02-001-123000		.00	.00	.00	.00	_____.	.00%	N
11-6144.02-101-111000		.00	.00	.00	.00	_____.	.00%	N
11-6144.03-001-122000		.00	.00	.00	.00	_____.	.00%	N
11-6144.03-101-111000		.00	.00	.00	.00	_____.	.00%	N
11-6144.03-101-123000		.00	.00	.00	.00	_____.	.00%	N
11-6144.04-001-123000		.00	.00	.00	.00	_____.	.00%	N
11-6144.05-101-123000		.00	.00	.00	.00	_____.	.00%	N
11-6145.00-001-111000	"UNEMPLOYMENT COMP., H	353.10	.00	700.00	353.10	700.00	.00%	N
11-6145.00-001-121000	UNEMPLOYMENT COMPEN	.00	.00	.00	.00	_____.	.00%	N
11-6145.00-001-122000	VOCATIONAL - UNEMPLOY	70.62	.00	150.00	70.62	150.00	.00%	N
11-6145.00-001-123000	UNEMPLOYEMENT COMP. H	47.08	.00	200.00	47.08	200.00	.00%	N
11-6145.00-001-131000	UNEMPLOYMENT COMPEN	.00	.00	.00	.00	_____.	.00%	N
11-6145.00-041-111000	"UNEMPLOYMENT COMP., J.	235.40	.00	600.00	235.40	600.00	.00%	N
11-6145.00-041-123000	UNEMPLOYMENT COMP.-JR	47.08	.00	100.00	47.08	100.00	.00%	N
11-6145.00-101-111000	"UNEMPLOYMENT COMP., E	541.42	.00	900.00	541.42	900.00	.00%	N
11-6145.00-101-121000	UNEMPLOYMENT COMPEN	.00	.00	.00	.00	_____.	.00%	N
11-6145.00-101-123000	UNEMPLOYMENT COMP. EL	94.16	.00	200.00	94.16	200.00	.00%	N
11-6146.00-001-111000	TR BENEFITS/H.S.REG.	12,465.02	.00	16,495.00	14,402.48	17,550.00	6.40%	N

Enc-Obj-So-Org-Prog	Description	2018 - 2019 Last Yr Closing Amt	2019 - 2020 This Yr Orig Budget	2019 - 2020 This Yr Amend Budget	2019 - 2020 This Yr Actual Amt	2020 - 2021 Next Yr Recommend	Pct Inc /Dec	Lk
11-6146.00-001-1110TB	TRS- TEXTBOOK COORDINA	.00	.00	50.00	.00	50.00	.00%	N
11-6146.00-001-121000	TR BENEFITS	.00	.00	100.00	.00	323.00	223.00%	N
11-6146.00-001-122000	TEACHER RETIREMT/TRS C	.00	.00	1,500.00	.00	1,500.00	.00%	N
11-6146.00-001-123000	TR BENEFITS	.00	.00	750.00	.00	750.00	.00%	N
11-6146.00-001-124000	TR BENEFITS	585.13	.00	711.00	671.77	815.00	14.63%	N
11-6146.00-001-131000	TEACHER RETIREMT/TRS C	395.65	.00	485.00	454.81	563.00	16.08%	N
11-6146.00-041-111000	TR BENEFITS/JR.H.REG.	12,250.63	.00	14,928.00	14,037.02	16,739.00	12.13%	N
11-6146.00-041-121000	TR BENEFITS	.00	.00	50.00	.00	50.00	.00%	N
11-6146.00-041-123000	TR BENEFITS	1,632.32	.00	1,940.00	1,871.54	3,621.00	86.65%	N
11-6146.00-041-124000	TR BENEFITS	509.54	.00	450.00	568.34	419.00	-6.89%	N
11-6146.00-101-111000	TR BENEFITS/ELEM.REG.	17,572.63	.00	21,500.00	20,410.37	23,335.00	8.53%	N
11-6146.00-101-1110TB		.00	.00	.00	.00	_____	.00%	N
11-6146.00-101-121000	TEACHER RETIREMENT	.00	.00	50.00	.00	50.00	.00%	N
11-6146.00-101-123000	TR BENEFITS	.00	.00	600.00	.00	600.00	.00%	N
11-6146.00-101-124000	TEACHER RETIREMENT	.00	.00	2,150.00	.00	2,150.00	.00%	N
11-6146.01-001-111000		.00	.00	10.00	.00	10.00	.00%	N
11-6146.01-001-123000	TEACHER RETIREMT/TRS C	2,317.64	.00	7,500.00	2,362.82	7,500.00	.00%	N
11-6146.01-001-124000	TEACHER RETIREMT/TRS C	137.28	.00	150.00	155.88	369.00	146.00%	N
11-6146.01-041-111000	TEACHER RETIREMENT/TR	.00	.00	.00	.58	_____	.00%	N
11-6146.01-041-124000	TEACHER RETIREMT/TRS C	2,733.94	.00	3,252.00	3,147.41	3,252.00	.00%	N
11-6146.01-101-111000	TEACHER RETIREMT/TRS C	.00	.00	.00	.00	_____	.00%	N
11-6146.01-101-123000	TEACHER RETIREMT/TRS C	1,066.41	.00	1,300.00	1,264.50	1,300.00	.00%	N
11-6146.01-101-124000	TEACHER RETIREMT/TRS C	2,980.67	.00	3,570.00	3,627.09	4,216.00	18.10%	N
11-6146.02-001-111000	TEACHER RETIREMT/TRS C	.00	.00	800.00	.41	800.00	.00%	N
11-6146.02-001-123000		.00	.00	35.00	.00	35.00	.00%	N
11-6146.02-101-111000	TEACHER RETIREMT/TRS C	327.27	.00	402.00	376.27	467.00	16.17%	N
11-6146.03-001-122000	TEACHER RETIREMT/TRS C	4,581.01	.00	5,592.00	5,323.20	6,505.00	16.33%	N

Func-Obj-So-Org-Prog	Description	2018 - 2019 Last Yr Closing Amt	2019 - 2020 This Yr Orig Budget	2019 - 2020 This Yr Amend Budget	2019 - 2020 This Yr Actual Amt	2020 - 2021 Next Yr Recommend	Pct Inc /Dec	Lk
11-6146.03-101-111000	TEACHER RETIREMENT/TR	.00	.00	.00	2.04	_____.	.00%	N
11-6146.03-101-123000	TEACHER RETIREMT/TRS C	.00	.00	1,350.00	.00	1,350.00	.00%	N
11-6146.04-001-123000	TEACHER RETIREMT/TRS C	1,951.14	.00	1,625.00	2,325.52	3,570.00	119.69%	N
11-6146.05-101-123000	TEACHER RETIREMT/TRS C	.00	.00	1,200.00	.00	1,200.00	.00%	N
11-6146.06-041-121000	TEACHER RETIREMT/TRS C	.00	.00	.00	.00	_____.	.00%	N
11-6149.00-001-111000	EMPLOYEE BENEFITS	.00	.00	.00	.00	_____.	.00%	N
11-6149.00-001-121000	EMPLOYEE BENEFITS	.00	.00	.00	.00	_____.	.00%	N
11-6149.00-001-131000	EMPLOYEE BENEFITS	.00	.00	.00	.00	_____.	.00%	N
11-6149.00-101-121000	EMPLOYEE BENEFITS	.00	.00	.00	.00	_____.	.00%	N
	61XX Totals	3,170,796.96	.00	3,967,631.00	3,219,686.36	4,059,036.00	2.30%	
11-6219.00-001-111000	PURCHASING COOP.HS	224.73	.00	250.00	224.73	250.00	.00%	N
11-6219.00-001-1110BD	PROFESSIONAL SERVICES	.00	.00	.00	.00	3,500.00	100.00%	N
11-6219.00-001-122000	PROF & CONTRACTED SVC	1,495.00	.00	3,500.00	1,495.00	3,500.00	.00%	N
11-6219.00-001-125000	CONTRACTED SERVICE HS	.00	.00	100.00	.00	100.00	.00%	N
11-6219.00-001-138000	CCMR CONTRACTED SVCS	.00	.00	.00	.00	_____.	.00%	N
11-6219.00-041-111000	PURCHASING COOP-JH	193.28	.00	200.00	193.28	200.00	.00%	N
11-6219.00-041-1110BD	CONTRACTED SERVICES-J	420.00	.00	400.00	580.00	400.00	.00%	N
11-6219.00-041-122000	FILTER-INTERNET CONNEC	.00	.00	.00	.00	_____.	.00%	N
11-6219.00-041-125000	CONTRACTED SERVICES J	.00	.00	75.00	.00	75.00	.00%	N
11-6219.00-101-111000	PURCHASING COOP-ELEM	348.99	.00	375.00	348.99	375.00	.00%	N
11-6219.00-101-125000	CONTR SVCS ELEM BILING	652.00	.00	100.00	652.00	100.00	.00%	N
11-6219.01-001-111000	EDGENUITY -HS	7,296.00	.00	100.00	7,296.00	8,000.00	7,900.00%	N
11-6219.01-001-122000	PROFESSIONAL SVCS-EDG	.00	.00	4,000.00	.00	4,000.00	.00%	N
11-6219.01-041-111000	EDGENUITY-JH	.00	.00	14,100.00	.00	6,200.00	-56.03%	N
11-6219.01-101-111000	MATH & SCIENCE COOP-EL	.00	.00	3,000.00	.00	3,000.00	.00%	N
11-6219.02-001-111000	ROCKETRY SYSTEMS GO P	5,443.40	.00	13,000.00	8,443.40	13,000.00	.00%	N
11-6223.00-999-124000	DARE PROGRAM	.00	.00	500.00	.00	500.00	.00%	N

<u>Fnc-Obj-So-Org-Prog</u>	<u>Description</u>	<u>2018 - 2019 Last Yr Closing Amt</u>	<u>2019 - 2020 This Yr Orig Budget</u>	<u>2019 - 2020 This Yr Amend Budget</u>	<u>2019 - 2020 This Yr Actual Amt</u>	<u>2020 - 2021 Next Yr Recommend</u>	<u>Pct Inc /Dec</u>	<u>Lk</u>
11-6239.00-001-111000	REGION VII PROF DEV-HS	5,672.20	.00	5,300.00	5,672.20	5,300.00	.00%	N
11-6239.00-001-123000	REG.VII HS SPECIAL ED WO	.00	.00	100.00	.00	100.00	.00%	N
11-6239.00-001-131000	EDUCATION SERVICE CENT	.00	.00	1,910.00	.00	1,910.00	.00%	N
11-6239.00-041-111000	EDUCATION SERVICE CENT	5,378.46	.00	5,600.00	5,378.46	5,600.00	.00%	N
11-6239.00-041-123000	REGION VII JH SPECIAL ED	.00	.00	100.00	.00	100.00	.00%	N
11-6239.00-101-111000	REG.VII PROF. DEVELOPME	8,892.52	.00	9,750.00	14,892.52	9,750.00	.00%	N
11-6239.00-101-123000	REGION VII ELEM SPECIAL	.00	.00	100.00	.00	100.00	.00%	N
11-6239.01-001-111000	DMAC - H.S.	2,859.68	.00	3,000.00	2,859.68	3,000.00	.00%	N
11-6239.01-001-121000	REGION 7-HS GT PROGRAM	2,826.75	.00	2,600.00	2,826.75	2,600.00	.00%	N
11-6239.01-041-111000	DMAC - J.H.	2,459.52	.00	2,500.00	2,459.52	2,500.00	.00%	N
11-6239.01-041-121000	REGION 7-JH-GT PROGRAM	2,259.18	.00	2,500.00	2,259.18	2,500.00	.00%	N
11-6239.01-101-111000	DMAC - ELEM.	4,440.81	.00	4,300.00	4,440.81	4,300.00	.00%	N
11-6239.01-101-121000	REGION 7-ELEM-GT PROGR	4,079.07	.00	4,000.00	4,079.07	4,000.00	.00%	N
11-6249.00-001-122000	CONT. REPAIR/MAINT. VO.A	.00	.00	250.00	.00	250.00	.00%	N
11-6249.01-001-1110BD	REPAIR/MAINT. BAND EQUI	4,963.55	.00	6,800.00	5,563.55	6,800.00	.00%	N
11-6249.01-001-122000	CONT. REPAIR/MAINT PRIN	.00	.00	700.00	.00	700.00	.00%	N
11-6249.01-041-1110BD	REPAIR/MAINT. JH BAND	1,000.00	.00	1,000.00	1,000.00	1,000.00	.00%	N
11-6249.01-101-1110BD	REPAIR/MAINT ELEM MUSIC	100.00	.00	100.00	100.00	100.00	.00%	N
11-6249.02-001-1110BD	RENTALS BAND	.00	.00	200.00	200.00	200.00	.00%	N
11-6249.02-001-122000	NETWORK MAINTENANCE-V	.00	.00	1,000.00	.00	1,000.00	.00%	N
11-6269.00-001-111000	COPIER RENTAL/HS	9,642.36	.00	9,000.00	8,058.68	9,000.00	.00%	N
11-6269.00-041-111000	COPIER RENTAL/JH	6,706.77	.00	6,800.00	6,434.50	6,800.00	.00%	N
11-6269.00-101-111000	COPIER RENTAL/ELEM	8,453.49	.00	8,500.00	8,321.71	8,500.00	.00%	N
11-6269.01-001-111000	RENTAL SUBSCRIPTIONS	123.50	.00	500.00	114.00	500.00	.00%	N
11-6299.00-001-111000	MISC CONTRACTED SVCS-	8,008.59	.00	8,850.00	7,908.59	8,850.00	.00%	N
11-6299.00-001-124000	DAEP WITH KILGORE ISD	.00	.00	.00	.00		.00%	N
11-6299.00-001-128000	DAEP	12,225.00	.00	20,000.00	12,225.00	20,000.00	.00%	N

Fn-Obj-So-Pr	Description	2018 - 2019 Last Yr Closing Amt	2019 - 2020 This Yr Orig Budget	2019 - 2020 This Yr Amend Budget	2019 - 2020 This Yr Actual Amt	2020 - 2021 Next Yr Recommend	Pct Inc /Dec	Lk
11-6299.00-041-111000	MISC CONTRACTED SVCS-J	3,768.87	.00	4,500.00	3,668.87	4,500.00	.00%	N
11-6299.00-041-124000	JH Mastery Connect	.00	.00	.00	.00		.00%	N
11-6299.00-101-111000	MISC CONTRACTED SVCS-E	4,496.07	.00	7,000.00	4,396.07	7,000.00	.00%	N
11-6299.00-101-124000	Elementary Mastery Connect	.00	.00	3,600.00	.00	3,600.00	.00%	N
62XX Totals		114,429.79	.00	160,260.00	122,092.56	163,760.00	2.18%	
11-6311.00-001-122000	GAS FOR AG TRUCK	.00	.00	4,000.00	.00	4,000.00	.00%	N
11-6311.01-001-111000	GASOLINE/H.S.	.00	.00	4,000.00	.00	4,000.00	.00%	N
11-6399.00-001-111000	TEACHING SUPPLIES-H.S. B	1,052.50	.00	3,250.00	1,061.50	3,250.00	.00%	N
11-6399.00-001-1110PA	HS PAPER SUPPLY	3,864.00	.00	2,500.00	2,898.00	2,500.00	.00%	N
11-6399.00-001-125000	HS BILINGUAL SUPPLIES	520.83	.00	700.00	520.83	700.00	.00%	N
11-6399.00-001-138000	CCMR SUPPLIES	.00	.00	.00	.00		.00%	N
11-6399.00-041-111000	SUPPLIES-JH ELA	731.60	.00	1,000.00	730.01	1,000.00	.00%	N
11-6399.00-041-1110PA	JH PAPER SUPPLY	2,694.00	.00	2,000.00	2,050.00	2,100.00	5.00%	N
11-6399.00-041-125000	JH BILINGUAL SUPPLIES	.00	.00	280.00	.00	280.00	.00%	N
11-6399.00-101-111000	GENERAL SUPPLIES/ELEM	1,002.90	.00	1,000.00	1,002.90	1,000.00	.00%	N
11-6399.00-101-1110PA	ELEM PAPER SUPPLY	3,751.55	.00	4,500.00	3,751.55	4,500.00	.00%	N
11-6399.00-101-125000	ELEM BILINGUAL SUPPLIES	.00	.00	300.00	.00	500.00	66.67%	N
11-6399.01-001-111000	HS SOCIAL STUDIES	343.74	.00	800.00	343.74	800.00	.00%	N
11-6399.01-001-1110BD	TEACHING SUPPLIES BAND	2,574.22	.00	3,500.00	4,434.22	3,500.00	.00%	N
11-6399.01-001-122000	GENERAL SUPPLIES-PRINT	2,265.82	.00	2,500.00	2,265.82	2,500.00	.00%	N
11-6399.01-001-124000	TEACHING SUPPLIES-H.S. S	300.00	.00	1,000.00	404.83	1,000.00	.00%	N
11-6399.01-041-111000	SUPPLIES-JH-HISTORY	300.00	.00	800.00	300.00	800.00	.00%	N
11-6399.01-041-1110BD	TEACHING SUPPLIES JH BA	1,424.77	.00	2,000.00	1,543.36	2,000.00	.00%	N
11-6399.01-041-124000	SUPPLIES-JH CONTENT MA	371.32	.00	160.00	371.32	160.00	.00%	N
11-6399.01-101-111000	SUPPLIES ELEM FINE ARTS	63.25	.00	750.00	2,198.95	750.00	.00%	N
11-6399.01-101-1110BD	SUPPLIES-ELEM MUSIC	46.62	.00	50.00	46.62	50.00	.00%	N
11-6399.01-101-124000	TEACHING SUPPLIES-ELEM.	599.96	.00	1,000.00	599.96	1,000.00	.00%	N

<u>Fnc-Obj.</u> <u>So-Org-Pr</u> <u>Prog</u>	<u>Description</u>	<u>2018 - 2019</u> <u>Last Yr</u> <u>Closing Amt</u>	<u>2019 - 2020</u> <u>This Yr</u> <u>Orig Budget</u>	<u>2019 - 2020</u> <u>This Yr</u> <u>Amend Budget</u>	<u>2019 - 2020</u> <u>This Yr</u> <u>Actual Amt</u>	<u>2020 - 2021</u> <u>Next Yr</u> <u>Recommend</u>	<u>Pct Inc</u> <u>/Dec</u>	<u>Lk</u>
11-6399.02-001-111000	POSTAGE/H.S.	3,076.24	.00	1,000.00	2,741.24	1,000.00	.00%	N
11-6399.02-001-1110BD	TEACHING SUPPLIES BAND	520.99	.00	500.00	520.99	500.00	.00%	N
11-6399.02-001-121000	TEACHING SUPPLIES-H.S. G	2,104.49	.00	6,000.00	2,104.49	6,000.00	.00%	N
11-6399.02-001-122000	VOC AV SUPPLIES	2,069.32	.00	1,500.00	2,069.32	1,500.00	.00%	N
11-6399.02-041-111000	POSTAGE/JR.HIGH	1,458.90	.00	1,000.00	1,068.90	1,000.00	.00%	N
11-6399.02-041-1110AR	A R REWARDS JH	1,083.61	.00	1,200.00	1,083.61	1,200.00	.00%	N
11-6399.02-041-121000	SUPPLIES-JR.HI G/T	.00	.00	1,250.00	329.17	1,250.00	.00%	N
11-6399.02-101-111000	SUPPLIES-PRE-K	112.40	.00	100.00	112.40	100.00	.00%	N
11-6399.02-101-1110AR	A R REWARDS ELEM	2,031.00	.00	2,500.00	2,477.50	2,500.00	.00%	N
11-6399.02-101-121000	TEACHING SUPPLIES-ELEM.	.00	.00	300.00	.00	300.00	.00%	N
11-6399.03-001-111000	HS MATH SUPPLIES	.00	.00	1,000.00	.00	1,000.00	.00%	N
11-6399.03-001-122000	SUPPLIES-HS VOC AG	5,388.19	.00	6,500.00	5,289.12	6,500.00	.00%	N
11-6399.03-041-111000	JH ART SUPPLIES	952.81	.00	1,500.00	1,300.56	1,500.00	.00%	N
11-6399.03-041-123000	SUPPLIES-JR.HI SP.ED.	376.66	.00	700.00	376.66	700.00	.00%	N
11-6399.03-101-111000	SUPPLIES-KINDERGARTEN	1,195.44	.00	1,500.00	1,175.09	1,500.00	.00%	N
11-6399.03-101-123000	SUPPLIES-ELEM. SP.ED	84.00	.00	1,000.00	76.68	1,000.00	.00%	N
11-6399.04-001-111000	HS ENGLISH SUPPLIES	334.07	.00	1,000.00	334.07	1,000.00	.00%	N
11-6399.04-001-122000	SUPPLIES-HS VOC PRINT S	1,014.58	.00	2,000.00	1,428.24	2,000.00	.00%	N
11-6399.04-001-123000	SUPPLIES-HS SP.ED.	757.31	.00	800.00	757.31	800.00	.00%	N
11-6399.04-041-111000	SUPPLIES - J.H. SCIENCE	649.02	.00	1,530.00	869.02	1,530.00	.00%	N
11-6399.04-101-111000	SUPPLIES-1ST GRADE	1,351.56	.00	1,500.00	1,377.79	1,500.00	.00%	N
11-6399.05-001-111000	HS DIGITAL CLASSROOM S	.00	.00	800.00	.00	800.00	.00%	N
11-6399.05-001-1110CH	TEACHING SUPPLIES-HS SC	2,319.85	.00	3,000.00	2,319.85	3,000.00	.00%	N
11-6399.05-001-122000	HS VOC HEALTH SCIENCE S	369.03	.00	800.00	369.03	800.00	.00%	N
11-6399.05-101-111000	SUPPLIES-ELEM SCIENCE	65.00	.00	500.00	.38	500.00	.00%	N
11-6399.06-001-111000	SUPPLIES-HS THEATER	2,197.37	.00	2,000.00	2,417.86	2,000.00	.00%	N
11-6399.06-101-111000	SUPPLIES-2ND GRADE	.00	.00	2,000.00	2,072.43	2,000.00	.00%	N

<u>Fnc-Obj-So-Org-Prog</u>	<u>Description</u>	<u>2018 - 2019 Last Yr Closing Amt</u>	<u>2019 - 2020 This Yr Orig Budget</u>	<u>2019 - 2020 This Yr Amend Budget</u>	<u>2019 - 2020 This Yr Actual Amt</u>	<u>2020 - 2021 Next Yr Recommend</u>	<u>Pct Inc /Dec</u>	<u>Lk</u>
11-6399.07-001-111000	FURN & EQUIP - HS	357.00	.00	1,200.00	4,517.60	1,200.00	.00%	N
11-6399.07-001-122000	FURN&EQUIP-HS VOC PRIN	.00	.00	1,500.00	.00	1,500.00	.00%	N
11-6399.07-001-123000	FURN & EQUIP-HS SPEC ED	.00	.00	75.00	.00	75.00	.00%	N
11-6399.07-001-124000	FURN& EQUIP-HS COMP ED	.00	.00	50.00	.00	50.00	.00%	N
11-6399.07-041-111000	FURN & EQUIP- JH	358.00	.00	1,000.00	358.00	1,000.00	.00%	N
11-6399.07-041-123000	FURN & EQUIP- JH SP.	460.60	.00	75.00	520.13	75.00	.00%	N
11-6399.07-041-124000	FURN & EQUIP- JH COMP E	.00	.00	50.00	.00	50.00	.00%	N
11-6399.07-101-111000	FURN & EQUIP - ELEM	413.05	.00	1,200.00	413.05	1,200.00	.00%	N
11-6399.07-101-123000	FURN & EQUIP- ELEM SPEE	.00	.00	500.00	.00	500.00	.00%	N
11-6399.07-101-124000	FURN & EQUIP-ELEM COMP	.00	.00	100.00	.00	100.00	.00%	N
11-6399.08-001-111000	HS P.E. EQUIPMENT	572.42	.00	800.00	712.04	800.00	.00%	N
11-6399.08-041-111000	JH P.E. EQUIPMENT	195.80	.00	500.00	500.00	500.00	.00%	N
11-6399.08-101-111000	ELEM P.E. EQUIPMENT	.00	.00	500.00	.00	500.00	.00%	N
11-6399.09-001-111000	HS ART SUPPLIES	1,069.18	.00	2,000.00	950.02	2,000.00	.00%	N
11-6399.09-101-111000	SUPPLIES-3RD GRADE	.00	.00	1,500.00	1,077.50	1,500.00	.00%	N
11-6399.10-001-111000	TEACHING SUPPLIES-NEWS	400.00	.00	600.00	400.00	600.00	.00%	N
11-6399.10-041-111000	SUPPLIES-JH MATH	381.18	.00	1,000.00	1,000.00	1,000.00	.00%	N
11-6399.10-101-111000	SUPPLIES-4TH GRADE	1,917.73	.00	1,500.00	1,286.73	1,500.00	.00%	N
11-6399.11-001-122000	HS BUSINESS VOC.	425.90	.00	1,500.00	425.90	1,500.00	.00%	N
11-6399.11-101-111000	SUPPLIES-5TH GRADE	1,948.56	.00	1,500.00	1,458.29	1,500.00	.00%	N
11-6399.12-001-111000	TECH SUPPLY/HS/RSCCC	1,645.53	.00	2,500.00	1,622.55	2,500.00	.00%	N
11-6399.12-041-111000	TECH SUPPLY/ JH/RSCCC	1,444.79	.00	2,000.00	1,786.43	2,000.00	.00%	N
11-6399.12-101-111000	TECH SUPPLY/EL/RSCCC	1,603.67	.00	2,000.00	1,580.71	2,000.00	.00%	N
11-6399.13-001-111000	NETWORKING SUPPLIES	.00	.00	500.00	.00	500.00	.00%	N
11-6399.13-101-111000	SUPPLIES-EL COMPUTER L	178.64	.00	500.00	163.64	500.00	.00%	N
11-6399.14-001-111000	SOFTWARE LICENSE-HS	419.24	.00	1,000.00	419.24	1,000.00	.00%	N
11-6399.14-041-111000	SOFTWARE LICENSE-JH	419.24	.00	1,000.00	419.24	1,000.00	.00%	N

<u>Fnc-Obj-So-Org-Prog</u>	<u>Description</u>	<u>2018 - 2019 Last Yr Closing Amt</u>	<u>2019 - 2020 This Yr Orig Budget</u>	<u>2019 - 2020 This Yr Amend Budget</u>	<u>2019 - 2020 This Yr Actual Amt</u>	<u>2020 - 2021 Next Yr Recommend</u>	<u>Pct Inc /Dec</u>	<u>Lk</u>
11-6399.14-101-111000	SOFTWARE LICENSE-ELEM	419.23	.00	1,000.00	419.23	1,000.00	.00%	N
11-6399.15-101-111000	VOWAC & SOFTWARE	887.73	.00	9,081.00	12,673.46	9,081.00	.00%	N
11-6399.16-101-111000	POSTAGE	1,696.15	.00	1,000.00	1,746.15	1,000.00	.00%	N
	63XX Totals	68,632.56	.00	117,301.00	91,645.23	117,601.00	.26%	
11-6411.00-001-111000	TRAVEL HS TEACHERS	507.92	.00	4,000.00	507.92	4,000.00	.00%	N
11-6411.00-001-121000	TRAVEL & SUBSISTENCE-E	199.74	.00	2,000.00	568.74	2,000.00	.00%	N
11-6411.00-001-123000	TRAVEL & SUBSISTENCE-H	.00	.00	50.00	.00	50.00	.00%	N
11-6411.00-041-111000	TRAVEL JH TEACHERS	699.92	.00	1,000.00	699.92	1,000.00	.00%	N
11-6411.00-041-121000	TRAVEL JH G/T TEACHERS	.00	.00	50.00	.00	50.00	.00%	N
11-6411.00-041-123000	TRAVEL JH SPEC ED TEACH	.00	.00	150.00	.00	150.00	.00%	N
11-6411.00-101-111000	TRAVEL ELEM TEACHERS	697.35	.00	1,000.00	697.35	1,000.00	.00%	N
11-6411.00-101-123000	TRAVEL ELEM SPEC ED	500.00	.00	500.00	500.00	500.00	.00%	N
11-6411.01-001-111000	HS TEACHER T&S-TCEA/CA	873.00	.00	3,000.00	873.00	3,000.00	.00%	N
11-6411.01-001-1110BD	TRAVEL/BAND DIRECTOR	1,581.20	.00	1,500.00	1,581.20	1,500.00	.00%	N
11-6411.01-001-122000	TRAVEL/HS VOC AG TEACH	802.24	.00	4,000.00	802.24	4,000.00	.00%	N
11-6411.01-041-111000	TRAVEL/TEXTBOOK COORD	.00	.00	700.00	.00	700.00	.00%	N
11-6411.02-001-122000	TRAVEL /HS AV PRINTSHOP	.00	.00	500.00	.00	500.00	.00%	N
11-6411.03-001-122000	TRAVEL/HS BUSINESS VOC	400.00	.00	750.00	.00	750.00	.00%	N
11-6411.04-001-122000	T& S-EMPLOYEE-VOCATION	.00	.00	600.00	.00	600.00	.00%	N
11-6412.00-001-111000	STUDENT TRAVEL/H.S.	500.00	.00	500.00	329.00	500.00	.00%	N
11-6412.00-001-121000	HS GT Student Travel	551.31	.00	2,000.00	272.31	2,000.00	.00%	N
11-6412.00-001-123000	TRAVEL/HS SPEC ED STUD	.00	.00	100.00	.00	100.00	.00%	N
11-6412.00-001-125000	Spanish Student Field Trip	.00	.00	400.00	.00	400.00	.00%	N
11-6412.00-041-111000	STUDENT TRAVEL/JH	250.00	.00	250.00	250.00	250.00	.00%	N
11-6412.00-101-111000	STUDENT TRAVEL ELEM	.00	.00	200.00	.00	200.00	.00%	N
11-6412.01-001-122000	STUDENT TRAVEL HS VOC	120.00	.00	4,500.00	120.00	4,500.00	.00%	N
11-6412.01-041-121000	TRAVEL JH GT STUDENTS	553.00	.00	500.00	553.00	500.00	.00%	N

Fnc-Obj-So-Org-Prog	Description	2018 - 2019	2019 - 2020	2019 - 2020	2019 - 2020	2020 - 2021	Pct Inc /Dec	Lk
		Last Yr Closing Amt	This Yr Orig Budget	This Yr Amend Budget	This Yr Actual Amt	Next Yr Recommend		
11-6412.02-001-122000	TRAVEL HS VOC STUDENTS	1,000.00	.00	1,000.00	.00	1,000.00	.00%	N
11-6494.00-999-199000	RECLASSIFIED TRANSPORT	.00	.00	.00	.00		.00%	N
11-6499.00-001-111000	FEES/DUES HIGH SCHOOL	-146.96	.00	1,750.00	-146.96	1,750.00	.00%	N
11-6499.00-001-122000	HS CNA DUAL CREDIT FEE	-3,246.50	.00	3,000.00	-2,828.50	3,000.00	.00%	N
11-6499.00-001-125000	HS BILINGUAL FEE & DUES	.00	.00	50.00	.00	50.00	.00%	N
11-6499.00-001-138000	CCMR TESTING FEES	.00	.00	.00	1,174.00		.00%	N
11-6499.00-041-111000	FEES/DUES- JH	200.00	.00	200.00	200.00	200.00	.00%	N
11-6499.00-041-1110BD	MISC -JH BAND	978.54	.00	1,600.00	420.54	1,600.00	.00%	N
11-6499.00-041-125000	JH BILINGUAL FEES/ DUES	.00	.00	50.00	.00	50.00	.00%	N
11-6499.00-101-111000	HEADSTART CLASSROOM E	443.86	.00	500.00	443.86	500.00	.00%	N
11-6499.00-101-125000	ELEM BILINGUAL FEES/DUE	.00	.00	50.00	.00	50.00	.00%	N
11-6499.00-999-199000	REFUND FOR TRANSFER P	.00	.00	.00	.00		.00%	N
11-6499.01-001-111000	FEES/DUES TEXTBOOK CO	.00	.00	300.00	.00	300.00	.00%	N
11-6499.01-001-122000	HS WELDING DUAL CREDIT	.00	.00	3,000.00	.00	3,000.00	.00%	N
11-6499.01-001-1990HS	CAMPUS DISCR FUND HS	2,740.04	.00	2,000.00	2,896.29	2,000.00	.00%	N
11-6499.01-041-1990JH	CAMPUS DISCR FUND JH	1,011.45	.00	1,000.00	923.86	1,000.00	.00%	N
11-6499.01-101-1990EL	CAMPUS DISCR FUND EL	1,026.93	.00	1,000.00	1,054.13	1,000.00	.00%	N
11-6499.02-001-1110BD	FEES/DUES BAND DIRECTO	225.00	.00	245.00	225.00	245.00	.00%	N
11-6499.05-001-111000	AWARDS - HS	3,484.48	.00	3,000.00	3,409.48	3,000.00	.00%	N
11-6499.05-041-111000	AWARDS- JH	684.10	.00	600.00	587.05	600.00	.00%	N
11-6499.05-101-111000	AWARDS-ELEM	467.50	.00	450.00	467.50	450.00	.00%	N
11-6499.06-001-111000	STUDENT OF THE MONTH -	450.00	.00	495.00	450.00	495.00	.00%	N
11-6499.06-041-111000	STUDENT OF THE MONTH -	450.00	.00	495.00	450.00	495.00	.00%	N
11-6499.06-101-111000	STUDENT OF THE MONTH -	450.00	.00	495.00	450.00	495.00	.00%	N
64XX Totals		18,454.12	.00	49,530.00	17,930.93	49,530.00	.00%	
11-6639.00-001-111000	HIGH SCHOOL SIGN	.00	.00	.00	.00		.00%	N
11-6639.00-001-122000	PRINTSHOP EQUIPMENT	.00	.00	.00	.00		.00%	N

Fn-Obj-So-Org-Prgr	Description	2018 - 2019 Last Yr Closing Amt	2019 - 2020 This Yr Orig Budget	2019 - 2020 This Yr Amend Budget	2019 - 2020 This Yr Actual Amt	2020 - 2021 Next Yr Recommend	Pct Inc /Dec	Lk
11-6639.00-001-123000	"FURNITURE, EQUIPMENT,	.00	.00	.00	.00	_____.	.00%	N
11-6639.00-041-111000	"FURNITURE, EQUIPMENT,	.00	.00	.00	.00	_____.	.00%	N
11-6639.00-041-123000	"FURNITURE, EQUIPMENT,	.00	.00	.00	.00	_____.	.00%	N
11-6639.00-101-111000	PLAYGROUND EQUIPMENT	.00	.00	.00	.00	_____.	.00%	N
11-6639.00-101-123000	"FURNITURE, EQUIPMENT,	.00	.00	.00	.00	_____.	.00%	N
11-6639.01-101-111000	ELEMENTARY SIGN	.00	.00	.00	.00	_____.	.00%	N
11-6649.00-001-111000	FURN& EQUIP HS	.00	.00	1,200.00	1,137.98	1,200.00	.00%	N
11-6649.00-001-1110BD	FURN & EQUIP BAND	7,939.00	.00	11,500.00	7,989.00	11,500.00	.00%	N
11-6649.00-001-122000	TECH EQUIP-VOC HS	.00	.00	1,000.00	.00	1,000.00	.00%	N
11-6649.00-041-111000	FURN & EQUIP-JH	45.19	.00	1,200.00	470.43	1,200.00	.00%	N
11-6649.00-101-111000	FURN & EQUIP-ELEM	.00	.00	1,400.00	.00	1,400.00	.00%	N
11-6649.01-041-111000	FURN & EQUIP JH MATH	396.86	.00	900.00	606.39	900.00	.00%	N
11-6649.02-041-111000	FURN & EQUIP JH SCIENCE	396.86	.00	1,700.00	456.39	1,700.00	.00%	N
11-6649.03-001-111000	TECH EQUIPMENT-HS	34,164.51	.00	36,565.00	34,164.51	6,565.00	-82.05%	N
11-6649.03-041-111000	TECH EQUIPMENT-JH	6,178.54	.00	6,840.00	6,840.00	6,840.00	.00%	N
11-6649.03-101-111000	TECH EQUIPMENT-ELEM	5,696.57	.00	8,680.00	6,151.46	28,680.00	230.41%	N
11-6649.04-041-123000	FURN & EQUIP JH SPEC ED	.00	.00	200.00	.00	200.00	.00%	N
11-6649.05-041-111000	FURN & EQUIP JH HISTORY	.00	.00	600.00	.00	600.00	.00%	N
11-6649.06-041-111000	FURN & EQUUIP JH ELA	.00	.00	600.00	.00	600.00	.00%	N
	66XX Totals	54,817.53	.00	72,385.00	57,816.16	62,385.00	-13.82%	
	Function 11 Totals	3,427,130.96	.00	4,367,107.00	3,509,171.24	4,452,312.00	1.95%	
12-6119.00-999-199000	SALARY/TECHNOLOGY DIR	103,077.58	.00	136,104.00	125,094.82	136,104.00	.00%	N
12-6129.00-999-199000	LIBRARY AIDES & TECHNOL	96,730.40	.00	121,391.00	110,144.56	123,552.00	1.78%	N
12-6129.01-999-199000	SUB-AIDE LIBRARY	1,703.83	.00	7,000.00	1,764.25	7,000.00	.00%	N
12-6141.00-999-199000	EMPLOYER'S SHARE FICA	2,697.33	.00	3,600.00	3,202.96	3,418.00	-5.06%	N
12-6141.01-999-199000		137.06	.00	300.00	141.69	300.00	.00%	N
12-6142.00-999-199000	GROUP HEALTH & LIFE INS	10,491.57	.00	16,500.00	12,163.03	16,500.00	.00%	N

Fnc-Obj.So-Org-Prog	Description	2018 - 2019	2019 - 2020	2019 - 2020	2019 - 2020	2020 - 2021	Pct Inc /Dec	Lk
		Last Yr Closing Amt	This Yr Orig Budget	This Yr Amend Budget	This Yr Actual Amt	Next Yr Recommend		
12-6143.00-999-199000	WORKERS' COMP.	1,296.18	.00	1,300.00	1,296.18	1,300.00	.00%	N
12-6144.00-999-199000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____	.00%	N
12-6144.01-999-199000		.00	.00	.00	.00	_____	.00%	N
12-6145.00-999-199000	UNEMPLOYMENT COMPEN	141.24	.00	300.00	141.24	300.00	.00%	N
12-6146.00-999-199000	TR BENEFITS/TECH DIRECT	4,213.85	.00	6,000.00	5,149.39	6,186.00	3.10%	N
12-6146.01-999-199000		-.49	.00	10.00	-.49	10.00	.00%	N
	61XX Totals	220,488.55	.00	292,505.00	259,097.63	294,670.00	.74%	
12-6239.00-999-199000	REGION 7 LIBRARY COOP	775.00	.00	700.00	775.00	700.00	.00%	N
12-6249.00-999-199000	CONTRACTED MAINT. & RE	9,425.61	.00	11,500.00	9,425.61	11,500.00	.00%	N
12-6249.01-999-199000	COPY MACHINE	.00	.00	100.00	.00	100.00	.00%	N
	62XX Totals	10,200.61	.00	12,300.00	10,200.61	12,300.00	.00%	
12-6329.00-001-199000	MAGS & PERIODICALS/LIB	.00	.00	300.00	.00	300.00	.00%	N
12-6329.00-999-124000	LIBRARY BOOKS ST COMP	1,302.77	.00	1,400.00	1,302.77	1,400.00	.00%	N
12-6329.00-999-125000	SPANISH LIBRARY BOOKS	.00	.00	100.00	.00	100.00	.00%	N
12-6329.01-999-199000	LIBRARY EQUIPMENT	2,498.50	.00	2,500.00	2,498.50	2,500.00	.00%	N
12-6329.02-999-199000	LIBRARY BOOKS	12,506.27	.00	18,000.00	18,675.12	18,000.00	.00%	N
12-6329.03-999-199000	LIBRARY BOOKS IN MEMOR	122.33	.00	100.00	122.33	100.00	.00%	N
12-6399.00-999-199000	GENERAL SUPPLIES	3,194.50	.00	6,000.00	4,606.28	6,000.00	.00%	N
	63XX Totals	19,624.37	.00	28,400.00	27,205.00	28,400.00	.00%	
12-6411.00-001-199000	TRAVEL & SUBSISTENCE/H	610.00	.00	1,800.00	305.00	1,800.00	.00%	N
12-6411.01-999-199000	TRAVEL & SUBSISTENCE TE	1,027.85	.00	4,500.00	1,105.45	4,500.00	.00%	N
12-6499.00-101-199000	FEES & DUES	312.00	.00	300.00	156.00	300.00	.00%	N
12-6499.00-101-1990BF	BOOK FAIR EXPENSE	3,668.66	.00	6,200.00	3,668.66	6,200.00	.00%	N
	64XX Totals	5,618.51	.00	12,800.00	5,235.11	12,800.00	.00%	
12-6639.00-999-199000	"FURNITURE, EQUIPMENT,	.00	.00	.00	.00	_____	.00%	N
12-6669.01-001-199000	EQUIPMENT	2,815.50	.00	3,000.00	2,815.50	3,000.00	.00%	N
	66XX Totals	2,815.50	.00	3,000.00	2,815.50	3,000.00	.00%	
	Function 12 Totals	258,747.54	.00	349,005.00	304,553.85	351,170.00	.62%	

Func-Obj-So-Org-Prog	Description	2018 - 2019 Last Yr Closing Amt	2019 - 2020 This Yr Orig Budget	2019 - 2020 This Yr Amend Budget	2019 - 2020 This Yr Actual Amt	2020 - 2021 Next Yr Recommend	Pct Inc /Dec	Lk
13-6112.00-999-199000	SALARIES OR WAGES FOR	.00	.00	140.00	.00	_____.	-100.00%	N
13-6119.00-999-199000	SALARIES OR WAGES-TECH	24,357.68	.00	64,125.00	24,357.68	_____.	-100.00%	N
13-6141.00-999-199000	SOCIAL SECURITY/MEDICA	353.20	.00	1,200.00	353.20	_____.	-100.00%	N
13-6142.00-999-199000	GROUP HEALTH & LIFE INS	.00	.00	3,300.00	.00	_____.	-100.00%	N
13-6143.00-999-199000	WORKER'S COMPENSATION	216.03	.00	220.00	216.03	_____.	-100.00%	N
13-6144.00-999-199000	TRS ON-BEHALF BENEFIT	.00	.00	.00	.00	_____.	.00%	N
13-6145.00-999-199000	UNEMPLOYMENT COMPEN	23.54	.00	35.00	23.54	_____.	-100.00%	N
13-6146.00-999-199000	TEACHER RETIREMT/TRS C	540.51	.00	3,000.00	540.51	_____.	-100.00%	N
13-6149.00-999-199000	EMPLOYEE BENEFITS	.00	.00	.00	.00	_____.	.00%	N
	61XX Totals	25,490.96	.00	72,020.00	25,490.96	_____.	-100.00%	
13-6219.00-999-199000	OTHER PROFESSIONAL SE	3,176.00	.00	3,600.00	5,176.00	3,600.00	.00%	N
13-6219.02-999-199000	CAAPD/AH. CERT.	.00	.00	700.00	.00	700.00	.00%	N
13-6239.00-001-111000	REGION 7-WORKSHOPS-HS	1,666.62	.00	2,004.00	1,666.62	2,004.00	.00%	N
13-6239.00-041-111000	REGION 7-WORKSHOPS-JH	1,504.80	.00	2,004.00	1,504.80	2,004.00	.00%	N
13-6239.00-101-111000	REGION 7-WORKSHOPS-EL	2,652.57	.00	3,000.00	2,652.57	3,000.00	.00%	N
13-6239.02-999-199000	CAAPD/AH. CERT.	850.00	.00	1,700.00	850.00	1,700.00	.00%	N
	62XX Totals	9,849.99	.00	13,008.00	11,849.99	13,008.00	.00%	
13-6399.00-999-199000	GENERAL SUPPLIES	165.00	.00	700.00	165.00	700.00	.00%	N
	63XX Totals	165.00	.00	700.00	165.00	700.00	.00%	
13-6411.00-001-111000	STAFF DEV/HS REG	415.00	.00	2,200.00	415.00	2,200.00	.00%	N
13-6411.00-041-111000	STAFF DEV/JH REG	.00	.00	100.00	.00	100.00	.00%	N
13-6411.00-101-111000	STAFF DEV/ELEM REG	51.00	.00	500.00	51.00	500.00	.00%	N
13-6411.00-999-124000	STAFF DEVELOPMENT COM	.00	.00	100.00	.00	100.00	.00%	N
13-6411.00-999-199000	TRAVEL AND SUBSISTENCE	.00	.00	300.00	.00	300.00	.00%	N
13-6411.01-999-122000	VOCATIONAL TRAVEL/SUBS	.00	.00	150.00	.00	150.00	.00%	N
13-6499.00-001-111000	FEES & DUES-HS	140.36	.00	60.00	215.36	60.00	.00%	N
13-6499.00-041-111000	FEES & DUES-JH	70.18	.00	60.00	70.18	60.00	.00%	N

<u>Fnc-Obj-So-Org-Prog</u>	<u>Description</u>	<u>2018 - 2019 Last Yr Closing Amt</u>	<u>2019 - 2020 This Yr Orig Budget</u>	<u>2019 - 2020 This Yr Amend Budget</u>	<u>2019 - 2020 This Yr Actual Amt</u>	<u>2020 - 2021 Next Yr Recommend</u>	<u>Pct Inc /Dec</u>	<u>Lk</u>
13-6499.00-101-111000	FEES & DUES-ELEM	70.17	.00	100.00	110.17	100.00	.00%	N
13-6499.00-999-199000	MISC. OPERATING EXPENS	2,840.00	.00	60.00	2,840.00	60.00	.00%	N
	64XX Totals	3,586.71	.00	3,630.00	3,701.71	3,630.00	.00%	
	Function 13 Totals	39,092.66	.00	89,358.00	41,207.66	17,338.00	-80.60%	
23-6119.00-001-199000	SALARIES OR WAGES-TECH	57,812.50	.00	76,750.00	71,031.25	83,875.00	9.28%	N
23-6119.00-041-199000	SALARIES OR WAGES-TECH	56,297.53	.00	74,730.00	68,746.50	76,658.00	2.58%	N
23-6119.00-101-199000	SALARIES OR WAGES-TECH	55,749.97	.00	74,000.00	68,072.69	75,872.00	2.53%	N
23-6129.00-001-199000	"SALARY, HIGH SCH OFFICE	20,404.80	.00	26,105.00	20,404.80	26,436.00	1.27%	N
23-6129.00-041-199000	"SALARY, JR HIGH SCH OFF	18,102.31	.00	25,228.00	20,859.09	25,561.00	1.32%	N
23-6129.00-101-199000	"SALARY, ELEMENTARY OF	43,990.15	.00	57,576.00	53,086.19	57,909.00	.58%	N
23-6129.01-001-199000	SUBSTITUTE OFFICE WORK	507.50	.00	2,000.00	507.50	2,000.00	.00%	N
23-6129.01-041-199000	SUBSTITUTE OFFICE WORK	1,280.82	.00	960.00	1,511.96	960.00	.00%	N
23-6129.01-101-199000	SUBSTITUTE OFFICE WORK	330.82	.00	700.00	723.87	700.00	.00%	N
23-6129.02-001-199000	OFFICE AIDE-HIGH SCHOOL	20,583.44	.00	27,198.00	24,949.76	27,529.00	1.22%	N
23-6129.02-101-199000	AIDE-ELEM. OFFICE	.00	.00	.00	.00	_____	.00%	N
23-6129.03-001-199000	HIGH SCHOOL-SECRETARY	104.64	.00	300.00	396.40	300.00	.00%	N
23-6141.00-001-199000	SOCIAL SECURITY/MEDICA	1,134.11	.00	1,625.00	1,325.78	1,625.00	.00%	N
23-6141.00-041-199000	SOCIAL SECURITY/MEDICA	1,065.40	.00	351.00	1,282.91	1,435.00	308.83%	N
23-6141.00-101-199000	SOCIAL SECURITY/MEDICA	600.44	.00	1,000.00	724.27	1,000.00	.00%	N
23-6141.01-001-199000		21.48	.00	250.00	21.48	250.00	.00%	N
23-6141.01-041-199000		75.32	.00	100.00	78.67	100.00	.00%	N
23-6141.01-101-199000		4.44	.00	30.00	9.80	30.00	.00%	N
23-6141.02-001-199000	SOCIAL SECURITY/MEDICA	262.92	.00	350.00	318.32	350.00	.00%	N
23-6141.02-101-199000	SOCIAL SECURITY/MEDICA	.00	.00	.00	.00	_____	.00%	N
23-6141.03-001-199000	SOCIAL SECURITY/MEDICA	1.42	.00	.00	5.40	_____	.00%	N
23-6142.00-001-199000	GROUP HEALTH & LIFE INS	.00	.00	9,900.00	.00	9,900.00	.00%	N
23-6142.00-041-199000	GROUP HEALTH & LIFE INS	2,475.00	.00	6,600.00	3,025.00	6,600.00	.00%	N

<u>Fnc-Obj-So-Org-Prog</u>	<u>Description</u>	<u>2018 - 2019 Last Yr Closing Amt</u>	<u>2019 - 2020 This Yr Orig Budget</u>	<u>2019 - 2020 This Yr Amend Budget</u>	<u>2019 - 2020 This Yr Actual Amt</u>	<u>2020 - 2021 Next Yr Recommend</u>	<u>Pct Inc /Dec</u>	<u>Lk</u>
23-6142.00-101-199000	HEALTH INSURANCE/ELEM.	7,425.00	.00	6,600.00	9,075.00	9,900.00	50.00%	N
23-6142.02-001-199000		2,475.00	.00	3,300.00	3,025.00	3,300.00	.00%	N
23-6143.00-001-199000	WORKERS' COMP.	648.09	.00	650.00	648.09	650.00	.00%	N
23-6143.00-001-1990WC	WKRS COMP CLAIMS PD HS	.00	.00	500.00	.00	500.00	.00%	N
23-6143.00-041-199000	WORKERS' COMP.	432.06	.00	450.00	432.06	450.00	.00%	N
23-6143.00-041-1990WC	WKRS COMP CLAIMS PD JH	.00	.00	200.00	.00	200.00	.00%	N
23-6143.00-101-199000	WORKERS' COMP.	648.09	.00	650.00	648.09	650.00	.00%	N
23-6143.00-101-1990WC	WKRS COMP CLAIMS PD EL	16.00	.00	1,200.00	17.00	1,200.00	.00%	N
23-6144.00-001-199000	TRS ON-BEHALF BENEFIT	.00	.00	.00	.00	_____.	.00%	N
23-6144.00-041-199000	TRS ON-BEHALF BENEFIT	.00	.00	.00	.00	_____.	.00%	N
23-6144.00-101-199000	TRS ON-BEHALF BENEFIT	.00	.00	.00	.00	_____.	.00%	N
23-6144.01-001-199000		.00	.00	.00	.00	_____.	.00%	N
23-6144.02-001-199000		.00	.00	.00	.00	_____.	.00%	N
23-6145.00-001-199000	UNEMPLOYMENT COMP.	47.08	.00	100.00	47.08	100.00	.00%	N
23-6145.00-041-199000	UNEMPLOYMENT COMP	47.08	.00	100.00	47.08	100.00	.00%	N
23-6145.00-101-199000	UNEMPLOYMENT COMP.	47.08	.00	100.00	47.08	100.00	.00%	N
23-6146.00-001-199000	TEACHER RETIREMT/TRS C	2,313.38	.00	4,200.00	2,847.98	4,200.00	.00%	N
23-6146.00-041-199000	TEACHER RETIREMT/TRS C	1,837.78	.00	3,185.00	2,279.54	3,185.00	.00%	N
23-6146.00-101-199000	TEACHER RETIREMT/TRS C	2,319.21	.00	4,200.00	2,874.33	4,200.00	.00%	N
23-6146.01-001-199000		.00	.00	.00	.00	_____.	.00%	N
23-6146.01-041-199000	TEACHER RETIREMENT/TR	5.61	.00	.00	13.43	_____.	.00%	N
23-6146.01-101-199000	TEACHER RETIREMENT/TR	4.27	.00	.00	16.29	_____.	.00%	N
23-6146.02-001-199000	TEACHER RETIREMT/TRS C	407.88	.00	537.00	506.11	623.00	16.01%	N
23-6146.02-101-199000	TEACHER RETIREMT/TRS C	.00	.00	.00	.00	_____.	.00%	N
23-6146.03-001-199000	TEACHER RETIREMENT/TR	.93	.00	.00	8.93	_____.	.00%	N
	61XX Totals	299,479.55	.00	411,725.00	359,614.73	428,448.00	4.06%	

Func-Obj-So-Org-Prog	Description	2018 - 2019 Last Yr Closing Amt	2019 - 2020 This Yr Orig Budget	2019 - 2020 This Yr Amend Budget	2019 - 2020 This Yr Actual Amt	2020 - 2021 Next Yr Recommend	Pct Inc /Dec	Lk
23-6219.00-001-199000	CONSULTANT SVCS-HS	.00	.00	100.00	.00	100.00	.00%	N
23-6219.00-041-199000	CONSULTANT SVCS-JH	.00	.00	100.00	.00	100.00	.00%	N
23-6219.00-101-199000	CONSULTANT SVCS-ELEM	.00	.00	100.00	.00	100.00	.00%	N
23-6239.00-001-199000	EQUIPMENT REPAIR - HS	.00	.00	200.00	.00	200.00	.00%	N
23-6239.00-041-199000	EQUIP REPAIR-JH	.00	.00	150.00	.00	150.00	.00%	N
23-6239.00-101-199000	EQUIP REPAIR-ELEM	.00	.00	250.00	.00	250.00	.00%	N
23-6299.00-999-122000	LEGAL NOTICES/PUBLICATI	.00	.00	150.00	.00	150.00	.00%	N
23-6299.00-999-123000	LEGAL NOTICES/PUBLICATI	.00	.00	150.00	.00	150.00	.00%	N
	62XX Totals	.00	.00	1,200.00	.00	1,200.00	.00%	
23-6329.00-001-199000	BOOKS/PUBLICATIONS-HS	413.01	.00	300.00	413.01	300.00	.00%	N
23-6329.00-041-199000	BOOKS/PUBLICATIONS-JH	178.50	.00	200.00	178.50	200.00	.00%	N
23-6329.00-101-199000	BOOKS/PUBLICATIONS-ELE	.00	.00	500.00	.00	500.00	.00%	N
23-6399.00-001-199000	GENERAL SUPPLIES- HS	942.97	.00	2,000.00	1,208.92	2,000.00	.00%	N
23-6399.00-041-199000	GENERAL SUPPLIES-JH	681.55	.00	1,500.00	731.55	1,500.00	.00%	N
23-6399.00-101-199000	GENERAL SUPPLIES-ELEM	690.65	.00	1,500.00	872.67	1,500.00	.00%	N
	63XX Totals	2,906.68	.00	6,000.00	3,404.65	6,000.00	.00%	
23-6411.00-001-124000	TRAVEL/HS COMP ED	.00	.00	100.00	.00	100.00	.00%	N
23-6411.00-001-199000	TRAVEL/HS PRINCIPAL	1,500.00	.00	3,500.00	.00	3,500.00	.00%	N
23-6411.00-041-199000	TRAVEL/JH PRINCIPAL	.00	.00	3,000.00	.00	3,000.00	.00%	N
23-6411.00-101-124000	TRAVEL/ ELEM COMP ED	.00	.00	100.00	.00	100.00	.00%	N
23-6411.00-101-199000	TAVEL/ELEM PRINCIPAL	1,500.00	.00	1,500.00	.00	1,500.00	.00%	N
23-6499.00-001-121000	MEMBERSHIP FEES-HS G/T	.00	.00	50.00	.00	50.00	.00%	N
23-6499.00-001-199000	FEES/DUES HS	299.00	.00	600.00	299.00	600.00	.00%	N
23-6499.00-001-1990TB	TEXT BOOK REFUNDS HS	.00	.00	50.00	.00	50.00	.00%	N
23-6499.00-041-121000	MEMBERSHIP FEES-JH G/T	.00	.00	50.00	.00	50.00	.00%	N
23-6499.00-041-199000	FEES/DUES-JH	.00	.00	600.00	.00	600.00	.00%	N
23-6499.00-041-1990TB	TEXT BOOK REFUNDS JH	.00	.00	50.00	.00	50.00	.00%	N

Func-Obj-So-Org-Prog	Description	2018 - 2019 Last Yr Closing Amt	2019 - 2020 This Yr Orig Budget	2019 - 2020 This Yr Amend Budget	2019 - 2020 This Yr Actual Amt	2020 - 2021 Next Yr Recommend	Pct Inc /Dec	Lk
23-6499.00-101-121000	MEMBERSHIP FEES-ELEM G	.00	.00	50.00	.00	50.00	.00%	N
23-6499.00-101-199000	FEES/DUES-ELEM	808.00	.00	1,000.00	808.00	1,000.00	.00%	N
23-6499.00-101-1990TB	TEXT BOOK REFUNDS ELE	.00	.00	50.00	.00	50.00	.00%	N
	64XX Totals	4,107.00	.00	10,700.00	1,107.00	10,700.00	.00%	
23-6639.00-001-199000	"FURNITURE, EQUIPMENT,	.00	.00	.00	.00	_____.	.00%	N
23-6639.00-041-199000	"FURNITURE, EQUIPMENT,	.00	.00	.00	.00	_____.	.00%	N
23-6639.00-101-199000	"FURNITURE, EQUIPMENT,	.00	.00	.00	.00	_____.	.00%	N
23-6649.00-001-199000	FURN & EQUIP - HS ADMIN	.00	.00	500.00	736.60	500.00	.00%	N
23-6649.00-041-199000	FURN&EQUIP-JH ADM	439.96	.00	500.00	210.72	500.00	.00%	N
23-6649.00-101-199000	FURN & EQUIP-ELEM ADM	.00	.00	800.00	.00	800.00	.00%	N
	66XX Totals	439.96	.00	1,800.00	947.32	1,800.00	.00%	
	Function 23 Totals	306,933.19	.00	431,425.00	365,073.70	448,148.00	3.88%	
31-6119.00-001-122000	SALARIES-PROF. PERSONN	23,225.00	.00	30,800.00	28,430.35	32,664.00	6.05%	N
31-6119.00-001-199000	SALARIES-PROF. PERSONN	23,225.00	.00	30,800.00	28,430.36	32,664.00	6.05%	N
31-6119.00-041-199000	SALARIES-PROF. PERSONN	45,518.32	.00	60,358.00	55,411.28	61,287.00	1.54%	N
31-6119.00-101-124000	SALARIES OR WAGES-TECH	20,351.83	.00	27,013.00	25,051.59	30,885.00	14.33%	N
31-6119.00-101-199000	SALARIES-PROF. PERSONN	20,254.42	.00	27,013.00	24,954.20	30,385.00	12.48%	N
31-6119.01-001-199000	SALARIES OR WAGES-PT A	.00	.00	.00	.00	_____.	.00%	N
31-6141.00-001-122000	SOCIAL SECURITY	324.30	.00	600.00	396.93	600.00	.00%	N
31-6141.00-001-199000	EMPLOYERS SHARE FICA	324.30	.00	600.00	396.94	600.00	.00%	N
31-6141.00-041-199000	SOCIAL SECURITY	485.31	.00	800.00	589.61	800.00	.00%	N
31-6141.00-101-124000	SOCIAL SECURITY/MEDICA	295.08	.00	300.00	363.22	433.00	44.33%	N
31-6141.00-101-199000	"EMPLOYER'S SHARE,FICA"	293.70	.00	400.00	361.85	433.00	8.25%	N
31-6141.01-001-199000		.00	.00	.00	.00	_____.	.00%	N
31-6142.00-001-122000	GROUP HEALTH & LIFE INS	1,237.50	.00	1,650.00	1,512.50	1,650.00	.00%	N
31-6142.00-001-199000	GROUP HEALTH & LIFE INS	1,237.50	.00	1,650.00	1,512.50	1,650.00	.00%	N
31-6142.00-041-199000	GROUP HEALTH & LIFE INS	2,475.00	.00	3,300.00	3,025.00	3,300.00	.00%	N

Fn-Obj-So-Org-Prgr	Description	2018 - 2019 Last Yr Closing Amt	2019 - 2020 This Yr Orig Budget	2019 - 2020 This Yr Amend Budget	2019 - 2020 This Yr Actual Amt	2020 - 2021 Next Yr Recommend	Pct Inc /Dec	Lk
31-6142.00-101-124000	GROUP HEALTH & LIFE INS	1,237.50	.00	1,650.00	1,512.50	1,650.00	.00%	N
31-6142.00-101-199000	HEALTH INSURANCE/ELEM.	1,237.50	.00	1,650.00	1,512.50	1,650.00	.00%	N
31-6142.01-001-199000		.00	.00	.00	.00	_____	.00%	N
31-6143.00-001-199000	WORKERS' COMP.	8.96	.00	300.00	8.96	300.00	.00%	N
31-6143.00-001-1990WC	WKRS COMP CLAIMS PD HS	215.07	.00	2,000.00	216.07	2,000.00	.00%	N
31-6143.00-041-199000	WORKER'S COMPENSATION	216.03	.00	300.00	216.03	300.00	.00%	N
31-6143.00-101-199000	WORKERS' COMP.	216.03	.00	300.00	216.03	300.00	.00%	N
31-6143.00-101-1990WC	WKRS COMP CLAIMS PD EL	.00	.00	1,500.00	.00	1,500.00	.00%	N
31-6144.00-001-122000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____	.00%	N
31-6144.00-001-199000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____	.00%	N
31-6144.00-041-199000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____	.00%	N
31-6144.00-101-124000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____	.00%	N
31-6144.00-101-199000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____	.00%	N
31-6144.01-001-199000		.00	.00	.00	.00	_____	.00%	N
31-6145.00-001-199000	UNEMPLOYMENT COMP.	23.54	.00	35.00	23.54	35.00	.00%	N
31-6145.00-041-199000	UNEMPLOYMENT COMPEN	23.54	.00	35.00	23.54	35.00	.00%	N
31-6145.00-101-199000	UNEMPLOYMENT COMP.	23.54	.00	35.00	23.54	35.00	.00%	N
31-6146.00-001-122000	TEACHER RETIREMENT	465.31	.00	2,000.00	602.49	2,000.00	.00%	N
31-6146.00-001-199000	TEACHER RETIREMENT	465.36	.00	2,000.00	602.55	2,000.00	.00%	N
31-6146.00-041-199000	TEACHER RETIREMENT	1,056.76	.00	1,500.00	1,311.60	1,606.00	7.07%	N
31-6146.00-101-124000	TEACHER RETIREMT/TRS C	413.54	.00	1,000.00	515.07	1,000.00	.00%	N
31-6146.00-101-199000	TR BENEFITS/ELEM.COUNS	411.31	.00	1,000.00	512.84	1,000.00	.00%	N
31-6146.01-001-199000		.00	.00	.00	.00	_____	.00%	N
31-6149.00-001-199000	EMPLOYEE BENEFITS	.00	.00	.00	.00	_____	.00%	N
	61XX Totals	145,261.25	.00	200,589.00	177,733.59	212,762.00	6.07%	
31-6219.00-001-199000	PROFESSIONAL COUNSELI	18,000.00	.00	.00	12,000.00	_____	.00%	N
31-6239.00-001-199000	EDUCATION SERVICE CENT	660.00	.00	1,105.00	660.00	1,105.00	.00%	N

Fn-Obj-So-Org-Prgr	Description	2018 - 2019 Last Yr Closing Amt	2019 - 2020 This Yr Orig Budget	2019 - 2020 This Yr Amend Budget	2019 - 2020 This Yr Actual Amt	2020 - 2021 Next Yr Recommend	Pct Inc /Dec	Lk
31-6249.00-041-199000	CONTRACTED SVCS-JH	.00	.00	200.00	.00	200.00	.00%	N
62XX Totals		18,660.00	.00	1,305.00	12,660.00	1,305.00	.00%	
31-6339.00-001-199000	TESTING MATERIALS	998.51	.00	1,000.00	998.51	1,000.00	.00%	N
31-6339.00-041-122000	TESTING MATERIALS/JH VO	300.00	.00	300.00	300.00	300.00	.00%	N
31-6339.00-041-199000	TESTING MATERIALS-JH	200.00	.00	200.00	200.00	200.00	.00%	N
31-6339.00-101-121000	TESTING MATERIALS/ELEM	.00	.00	200.00	.00	200.00	.00%	N
31-6339.00-101-199000	TESTING MATERIALS/ELEM	73.25	.00	100.00	73.25	100.00	.00%	N
31-6399.00-001-124000	"SUPPLIES - COMPENSATO	149.22	.00	100.00	149.22	100.00	.00%	N
31-6399.00-001-199000	GENERAL SUPPLIES/HS	480.22	.00	400.00	480.22	400.00	.00%	N
31-6399.00-001-1990HS	RED RIBBON WEEK SUPPLI	.00	.00	300.00	.00	300.00	.00%	N
31-6399.00-041-199000	GENERAL SUPPLIES/JR HIG	347.06	.00	500.00	347.06	500.00	.00%	N
31-6399.00-101-124000	SUPPLIES-ELEM ST COMP E	200.00	.00	300.00	.00	300.00	.00%	N
31-6399.00-101-199000	GENERAL SUPPLIES/ELEM	135.34	.00	1,000.00	286.27	1,000.00	.00%	N
31-6399.00-101-1990EL	RED RIBBON WEEK SUPPLI	207.70	.00	300.00	207.70	500.00	66.67%	N
63XX Totals		3,091.30	.00	4,700.00	3,042.23	4,900.00	4.26%	
31-6411.00-001-199000	TRAVEL-HS	.00	.00	1,000.00	.00	1,000.00	.00%	N
31-6411.00-041-199000	TRAVEL-JH	435.26	.00	500.00	435.26	500.00	.00%	N
31-6411.00-101-199000	TRAVEL-ELEM	.00	.00	1,000.00	.00	1,000.00	.00%	N
31-6411.01-001-199000	TRAVEL. AND SUBS.-TECH	.00	.00	200.00	.00	200.00	.00%	N
31-6499.00-001-199000	FEES & DUES-HS STUDENT	.00	.00	600.00	.00	600.00	.00%	N
31-6499.00-041-199000	FEES & DUES- JH COUNSEL	297.73	.00	300.00	297.73	300.00	.00%	N
31-6499.00-101-199000	FEES & DUES-ELEM COUNS	.00	.00	500.00	.00	500.00	.00%	N
64XX Totals		732.99	.00	4,100.00	732.99	4,100.00	.00%	
31-6639.00-001-199000	FURNITURE-HS	.00	.00	200.00	.00	200.00	.00%	N
31-6639.00-041-199000	FURNITURE-JH	199.76	.00	200.00	199.76	200.00	.00%	N
31-6639.00-101-199000	FURNITURE-ELEM.	.00	.00	200.00	.00	200.00	.00%	N
66XX Totals		199.76	.00	600.00	199.76	600.00	.00%	
Function 31 Totals		167,945.30	.00	211,294.00	194,368.57	223,667.00	5.86%	

Func-Obj-So-Org-Prog	Description	2018 - 2019 Last Yr Closing Amt	2019 - 2020 This Yr Orig Budget	2019 - 2020 This Yr Amend Budget	2019 - 2020 This Yr Actual Amt	2020 - 2021 Next Yr Recommend	Pct Inc /Dec	Lk
33-6129.01-999-199000	SUB-NURSE LVN	.00	.00	1,000.00	78.52	1,000.00	.00%	N
33-6129.77-999-199000	SCHOOL NURSE-LVN	28,042.12	.00	32,057.00	28,042.12	32,446.00	1.21%	N
33-6141.00-999-199000	"EMPLOYER'S SHARE,FICA"	.00	.00	.00	.00	_____.	.00%	N
33-6141.01-999-199000	SOCIAL SECURITY/MEDICA	.00	.00	.00	1.14	_____.	.00%	N
33-6141.77-999-199000	SOCIAL SECURITY/MEDICA	406.64	.00	500.00	406.64	500.00	.00%	N
33-6142.00-999-199000	HEALTH INSURANCE/NURS	.00	.00	.00	.00	_____.	.00%	N
33-6142.77-999-199000		.00	.00	3,300.00	.00	3,300.00	.00%	N
33-6143.00-999-199000	WORKER'S COMP.	216.03	.00	300.00	216.03	300.00	.00%	N
33-6144.00-999-199000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.	.00%	N
33-6144.77-999-199000		.00	.00	.00	.00	_____.	.00%	N
33-6145.00-999-199000	UNEMPLOYMENT COMP.	23.54	.00	35.00	23.54	35.00	.00%	N
33-6146.00-999-199000	TEACHER RETIREMENT	.00	.00	.00	.00	_____.	.00%	N
33-6146.01-999-199000	TEACHER RETIREMENT/TR	.00	.00	.00	1.77	_____.	.00%	N
33-6146.77-999-199000	TEACHER RETIREMT/TRS C	502.97	.00	660.00	580.61	739.00	11.97%	N
	61XX Totals	29,191.30	.00	37,852.00	29,350.37	38,320.00	1.24%	
33-6219.00-999-199000	EMPLOYEE FLU & HEPATITI	.00	.00	1,300.00	.00	1,300.00	.00%	N
33-6239.00-999-199000	REGION 7 ESC CONTRACTS	500.00	.00	1,000.00	500.00	1,000.00	.00%	N
33-6249.00-999-199000	MAINT/REPAIR-AUDIO METE	.00	.00	300.00	.00	300.00	.00%	N
	62XX Totals	500.00	.00	2,600.00	500.00	2,600.00	.00%	
33-6399.00-999-199000	NURSE SUPPLIES	1,182.22	.00	1,500.00	1,182.22	1,500.00	.00%	N
	63XX Totals	1,182.22	.00	1,500.00	1,182.22	1,500.00	.00%	
33-6411.00-999-199000	TRAVEL/NURSE	.00	.00	250.00	.00	250.00	.00%	N
	64XX Totals	.00	.00	250.00	.00	250.00	.00%	
33-6639.00-001-199000	FURN & EQUIP-NURSE	527.20	.00	2,500.00	527.20	2,500.00	.00%	N
	66XX Totals	527.20	.00	2,500.00	527.20	2,500.00	.00%	
	Function 33 Totals	31,400.72	.00	44,702.00	31,559.79	45,170.00	1.05%	

<u>Fnc-Obj.</u> <u>So-Org</u> <u>-Prog</u>	<u>Description</u>	<u>2018 - 2019</u> <u>Last Yr</u> <u>Closing Amt</u>	<u>2019 - 2020</u> <u>This Yr</u> <u>Orig Budget</u>	<u>2019 - 2020</u> <u>This Yr</u> <u>Amend Budget</u>	<u>2019 - 2020</u> <u>This Yr</u> <u>Actual Amt</u>	<u>2020 - 2021</u> <u>Next Yr</u> <u>Recommend</u>	<u>Pct Inc</u> <u>/Dec</u>	<u>Lk</u>
34-6129.00-999-123000	SPECIAL ED-BUS DRIVER	.00	.00	10,380.00	.00	10,800.00	4.05%	N
34-6129.00-999-199000	TRANSPORTATION SALARIE	69,371.64	.00	83,040.00	72,574.36	89,400.00	7.66%	N
34-6129.01-999-123000	"SUBSTITUTE,SPECIAL ED-B	.00	.00	300.00	.00	300.00	.00%	N
34-6129.01-999-199000	TRANSPORTATION DIRECT	7,785.00	.00	10,380.00	9,515.00	10,800.00	4.05%	N
34-6129.02-999-199000	SUB. BUS DRIVERS-REGUL	6,290.00	.00	16,000.00	6,750.00	16,000.00	.00%	N
34-6129.04-999-199000	BUS DRIVERS-TRAINING &	475.65	.00	1,100.00	475.65	1,100.00	.00%	N
34-6129.05-999-199000	WASHING BUS-OR-ATTEND	2,130.00	.00	3,500.00	2,340.00	3,500.00	.00%	N
34-6141.00-999-123000	SOCIAL SECURITY/MEDICA	.00	.00	50.00	.00	50.00	.00%	N
34-6141.00-999-199000	"EMPLOYERS SHARE, FICA"	1,411.52	.00	2,600.00	1,549.26	2,600.00	.00%	N
34-6141.01-999-199000	SOCIAL SECURITY/MEDICA	83.43	.00	800.00	101.97	800.00	.00%	N
34-6141.02-999-199000		104.95	.00	500.00	117.83	500.00	.00%	N
34-6141.04-999-199000		21.17	.00	60.00	21.17	60.00	.00%	N
34-6141.05-999-199000		44.95	.00	120.00	49.83	120.00	.00%	N
34-6142.00-999-199000	HEALTH INSURANCE/TRAN	2,178.72	.00	3,300.00	2,181.48	3,300.00	.00%	N
34-6142.01-999-199000		387.09	.00	3,300.00	473.11	3,300.00	.00%	N
34-6142.02-999-199000		.00	.00	400.00	.00	400.00	.00%	N
34-6142.04-999-199000		.00	.00	.00	.00	_____.	.00%	N
34-6143.00-999-123000	WORKER'S COMP CLAIMS P	.00	.00	4,000.00	.00	4,000.00	.00%	N
34-6143.00-999-1230WC	WORKERS COMP CLAIMS P	.00	.00	.00	.00	_____.	.00%	N
34-6143.00-999-199000	WORKERS COMPENSATION	432.06	.00	625.00	432.06	625.00	.00%	N
34-6143.00-999-1990WC	WKRS COMP CLAIMS PD TR	.00	.00	.00	.00	_____.	.00%	N
34-6144.00-999-123000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.	.00%	N
34-6144.00-999-199000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.	.00%	N
34-6144.01-999-199000		.00	.00	.00	.00	_____.	.00%	N
34-6144.02-999-199000		.00	.00	.00	.00	_____.	.00%	N
34-6144.04-999-199000		.00	.00	.00	.00	_____.	.00%	N
34-6144.05-999-199000		.00	.00	.00	.00	_____.	.00%	N

<u>Fnc-Obj-So-Org-Prog</u>	<u>Description</u>	<u>2018 - 2019 Last Yr Closing Amt</u>	<u>2019 - 2020 This Yr Orig Budget</u>	<u>2019 - 2020 This Yr Amend Budget</u>	<u>2019 - 2020 This Yr Actual Amt</u>	<u>2020 - 2021 Next Yr Recommend</u>	<u>Pct Inc /Dec</u>	<u>Lk</u>
34-6145.00-999-199000	UNEMPLOYMENT COMP.	70.62	.00	120.00	70.62	120.00	.00%	N
34-6146.00-999-123000	TEACHER RETIREMT/TRS C	.00	.00	.00	.00		.00%	N
34-6146.00-999-199000	TEACHER RETIREMENT	823.46	.00	1,360.00	946.70	1,360.00	.00%	N
34-6146.01-999-199000		162.17	.00	1,260.00	201.09	1,260.00	.00%	N
34-6146.02-999-199000		108.74	.00	110.00	112.34	110.00	.00%	N
34-6146.04-999-199000		.00	.00	15.00	.00	15.00	.00%	N
34-6146.05-999-199000		28.19	.00	50.00	33.12	50.00	.00%	N
	61XX Totals	91,909.36	.00	143,370.00	97,945.59	150,570.00	5.02%	
34-6219.00-999-199000	BUS DRIVER'S CERTIFICATI	1,110.00	.00	1,000.00	1,110.00	1,200.00	20.00%	N
34-6249.00-999-122000	Contracted repairs to Ag truck	306.00	.00	800.00	306.00	800.00	.00%	N
34-6249.00-999-199000	CONT MAINT.& REPAIR-VEH	4,783.31	.00	8,500.00	5,088.31	8,500.00	.00%	N
34-6299.00-001-123000	SPECIAL ED TRANSPORTAT	.00	.00	200.00	.00	200.00	.00%	N
34-6299.00-101-123000	SPECIAL ED. TRANSPORTA	.00	.00	6,000.00	.00	6,000.00	.00%	N
34-6299.00-999-199000	OTHER CONTRACTED SER	1,640.13	.00	5,500.00	1,640.13	5,500.00	.00%	N
34-6299.01-999-199000	CONTR.SVCS/DRIVER DRU	672.00	.00	1,500.00	732.00	1,500.00	.00%	N
	62XX Totals	8,511.44	.00	23,500.00	8,876.44	23,700.00	.85%	
34-6311.00-999-199000	"GASOLINE, OIL, TIRES, ETC	49,851.81	.00	65,000.00	47,833.90	65,000.00	.00%	N
34-6319.00-999-122000	VOCATIONAL TRUCK REPAI	4,833.00	.00	750.00	4,833.00	750.00	.00%	N
34-6319.00-999-123000	BUS REPAIR/PARTS & SUPP	.00	.00	1,200.00	.00	1,200.00	.00%	N
34-6319.00-999-199000	TRANSPORTATION SUPPLIE	17,740.51	.00	20,000.00	17,444.55	20,000.00	.00%	N
34-6319.01-999-199000	TRANSPORTATION UNIFOR	570.57	.00	650.00	510.51	650.00	.00%	N
	63XX Totals	72,995.89	.00	87,600.00	70,621.96	87,600.00	.00%	
34-6411.00-999-199000	TRAVEL AND SUBSISTENCE	188.35	.00	3,000.00	188.35	3,000.00	.00%	N
34-6429.00-999-199000	LIABILITY INSURANCE FOR	15,518.00	.00	15,000.00	15,518.00	17,000.00	13.33%	N
34-6494.00-999-199000	TRANSPORTATION EXPENS	.00	.00	.00	.00		.00%	N
34-6499.00-999-199000	FEES/COMM. DRIVERS LICE	4,147.32	.00	400.00	4,301.32	4,500.00	1,025.00%	N
34-6499.01-999-199000	SAFETY AWARDS	.00	.00	200.00	.00	200.00	.00%	N

<u>Fnc-Obj,So-Org-Prog</u>	<u>Description</u>	<u>2018 - 2019 Last Yr Closing Amt</u>	<u>2019 - 2020 This Yr Orig Budget</u>	<u>2019 - 2020 This Yr Amend Budget</u>	<u>2019 - 2020 This Yr Actual Amt</u>	<u>2020 - 2021 Next Yr Recommend</u>	<u>Pct Inc /Dec</u>	<u>Lk</u>
64XX Totals		19,853.67	.00	18,600.00	20,007.67	24,700.00	32.80%	
34-6631.00-999-122000	VEHICLES-PER UNIT COST	.00	.00	.00	.00	_____.	.00%	N
34-6631.00-999-199000	VEHICLES-PER UNIT COST	48,534.30	.00	60,000.00	142,089.30	93,555.00	55.93%	N
34-6649.00-999-199000	BUS CAMERAS	.00	.00	.00	.00	_____.	.00%	N
66XX Totals		48,534.30	.00	60,000.00	142,089.30	93,555.00	55.93%	
Function 34 Totals		241,804.66	.00	333,070.00	339,540.96	380,125.00	14.13%	
35-6144.00-999-199000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.	.00%	N
35-6144.01-999-199000		.00	.00	.00	.00	_____.	.00%	N
35-6144.03-999-199000		.00	.00	.00	.00	_____.	.00%	N
35-6144.05-999-199000		.00	.00	.00	.00	_____.	.00%	N
61XX Totals		.00	.00	.00	.00	_____.	.00%	
Function 35 Totals		.00	.00	.00	.00	_____.	.00%	
36-6119.00-001-191000	SALARIES OR WAGES-TECH	91,942.60	.00	113,575.00	108,694.10	129,427.00	13.96%	N
36-6119.01-001-199000	ASSISTANT BAND DIRECTO	5,895.52	.00	6,602.00	5,895.52	6,207.00	-5.98%	N
36-6119.01-041-191000	SALARIES OR WAGES-TECH	66,718.56	.00	80,156.00	82,170.18	71,823.00	-10.40%	N
36-6119.02-001-199000	BAND DIRECTOR	10,009.39	.00	11,208.00	10,009.39	11,290.00	.73%	N
36-6119.03-001-191000	CHEERLEADER SPONSOR-	1,500.00	.00	1,500.00	1,500.00	1,500.00	.00%	N
36-6119.03-001-199000	UIL SPONSOR-OAP	1,339.68	.00	1,500.00	1,339.68	1,500.00	.00%	N
36-6119.03-041-199000	UIL SPONSOR-JH OAP	1,000.00	.00	1,000.00	1,000.00	1,000.00	.00%	N
36-6119.04-001-199000	HS YEARBOOK SPONSOR	.00	.00	1,000.00	.00	1,000.00	.00%	N
36-6119.04-041-191000	CHEERLEADER SPONSOR-J	1,000.00	.00	1,000.00	1,000.00	1,000.00	.00%	N
36-6119.04-041-199000	JH YEARBOOK SPONSOR	.00	.00	400.00	.00	400.00	.00%	N
36-6119.04-101-199000	ELEMENTARY YEARBOOK S	.00	.00	600.00	.00	600.00	.00%	N
36-6119.05-001-199000	UIL SPONSORS-HIGH SCHO	200.00	.00	3,000.00	200.00	3,000.00	.00%	N
36-6119.05-041-199000	UIL SPONSOR-JR. HIGH	4,300.00	.00	3,500.00	4,300.00	3,500.00	.00%	N
36-6119.06-001-199000	HS PROM SPONSOR	.00	.00	1,000.00	.00	1,000.00	.00%	N
36-6119.06-041-199000	ONE-ACT PLAY HOST/HOST	.00	.00	200.00	.00	200.00	.00%	N

<u>Fnc-Obj-So-Org-Prog</u>	<u>Description</u>	<u>2018 - 2019 Last Yr Closing Amt</u>	<u>2019 - 2020 This Yr Orig Budget</u>	<u>2019 - 2020 This Yr Amend Budget</u>	<u>2019 - 2020 This Yr Actual Amt</u>	<u>2020 - 2021 Next Yr Recommend</u>	<u>Pct Inc /Dec</u>	<u>Lk</u>
36-6121.00-001-191000	"EXTRA DUTY PAY -TICKET	2,548.84	.00	8,500.00	3,048.84	8,500.00	.00%	N
36-6121.01-001-191000	EXTRA DUTY PAY-BUS DRIV	1,463.12	.00	3,000.00	1,463.12	3,000.00	.00%	N
36-6129.00-001-191000	MAJORETTE SPONSOR	1,500.00	.00	1,500.00	1,500.00	1,500.00	.00%	N
36-6129.00-041-191000	SALARIES FOR SUPPORT P	7,590.91	.00	8,500.00	7,590.91	8,500.00	.00%	N
36-6129.01-041-191000	JH MAJORETTE SPONSOR	1,000.00	.00	1,000.00	1,000.00	1,000.00	.00%	N
36-6129.02-001-191000	AIDE-HS COACH	10,196.17	.00	10,297.00	10,196.17	10,797.00	4.86%	N
36-6141.00-001-191000	SOCIAL SECURITY/MEDICA	1,328.68	.00	15,000.00	1,577.23	1,797.00	-88.02%	N
36-6141.00-001-199000	SOCIAL SECURITY	.00	.00	1,500.00	.00	1,500.00	.00%	N
36-6141.00-041-191000	SOCIAL SECURITY/MEDICA	110.05	.00	300.00	110.05	300.00	.00%	N
36-6141.00-041-199000	SOCIAL SECURITY	.00	.00	400.00	.00	400.00	.00%	N
36-6141.00-101-199000	SOCIAL SECURITY	.00	.00	25.00	.00	25.00	.00%	N
36-6141.00-999-199000	SOCIAL SECURITY	.00	.00	25.00	.00	25.00	.00%	N
36-6141.01-001-191000		37.67	.00	35.00	37.67	35.00	.00%	N
36-6141.01-001-199000	SOCIAL SECURITY/MEDICA	82.18	.00	125.00	82.18	90.00	-28.00%	N
36-6141.01-041-191000	SOCIAL SECURITY/MEDICA	954.28	.00	750.00	1,176.84	1,017.00	35.60%	N
36-6141.01-999-191000	SOCIAL SECURITY	.00	.00	25.00	.00	25.00	.00%	N
36-6141.02-001-191000	SOCIAL SECURITY/MEDICA	135.18	.00	325.00	135.18	325.00	.00%	N
36-6141.02-001-199000	SOCIAL SECURITY/MEDICA	128.07	.00	250.00	128.07	250.00	.00%	N
36-6141.03-001-191000		21.74	.00	25.00	21.74	25.00	.00%	N
36-6141.03-001-199000	SOCIAL SECURITY/MEDICA	19.17	.00	20.00	19.17	22.00	10.00%	N
36-6141.03-041-199000		13.38	.00	15.00	13.38	15.00	.00%	N
36-6141.04-001-199000	SOCIAL SECURITY/MEDICA	.00	.00	20.00	.00	20.00	.00%	N
36-6141.04-041-191000		13.68	.00	20.00	13.68	20.00	.00%	N
36-6141.04-041-199000	SOCIAL SECURITY/MEDICA	.00	.00	20.00	.00	20.00	.00%	N
36-6141.04-101-199000	SOCIAL SECURITY/MEDICA	.00	.00	20.00	.00	20.00	.00%	N
36-6141.05-001-199000		2.83	.00	25.00	2.83	25.00	.00%	N
36-6141.05-041-199000		56.65	.00	30.00	56.65	30.00	.00%	N

Fncl-Obj-So-Org-Prgr	Description	2018 - 2019 Last Yr Closing Amt	2019 - 2020 This Yr Orig Budget	2019 - 2020 This Yr Amend Budget	2019 - 2020 This Yr Actual Amt	2020 - 2021 Next Yr Recommend	Pct Inc /Dec	Lk
36-6141.06-001-199000		.00	.00	15.00	.00	15.00	.00%	N
36-6142.00-001-191000	GROUP HEALTH INSURANC	4,501.68	.00	6,600.00	5,213.06	6,600.00	.00%	N
36-6142.00-001-199000	GROUP HEALTH INSURANC	.00	.00	3,300.00	.00	3,300.00	.00%	N
36-6142.00-041-191000	GROUP HEALTH INSURANC	.00	.00	.00	.00	_____.	.00%	N
36-6142.00-041-199000	GROUP HEALTH & LIFE INS	.00	.00	.00	.00	_____.	.00%	N
36-6142.00-101-199000	GROUP HEALTH & LIFE INS	.00	.00	.00	.00	_____.	.00%	N
36-6142.01-001-199000		436.23	.00	1,079.00	484.70	1,079.00	.00%	N
36-6142.01-041-191000		2,907.63	.00	3,871.00	3,368.20	3,871.00	.00%	N
36-6142.02-001-191000		609.84	.00	1,380.00	677.60	1,380.00	.00%	N
36-6142.02-001-199000		515.52	.00	1,060.00	572.80	1,060.00	.00%	N
36-6142.03-001-199000		.00	.00	.00	.00	_____.	.00%	N
36-6143.00-001-199000	WORKER'S COMPENSATION	.00	.00	.00	.00	_____.	.00%	N
36-6144.00-001-191000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.	.00%	N
36-6144.00-001-199000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.	.00%	N
36-6144.00-041-191000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.	.00%	N
36-6144.00-041-199000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.	.00%	N
36-6144.00-101-199000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.	.00%	N
36-6144.01-001-191000		.00	.00	.00	.00	_____.	.00%	N
36-6144.01-001-199000		.00	.00	.00	.00	_____.	.00%	N
36-6144.01-041-191000		.00	.00	.00	.00	_____.	.00%	N
36-6144.02-001-191000		.00	.00	.00	.00	_____.	.00%	N
36-6144.02-001-199000		.00	.00	.00	.00	_____.	.00%	N
36-6144.03-001-191000		.00	.00	.00	.00	_____.	.00%	N
36-6144.03-001-199000		.00	.00	.00	.00	_____.	.00%	N
36-6144.03-041-199000		.00	.00	.00	.00	_____.	.00%	N
36-6144.04-001-199000		.00	.00	.00	.00	_____.	.00%	N
36-6144.04-041-191000		.00	.00	.00	.00	_____.	.00%	N

Fncl-Obj-So-Org-Prgr	Description	2018 - 2019 Last Yr Closing Amt	2019 - 2020 This Yr Orig Budget	2019 - 2020 This Yr Amend Budget	2019 - 2020 This Yr Actual Amt	2020 - 2021 Next Yr Recommend	Pct Inc /Dec	Lk
36-6144.04-041-199000		.00	.00	.00	.00	_____.	.00%	N
36-6144.04-101-199000		.00	.00	.00	.00	_____.	.00%	N
36-6144.05-001-199000		.00	.00	.00	.00	_____.	.00%	N
36-6144.05-041-199000		.00	.00	.00	.00	_____.	.00%	N
36-6144.06-001-199000		.00	.00	.00	.00	_____.	.00%	N
36-6145.00-001-199000	UNEMPLOYMENT COMPEN	.00	.00	.00	.00	_____.	.00%	N
36-6146.00-001-191000	TEACHER RETIREMENT	3,309.18	.00	3,500.00	4,076.40	5,509.00	57.40%	N
36-6146.00-001-199000	TEACHER RETIREMENT	.00	.00	235.00	.00	235.00	.00%	N
36-6146.00-041-191000	TEACHER RETIREMENT	142.78	.00	300.00	164.03	300.00	.00%	N
36-6146.00-041-199000	TEACHER RETIREMENT	.00	.00	25.00	.00	25.00	.00%	N
36-6146.00-101-199000	TEACHER RETIREMENT	.00	.00	.00	.00	_____.	.00%	N
36-6146.01-001-191000		21.05	.00	10.00	21.05	10.00	.00%	N
36-6146.01-001-199000	TEACHER RETIREMT/TRS C	155.07	.00	300.00	182.75	306.00	2.00%	N
36-6146.01-041-191000	TEACHER RETIREMT/TRS C	2,318.34	.00	3,068.00	3,073.36	3,068.00	.00%	N
36-6146.02-001-191000	TEACHER RETIREMT/TRS C	173.89	.00	400.00	199.63	400.00	.00%	N
36-6146.02-001-199000	TEACHER RETIREMT/TRS C	198.77	.00	610.00	247.97	610.00	.00%	N
36-6146.03-001-191000		27.01	.00	35.00	33.76	35.00	.00%	N
36-6146.03-001-199000	TEACHER RETIREMT/TRS C	99.00	.00	217.00	133.78	68.00	-68.66%	N
36-6146.03-041-199000		22.22	.00	25.00	22.22	25.00	.00%	N
36-6146.04-001-199000	TEACHER RETIREMT/TRS C	.00	.00	.00	.00	_____.	.00%	N
36-6146.04-041-191000		26.54	.00	20.00	33.36	20.00	.00%	N
36-6146.04-041-199000	TEACHER RETIREMT/TRS C	.00	.00	.00	.00	_____.	.00%	N
36-6146.04-101-199000	TEACHER RETIREMT/TRS C	.00	.00	.00	.00	_____.	.00%	N
36-6146.05-001-199000		5.17	.00	100.00	5.17	100.00	.00%	N
36-6146.05-041-199000		99.88	.00	115.00	99.88	115.00	.00%	N
36-6146.06-001-199000		.00	.00	45.00	.00	45.00	.00%	N
36-6149.00-001-199000	EMPLOYEE BENEFITS	.00	.00	.00	.00	_____.	.00%	N

Fn-Obj,So-Org-Pr	Description	2018 - 2019 Last Yr Closing Amt	2019 - 2020 This Yr Orig Budget	2019 - 2020 This Yr Amend Budget	2019 - 2020 This Yr Actual Amt	2020 - 2021 Next Yr Recommend	Pct Inc /Dec	Lk
61XX Totals		226,678.15	.00	304,303.00	262,892.30	300,906.00	-1.12%	
36-6219.00-001-191000	ATHLETIC OFFICIALS	18,610.00	.00	13,000.00	18,610.00	15,000.00	15.38%	N
36-6219.00-001-199000	YEARBOOK PUBLISHING	2,000.00	.00	2,000.00	2,000.00	2,000.00	.00%	N
36-6219.00-001-1990BD	MAJORETTE JUDGES	150.00	.00	300.00	300.00	300.00	.00%	N
36-6219.01-001-191000	AMBULANCE SERVICES	.00	.00	8,500.00	.00	8,500.00	.00%	N
36-6219.02-001-191000	SECURITY FOR ATHLETIC A	4,300.00	.00	5,000.00	4,300.00	5,000.00	.00%	N
36-6219.03-001-191000	DRUG TESTING	1,374.00	.00	3,200.00	1,374.00	3,200.00	.00%	N
36-6219.04-001-191000	FOOTBALL CLOCK KEEPER	.00	.00	2,500.00	.00	2,500.00	.00%	N
36-6219.05-001-191000	TOURNAMENT OFFICIALS/S	.00	.00	3,600.00	.00	3,600.00	.00%	N
36-6219.05-999-199000	UIL CONTEST JUDGING	.00	.00	200.00	.00	200.00	.00%	N
36-6219.06-001-191000	HS CHEERLEADER JUDGES	300.00	.00	325.00	300.00	325.00	.00%	N
36-6249.01-001-191000	RECONDITIONING-ATHLETI	5,551.55	.00	4,000.00	5,551.55	6,000.00	50.00%	N
36-6269.00-001-191000	RENTAL EQUIPMENT	.00	.00	700.00	.00	700.00	.00%	N
36-6269.00-001-199000	RENTALS-GRADUATION	.00	.00	1,400.00	928.13	1,400.00	.00%	N
36-6299.00-001-191000	GATE SPLIT	6,860.04	.00	2,500.00	4,147.20	2,500.00	.00%	N
36-6299.01-001-191000	MISC CONTRACTED SERVIC	3,515.64	.00	3,500.00	4,403.00	3,500.00	.00%	N
36-6299.02-001-191000	MISC CONTRACTED SVCS N	.00	.00	.00	.00	.00	.00%	N
62XX Totals		42,661.23	.00	50,725.00	41,913.88	54,725.00	7.89%	
36-6399.00-001-191000	FOOTBALL SUPPLIES	14,856.88	.00	12,500.00	13,136.88	12,500.00	.00%	N
36-6399.00-001-1990BD	BAND UNIFORMS	3,455.79	.00	3,000.00	3,455.79	3,000.00	.00%	N
36-6399.00-041-191000	JH FOOTBALL SUPPLIES	1,601.08	.00	1,500.00	1,601.08	2,000.00	33.33%	N
36-6399.01-001-191000	TRAINING SUPPLIES	4,115.29	.00	4,250.00	4,222.65	4,250.00	.00%	N
36-6399.01-001-1910BY	HS BASKETBALL SUPPLIES-	2,408.03	.00	2,500.00	2,408.03	2,500.00	.00%	N
36-6399.01-001-1910GR	HS BASKETBALL SUPPLIES-	3,415.85	.00	2,500.00	3,415.85	2,500.00	.00%	N
36-6399.02-001-191000	BASEBALL SUPPLIES	3,947.59	.00	3,500.00	3,947.59	4,500.00	28.57%	N
36-6399.03-001-191000	TRACK SUPPLIES-BOYS	1,200.00	.00	1,200.00	1,200.00	2,500.00	108.33%	N
36-6399.03-001-1910GR	HS TRACK SUPPLIES-GIRLS	1,170.02	.00	1,200.00	1,170.02	2,500.00	108.33%	N

<u>Fnc-Obj.</u> <u>So-Org-Prgr</u>	<u>Description</u>	<u>2018 - 2019</u> <u>Last Yr</u> <u>Closing Amt</u>	<u>2019 - 2020</u> <u>This Yr</u> <u>Orig Budget</u>	<u>2019 - 2020</u> <u>This Yr</u> <u>Amend Budget</u>	<u>2019 - 2020</u> <u>This Yr</u> <u>Actual Amt</u>	<u>2020 - 2021</u> <u>Next Yr</u> <u>Recommend</u>	<u>Pct Inc</u> <u>/Dec</u>	<u>Lk</u>
36-6399.03-041-191000	TRACK SUPPLIES-JH BOYS	998.09	.00	900.00	798.09	1,000.00	11.11%	N
36-6399.04-001-191000	TENNIS SUPPLIES	822.63	.00	1,000.00	1,010.33	1,000.00	.00%	N
36-6399.04-041-191000	TRACK SUPPLIES-JH GIRLS	1,283.29	.00	900.00	856.51	1,000.00	11.11%	N
36-6399.05-001-191000	GOLF SUPPLIES	.00	.00	1,000.00	.00	1,000.00	.00%	N
36-6399.05-041-191000	JH BOYS BASKETBALL SUP	.00	.00	.00	.00	1,000.00	100.00%	N
36-6399.06-001-191000	CROSS COUNTRY SUPPLIE	631.97	.00	800.00	631.97	800.00	.00%	N
36-6399.06-001-199000	HIGH SCHOOL UIL SUPPLIE	587.25	.00	750.00	137.25	750.00	.00%	N
36-6399.06-041-191000	JH GIRLS BASKETBALL SUP	.00	.00	.00	.00	1,000.00	100.00%	N
36-6399.06-041-199000	ONE ACT PLAY SUPPLIES -	347.41	.00	300.00	231.35	400.00	33.33%	N
36-6399.07-001-191000	UNIFORMS	6,642.74	.00	5,500.00	6,642.74	5,500.00	.00%	N
36-6399.07-041-191000	JH BOYS & GIRLS CROSS C	.00	.00	.00	.00	5,000.00	100.00%	N
36-6399.07-041-199000	JH UIL SUPPLIES	198.20	.00	300.00	198.20	400.00	33.33%	N
36-6399.08-999-191000	FIELD MAINTENANCE SUPP	8,022.87	.00	8,000.00	8,227.92	8,000.00	.00%	N
36-6399.09-001-191000	SOFTBALL SUPPLIES	3,672.03	.00	3,500.00	3,361.63	3,500.00	.00%	N
36-6399.10-001-191000	HIGH SCHOOL CHEERLEAD	623.66	.00	800.00	623.66	800.00	.00%	N
36-6399.10-041-191000	JR. HIGH CHEERLEADERS	45.00	.00	300.00	45.00	300.00	.00%	N
36-6399.11-001-191000	ATHLETIC CLOTH-HS & JH	1,804.04	.00	2,000.00	2,000.00	2,000.00	.00%	N
36-6399.11-101-199000	ARCHERY SUPPLIES	3,000.00	.00	3,000.00	3,000.00	3,000.00	.00%	N
36-6399.14-001-1910BD	HS MAJORETTES SUPPLIES	100.00	.00	350.00	250.00	350.00	.00%	N
36-6399.15-001-191000	BASKETBALL TOURNAMENT	256.92	.00	3,000.00	256.92	3,000.00	.00%	N
36-6399.16-001-191000	HS CHEERLEADING CAMP	.00	.00	800.00	.00	800.00	.00%	N
36-6399.18-001-191000	POWERLIFTING SUPPLIES	2,827.06	.00	500.00	2,827.06	2,500.00	400.00%	N
36-6399.19-001-191000	HUDL VIDEO SUPPLIES	3,598.00	.00	2,500.00	1,799.00	3,600.00	44.00%	N
	63XX Totals	71,631.69	.00	68,350.00	67,455.52	82,950.00	21.36%	
36-6411.00-001-191000	TRAVEL HS COACHES	5,748.27	.00	3,000.00	3,598.27	4,000.00	33.33%	N
36-6411.01-041-191000	TRAVEL JH COACHES	1,979.32	.00	500.00	1,329.32	1,500.00	200.00%	N
36-6411.02-999-199000	TRAVEL UIL SPONSORS	80.00	.00	500.00	80.00	500.00	.00%	N

<u>Fnc-Obj-So-Org-Prog</u>	<u>Description</u>	<u>2018 - 2019 Last Yr Closing Amt</u>	<u>2019 - 2020 This Yr Orig Budget</u>	<u>2019 - 2020 This Yr Amend Budget</u>	<u>2019 - 2020 This Yr Actual Amt</u>	<u>2020 - 2021 Next Yr Recommend</u>	<u>Pct Inc /Dec</u>	<u>Lk</u>
36-6411.03-001-191000	TRAVEL PLAYOFFS COACH	.00	.00	500.00	.00	500.00	.00%	N
36-6412.00-999-199000	TRAVEL & SUBSISTENCE-UI	.00	.00	6,000.00	.00	6,000.00	.00%	N
36-6412.01-001-191000	T & S-HS BASEBALL ATHLET	3,554.05	.00	2,500.00	834.05	3,500.00	40.00%	N
36-6412.01-001-1990BD	HS BAND STUDENT TRAVEL	1,330.97	.00	800.00	772.97	800.00	.00%	N
36-6412.01-041-191000	TRAVEL JH ATHLETES	385.80	.00	2,000.00	385.80	2,000.00	.00%	N
36-6412.01-041-1990BD	JH BAND STUDENT TRAVEL	272.97	.00	300.00	272.97	300.00	.00%	N
36-6412.02-001-199000	T & S-UIL/HS-ACADEMIC ST	660.00	.00	2,400.00	660.00	2,400.00	.00%	N
36-6412.02-041-199000	T & S JH STUDENT	.00	.00	100.00	.00	100.00	.00%	N
36-6412.03-001-199000	TRAVEL & SUBS-HS OAP ST	159.96	.00	1,300.00	79.98	1,300.00	.00%	N
36-6412.03-041-199000	TRAVEL JH UIL STUDENTS	233.52	.00	300.00	233.52	300.00	.00%	N
36-6412.04-001-191000	TRAVEL HS ATHLETIC WINN	1,756.69	.00	4,500.00	3,855.38	4,500.00	.00%	N
36-6412.04-041-199000	TRAVEL & SUBSISTENCE-JH	.00	.00	250.00	.00	250.00	.00%	N
36-6412.05-001-191000	T & S-HS FOOTBALL ATHLE	1,995.57	.00	3,500.00	1,995.57	3,500.00	.00%	N
36-6412.05-041-191000	T & S-JH ATHLETES	635.73	.00	2,000.00	635.73	2,000.00	.00%	N
36-6412.06-001-191000	T &S-HS BASKETBALL BOY	2,152.13	.00	1,000.00	2,152.13	2,500.00	150.00%	N
36-6412.07-001-191000	T & S-HS BASKETBALL GIRL	1,296.02	.00	1,000.00	1,296.02	1,500.00	50.00%	N
36-6412.08-001-191000	T & S-HS GIRLS SOFTBALL	352.89	.00	1,500.00	352.89	1,500.00	.00%	N
36-6412.09-001-191000	T & S-HS TRACK	986.00	.00	1,000.00	986.00	2,500.00	150.00%	N
36-6412.10-001-191000	T & S-HS TENNIS	111.43	.00	1,000.00	111.43	1,000.00	.00%	N
36-6412.11-001-191000	T & S-HS CROSS COUNTRY	417.00	.00	500.00	417.00	500.00	.00%	N
36-6412.12-001-191000	T & S-HS GOLF	.00	.00	400.00	.00	400.00	.00%	N
36-6412.13-001-191000	T & S POWERLIFTING	882.00	.00	500.00	882.00	1,200.00	140.00%	N
36-6419.00-001-191000	OTHER TRAVEL/SUB. ATHL.	.00	.00	500.00	.00	500.00	.00%	N
36-6429.00-999-191000	ATHLETIC INSURANCE	16,449.00	.00	16,500.00	16,449.00	16,500.00	.00%	N
36-6494.00-999-199000	RECLASSIFIED TRANSPORT	.00	.00	.00	.00	_____	.00%	N
36-6499.00-001-199000	VETERAN'S DAY CEREMON	774.11	.00	500.00	774.11	500.00	.00%	N
36-6499.00-001-1990BD	FEE/DUES HS BAND	550.00	.00	300.00	550.00	300.00	.00%	N

Fn-Obj-So-Org-Prgr	Description	2018 - 2019 Last Yr Closing Amt	2019 - 2020 This Yr Orig Budget	2019 - 2020 This Yr Amend Budget	2019 - 2020 This Yr Actual Amt	2020 - 2021 Next Yr Recommend	Pct Inc /Dec	Lk
36-6499.00-001-1990HS	CAMPUS DISCRETIONARY F	1,107.27	.00	3,200.00	1,179.60	3,200.00	.00%	N
36-6499.00-041-1990BD	FEES/DUES JH BAND	300.00	.00	300.00	300.00	300.00	.00%	N
36-6499.00-041-1990JH	CAMPUS DISCRETIONARY F	837.62	.00	1,340.00	803.45	1,340.00	.00%	N
36-6499.00-101-1990EL	CAMPUS DISCRETIONARY F	342.58	.00	600.00	337.83	600.00	.00%	N
36-6499.00-999-191000	ENTRY FEES/ATHLETICS	4,072.62	.00	4,000.00	4,072.62	4,000.00	.00%	N
36-6499.00-999-199000	"UIL MEMBERSHIP FEES,NO	6,115.84	.00	6,500.00	6,115.84	6,500.00	.00%	N
36-6499.01-001-191000	FEES & DUES-HS	8,383.75	.00	5,300.00	7,961.25	10,000.00	88.68%	N
36-6499.01-041-191000	FEES & DUES-JH ATHLETES	525.00	.00	800.00	525.00	800.00	.00%	N
36-6499.02-001-1990BD	FEES/DUES HS BAND	607.00	.00	1,600.00	607.00	1,600.00	.00%	N
36-6499.02-041-191000	AWARDS-JH ATHLETICS	800.00	.00	800.00	800.00	800.00	.00%	N
36-6499.02-041-199000	FEES & DUES -JH- OAP	.00	.00	100.00	.00	100.00	.00%	N
36-6499.02-041-1990BD	FEES/DUES JH BAND	500.00	.00	500.00	500.00	500.00	.00%	N
36-6499.02-999-199000	TICKETS/STATE BASKETBA	.00	.00	800.00	.00	800.00	.00%	N
36-6499.03-001-191000	AWARDS/HHS ATHLETICS	4,080.94	.00	4,100.00	4,080.94	4,100.00	.00%	N
36-6499.04-001-191000	BASKETBALL TOURNAMENT	74.96	.00	200.00	74.96	200.00	.00%	N
36-6499.04-001-199000	PROJECT EXPENSE-GLOBE	400.00	.00	600.00	400.00	600.00	.00%	N
36-6499.05-001-199000	AWARDS - HS	2,846.15	.00	2,500.00	2,049.61	2,500.00	.00%	N
36-6499.05-041-199000	AWARDS-JH	997.64	.00	500.00	498.82	1,000.00	100.00%	N
36-6499.05-101-199000	AWARDS- ELEM	.00	.00	600.00	.00	600.00	.00%	N
64XX Totals		74,754.80	.00	89,490.00	69,011.06	101,890.00	13.86%	
36-6639.00-001-191000	HS ATHLETIC EQUIPMENT >	.00	.00	.00	.00	_____	.00%	N
36-6639.00-001-199000	"FURNITURE, EQUIPMENT,	.00	.00	.00	.00	_____	.00%	N
36-6649.00-001-191000	HS ATHLETIC EQUIPMENT	.00	.00	.00	.00	_____	.00%	N
36-6649.01-001-191000	ATHLETIC DEPT TECH EQUI	1,798.00	.00	1,000.00	1,798.00	1,000.00	.00%	N
36-6649.02-001-191000	TUNNEL	7,000.00	.00	.00	15,373.00	_____	.00%	N
66XX Totals		8,798.00	.00	1,000.00	17,171.00	1,000.00	.00%	
Function 36 Totals		424,523.87	.00	513,868.00	458,443.76	541,471.00	5.37%	

<u>Fnc-Obj-So-Org-Prog</u>	<u>Description</u>	<u>2018 - 2019 Last Yr Closing Amt</u>	<u>2019 - 2020 This Yr Orig Budget</u>	<u>2019 - 2020 This Yr Amend Budget</u>	<u>2019 - 2020 This Yr Actual Amt</u>	<u>2020 - 2021 Next Yr Recommend</u>	<u>Pct Inc /Dec</u>	<u>Lk</u>
41-6119.00-701-199000	SALARIES OR WAGES-TECH	104,125.03	.00	141,000.00	126,208.37	133,500.00	-5.32%	N
41-6129.00-701-199000	PARAPROF. SALARY - SUPT	26,330.05	.00	34,773.00	31,958.95	35,244.00	1.35%	N
41-6129.01-701-199000	SUBSTITUTE-CENTRAL OFF	1,408.33	.00	2,400.00	1,408.33	2,400.00	.00%	N
41-6129.02-702-199000	ADMIN. STAFF-BOARD MEE	1,200.00	.00	2,400.00	1,500.00	2,400.00	.00%	N
41-6129.04-701-199000	CENTRAL OFFICE-EXTRA D	2,879.44	.00	600.00	3,768.47	600.00	.00%	N
41-6131.00-701-199000	CONTRACT BUYOUT	.00	.00	.00	.00	_____.	.00%	N
41-6139.00-701-199000	EMPLOYEE ALLOWANCES	.00	.00	.00	.00	_____.	.00%	N
41-6141.00-701-199000	SOCIAL SECURITY/MEDICA	1,839.72	.00	2,030.00	2,210.60	2,232.00	9.95%	N
41-6141.00-702-199000	EMPLOYERS SHARE/FICA	.00	.00	200.00	.00	200.00	.00%	N
41-6141.01-701-199000		107.75	.00	60.00	107.75	60.00	.00%	N
41-6141.02-702-199000		17.40	.00	50.00	21.75	50.00	.00%	N
41-6141.04-701-199000		38.42	.00	300.00	50.82	300.00	.00%	N
41-6142.00-701-199000	GROUP HEALTH & LIFE INS	2,200.00	.00	3,300.00	2,750.00	3,300.00	.00%	N
41-6142.01-701-199000		.00	.00	3,300.00	.00	3,300.00	.00%	N
41-6143.00-701-199000	WORKER'S COMPENSATION	432.06	.00	500.00	432.06	500.00	.00%	N
41-6144.00-701-199000	TRS ON-BEHALF BENEFIT	.00	.00	.00	.00	_____.	.00%	N
41-6144.00-702-199000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.	.00%	N
41-6144.01-701-199000		.00	.00	.00	.00	_____.	.00%	N
41-6144.02-702-199000		.00	.00	.00	.00	_____.	.00%	N
41-6144.04-701-199000		.00	.00	.00	.00	_____.	.00%	N
41-6145.00-701-199000	UNEMPLOYMENT	23.54	.00	50.00	23.54	50.00	.00%	N
41-6146.00-701-199000	TEACHER RETIREMT/TRS C	5,680.73	.00	20,500.00	7,065.78	10,000.00	-51.22%	N
41-6146.00-702-199000	TEACHER RETIREMT/TRS C	.00	.00	.00	.00	_____.	.00%	N
41-6146.01-701-199000	TEACHER RETIREMENT/TR	8.20	.00	.00	8.20	_____.	.00%	N
41-6146.02-702-199000		24.05	.00	50.00	29.34	50.00	.00%	N
41-6146.04-701-199000		62.64	.00	120.00	85.00	120.00	.00%	N
41-6149.00-701-199000	SUPERINTENDENTS ANNUI	.00	.00	.00	.00	_____.	.00%	N

Fn	Obj	So	Org	Prog	Description	2018 - 2019 Last Yr Closing Amt	2019 - 2020 This Yr Orig Budget	2019 - 2020 This Yr Amend Budget	2019 - 2020 This Yr Actual Amt	2020 - 2021 Next Yr Recommend	Pct Inc /Dec	Lk
61XX Totals						146,377.36	.00	211,633.00	177,628.96	194,306.00	-8.19%	
41-6211.00-701-199000					LEGAL SERVICES	10,164.06	.00	6,000.00	11,314.56	6,000.00	.00%	N
41-6212.00-750-199000					AUDIT SERVICES	13,500.00	.00	13,500.00	13,500.00	14,000.00	3.70%	N
41-6213.00-703-199000					TAX APPRAISAL AND COLLE	5,223.78	.00	12,000.00	4,180.28	12,000.00	.00%	N
41-6214.00-720-199000					LOBBYING	.00	.00	800.00	.00	800.00	.00%	N
41-6219.00-750-199000					CONSULTANT SVCS	8,021.25	.00	18,000.00	10,579.38	18,000.00	.00%	N
41-6219.01-750-199000					PROFESSIONAL SVCS-ARC	.00	.00	.00	.00	.00	.00%	N
41-6239.00-750-199000					EDUCATION SERVICE CENT	16,723.85	.00	13,500.00	16,723.85	17,000.00	25.93%	N
41-6269.00-750-199000					COPIER RENTAL	3,951.94	.00	4,500.00	4,015.99	4,500.00	.00%	N
41-6299.00-701-199000					MISC. CONTRACTED SVCS-	430.50	.00	3,000.00	427.50	3,000.00	.00%	N
41-6299.00-750-199000					MISC CONTRACTED SERVIC	200.00	.00	2,500.00	700.00	2,500.00	.00%	N
62XX Totals						58,215.38	.00	73,800.00	61,441.56	77,800.00	5.42%	
41-6329.00-720-199000					BOOKS & PUBLICATIONS	255.01	.00	750.00	255.01	750.00	.00%	N
41-6399.00-701-199000					GENERAL SUPPLIES/SUPT.	2,824.74	.00	3,500.00	2,882.31	3,500.00	.00%	N
41-6399.01-701-199000					FURN & EQUIP-CENTRAL	2,079.98	.00	2,000.00	2,079.98	2,000.00	.00%	N
41-6399.01-750-199000					POSTAGE/C.O./TAX OFFICE	2,061.85	.00	2,000.00	2,071.10	2,000.00	.00%	N
63XX Totals						7,221.58	.00	8,250.00	7,288.40	8,250.00	.00%	
41-6411.00-701-199000					TRAVEL/SUPT.	1,455.43	.00	5,000.00	1,548.68	5,000.00	.00%	N
41-6411.01-701-199000					TRAVEL/SUPT. SECRETARY	417.51	.00	2,000.00	417.51	2,000.00	.00%	N
41-6419.00-702-199000					TRAVEL & SUBSISTENCE - B	3,487.89	.00	13,000.00	4,163.26	13,000.00	.00%	N
41-6429.00-702-199000					LIABILITY INSURANCE-SCH	6,878.00	.00	6,900.00	6,878.00	7,000.00	1.45%	N
41-6429.01-701-199000					BONDING EXPENSE	255.50	.00	3,000.00	255.50	3,000.00	.00%	N
41-6439.00-702-199000					ELECTION EXPENSE	.00	.00	10,000.00	.00	10,000.00	.00%	N
41-6491.00-750-199000					PUBLICATION FEES	982.29	.00	1,000.00	982.29	1,000.00	.00%	N
41-6499.00-702-199000					FEES/DUES-SCHOOL BOAR	.00	.00	1,000.00	.00	1,000.00	.00%	N
41-6499.00-720-199000					FEES/DUES-DISTRICT MEM	10,180.52	.00	7,000.00	9,780.52	9,800.00	40.00%	N
41-6499.01-750-199000					MISC. OPERATING EXPENS	6,935.84	.00	11,000.00	12,371.75	13,000.00	18.18%	N

Fn-Obj-So-Org-Prog	Description	2018 - 2019 Last Yr Closing Amt	2019 - 2020 This Yr Orig Budget	2019 - 2020 This Yr Amend Budget	2019 - 2020 This Yr Actual Amt	2020 - 2021 Next Yr Recommend	Pct Inc /Dec	Lk
64XX Totals		30,592.98	.00	59,900.00	36,397.51	64,800.00	8.18%	
41-6639.00-750-199000	"FURNITURE, EQUIPMENT,	.00	.00	.00	.00	_____	.00%	N
41-6649.00-701-199000	FURN & EQUIP - CENTRAL O	1,667.98	.00	3,000.00	1,667.98	3,000.00	.00%	N
41-6649.00-702-199000	FURN& EQUIP-BOARD	835.00	.00	4,000.00	835.00	4,000.00	.00%	N
66XX Totals		2,502.98	.00	7,000.00	2,502.98	7,000.00	.00%	
Function 41 Totals		244,910.28	.00	360,583.00	285,259.41	352,156.00	-2.34%	
51-6129.00-999-199000	CUSTODIANS	114,313.72	.00	129,890.00	121,915.22	146,589.00	12.86%	N
51-6129.01-999-199000	CUSTODIAN SUBSTITUTES	6,260.38	.00	13,000.00	16,987.65	13,000.00	.00%	N
51-6129.02-999-199000	MAINTENANCE WORKERS	80,090.49	.00	114,989.00	98,326.21	116,381.00	1.21%	N
51-6129.03-999-199000	SECURITY	.00	.00	.00	.00	_____	.00%	N
51-6129.04-999-199000	SUMMER HELP-TEMPORAR	1,482.63	.00	15,000.00	7,627.01	15,000.00	.00%	N
51-6129.05-999-199000	MAINTENANCE - EXTRA DU	10,089.13	.00	5,000.00	12,755.21	5,000.00	.00%	N
51-6129.08-999-199000	CUSTODIAN SUPERVISOR	23,835.88	.00	32,448.00	29,910.52	32,814.00	1.13%	N
51-6129.09-999-199000	MAINTENANCE DIRECTOR	42,987.97	.00	56,984.00	52,318.63	57,810.00	1.45%	N
51-6141.00-999-199000	"EMPLOYERS SHARE, FICA"	1,499.99	.00	6,000.00	1,600.64	6,000.00	.00%	N
51-6141.01-999-199000		303.17	.00	1,200.00	551.50	1,200.00	.00%	N
51-6141.02-999-199000	SOCIAL SECURITY/MEDICA	1,096.96	.00	1,200.00	1,346.91	1,528.00	27.33%	N
51-6141.04-999-199000		113.43	.00	1,000.00	583.48	1,000.00	.00%	N
51-6141.05-999-199000		137.33	.00	100.00	173.80	100.00	.00%	N
51-6141.08-999-199000	SOCIAL SECURITY/MEDICA	291.45	.00	500.00	367.53	500.00	.00%	N
51-6141.09-999-199000	SOCIAL SECURITY/MEDICA	464.50	.00	810.00	564.50	810.00	.00%	N
51-6142.00-999-199000	HEALTH INSURANCE/MAINT	9,515.00	.00	29,700.00	11,275.00	29,700.00	.00%	N
51-6142.01-999-199000		.00	.00	.00	.00	_____	.00%	N
51-6142.02-999-199000		4,950.00	.00	9,065.00	6,050.00	9,065.00	.00%	N
51-6142.08-999-199000		2,475.00	.00	3,300.00	3,025.00	3,300.00	.00%	N
51-6142.09-999-199000		2,087.91	.00	2,784.00	2,551.89	2,773.00	-.40%	N
51-6143.00-999-199000	WORKERS COMPENSATION	2,149.30	.00	2,100.00	2,149.30	2,500.00	19.05%	N

<u>Fnc-Obj.</u> <u>So-Org-Prgr</u>	<u>Description</u>	<u>2018 - 2019</u> <u>Last Yr</u> <u>Closing Amt</u>	<u>2019 - 2020</u> <u>This Yr</u> <u>Orig Budget</u>	<u>2019 - 2020</u> <u>This Yr</u> <u>Amend Budget</u>	<u>2019 - 2020</u> <u>This Yr</u> <u>Actual Amt</u>	<u>2020 - 2021</u> <u>Next Yr</u> <u>Recommend</u>	<u>Pct Inc</u> <u>/Dec</u>	<u>Lk</u>
51-6143.00-999-1990WC	WKRS COMP CLAIMS PD MA	47,300.80	.00	2,000.00	47,449.80	2,000.00	.00%	N
51-6144.00-999-199000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.	.00%	N
51-6144.01-999-199000		.00	.00	.00	.00	_____.	.00%	N
51-6144.02-999-199000		.00	.00	.00	.00	_____.	.00%	N
51-6144.05-999-199000		.00	.00	.00	.00	_____.	.00%	N
51-6144.08-999-199000		.00	.00	.00	.00	_____.	.00%	N
51-6144.09-999-199000		.00	.00	.00	.00	_____.	.00%	N
51-6145.00-999-199000	UNEMPLOYMENT COMPEN	235.40	.00	400.00	235.40	400.00	.00%	N
51-6146.00-999-199000	TEACHER RETIREMENT	3,163.56	.00	2,500.00	3,552.43	3,257.00	30.28%	N
51-6146.01-999-199000		59.70	.00	300.00	139.01	300.00	.00%	N
51-6146.02-999-199000		1,559.48	.00	2,500.00	1,969.79	2,641.00	5.64%	N
51-6146.04-999-199000	TEACHER RETIREMENT/TR	14.22	.00	.00	14.22	_____.	.00%	N
51-6146.05-999-199000		166.44	.00	100.00	283.68	100.00	.00%	N
51-6146.08-999-199000		475.75	.00	645.00	597.43	724.00	12.25%	N
51-6146.09-999-199000	TEACHER RETIREMT/TRS C	874.75	.00	1,258.00	1,084.69	1,335.00	6.12%	N
	61XX Totals	357,994.34	.00	434,773.00	425,406.45	455,827.00	4.84%	
51-6249.00-001-199000	HS BLDG & GROUNDS MAIN	189,593.82	.00	12,000.00	138,381.76	12,000.00	.00%	N
51-6249.00-041-199000	JH BLDG & GROUNDS MAIN	2,550.42	.00	5,000.00	2,402.42	5,000.00	.00%	N
51-6249.00-101-199000	ELEM BLDGS & GROUNDS	6,289.99	.00	5,000.00	8,022.74	5,000.00	.00%	N
51-6249.00-999-199000	OTHER SERVICES	5,800.00	.00	5,000.00	5,800.00	5,000.00	.00%	N
51-6249.01-101-199000	CARPET FOR ELEM BLDG	.00	.00	5,500.00	18,545.00	5,500.00	.00%	N
51-6249.01-999-199000	BLDGS.& GROUNDS REPAIR	1,404.39	.00	5,000.00	1,404.39	5,000.00	.00%	N
51-6249.02-999-199000	BUILDING AND GROUNDS R	.00	.00	5,000.00	.00	5,000.00	.00%	N
51-6249.03-999-199000	GROUNDS MAINTENANCE	956.93	.00	3,000.00	1,309.93	3,000.00	.00%	N
51-6249.04-999-199000	PEST CONTROL SERVICE	3,801.33	.00	5,000.00	3,508.92	5,000.00	.00%	N
51-6249.05-999-199000	ROOF REPAIR	.00	.00	5,000.00	.00	5,000.00	.00%	N
51-6249.06-999-199000	PAINTING HS/JH/ELEM	16,919.07	.00	16,000.00	25,319.07	25,500.00	59.38%	N

Fn-Obj-So-Org-Prgr	Description	2018 - 2019 Last Yr Closing Amt	2019 - 2020 This Yr Orig Budget	2019 - 2020 This Yr Amend Budget	2019 - 2020 This Yr Actual Amt	2020 - 2021 Next Yr Recommend	Pct Inc /Dec	Lk
51-6249.07-999-199000	CONTRACTED MAINTENAN	.00	.00	.00	.00	_____.	.00%	N
51-6249.08-999-199000	DRAINAGE IMPROVEMENT	.00	.00	.00	.00	_____.	.00%	N
51-6259.00-999-199000	WATER SERVICES	21,502.85	.00	35,000.00	23,329.96	35,000.00	.00%	N
51-6259.02-999-199000	TELEPHONE/CELLULAR	17,426.37	.00	25,000.00	18,727.60	25,000.00	.00%	N
51-6259.03-999-199000	ELECTRIC	100,863.31	.00	150,000.00	109,574.44	150,000.00	.00%	N
51-6259.04-999-199000	NATURAL GAS	10,516.17	.00	20,000.00	11,260.63	20,000.00	.00%	N
51-6259.05-999-199000	TRASH DISPOSAL	21,091.29	.00	15,000.00	19,648.75	15,000.00	.00%	N
51-6259.06-999-199000	SEPTIC SYSTEM SVCS	275.00	.00	8,000.00	275.00	8,000.00	.00%	N
	62XX Totals	398,990.94	.00	324,500.00	387,510.61	334,000.00	2.93%	
51-6311.00-999-199000	"GASOLINE, OIL"	7,251.50	.00	9,000.00	6,595.59	9,000.00	.00%	N
51-6319.00-999-199000	MAINTENANCE SUPPLIES	57,457.48	.00	50,000.00	62,462.71	50,000.00	.00%	N
51-6319.01-999-199000	JANITORIAL SUPPLIES	21,078.13	.00	25,000.00	30,170.28	35,000.00	40.00%	N
51-6319.02-999-199000	GROUNDS KEEPING SUPPLI	6,927.43	.00	8,500.00	7,055.82	8,500.00	.00%	N
51-6319.03-999-199000	MAINTENANCE UNIFORMS	4,555.10	.00	3,360.00	3,975.36	3,360.00	.00%	N
	63XX Totals	97,269.64	.00	95,860.00	110,259.76	105,860.00	10.43%	
51-6411.00-999-199000	TRAVEL AND SUBSISTENCE	164.85	.00	1,500.00	164.85	1,500.00	.00%	N
51-6429.00-999-199000	PROPERTY INSURANCE	49,711.00	.00	50,000.00	49,711.00	60,000.00	20.00%	N
51-6499.01-999-199000	MAINT.LIC. FEES & DUES	392.84	.00	300.00	328.79	300.00	.00%	N
	64XX Totals	50,268.69	.00	51,800.00	50,204.64	61,800.00	19.31%	
51-6631.00-999-199000	VEHICLES-MAINTENANCE T	.00	.00	.00	.00	_____.	.00%	N
51-6639.00-999-199000	GROUNDS KEEPING EQUIP	16,798.00	.00	25,000.00	40,765.38	_____.	-100.00%	N
51-6639.01-999-199000	A/C UNITS	7,451.22	.00	25,000.00	23,189.96	25,000.00	.00%	N
51-6639.03-999-199000	GROUNDS KEEPING EQUIP	.00	.00	.00	.00	_____.	.00%	N
51-6649.00-999-199000	CUSTODIAL EQUIPMENT	900.00	.00	7,000.00	5,882.90	7,000.00	.00%	N
51-6649.01-999-199000	BUILDING RENOVATIONS	.00	.00	.00	.00	_____.	.00%	N
	66XX Totals	25,149.22	.00	57,000.00	69,838.24	32,000.00	-43.86%	
	Function 51 Totals	929,672.83	.00	963,933.00	1,043,219.70	989,487.00	2.65%	

Func-Obj-So-Org-Prog	Description	2018 - 2019 Last Yr Closing Amt	2019 - 2020 This Yr Orig Budget	2019 - 2020 This Yr Amend Budget	2019 - 2020 This Yr Actual Amt	2020 - 2021 Next Yr Recommend	Pct Inc /Dec	Lk
52-6219.00-999-199000	CONTRACTED SECURITY O	22,850.00	.00	49,600.00	22,850.00	49,600.00	.00%	N
	62XX Totals	22,850.00	.00	49,600.00	22,850.00	49,600.00	.00%	
52-6399.00-999-199000	SECURITY SUPPLIES	5,039.00	.00	.00	5,039.00	_____.	.00%	N
	63XX Totals	5,039.00	.00	.00	5,039.00	_____.	.00%	
52-6411.00-999-199000	TRAVEL & SUBSISTENCE-S	89.37	.00	.00	89.37	_____.	.00%	N
	64XX Totals	89.37	.00	.00	89.37	_____.	.00%	
	Function 52 Totals	27,978.37	.00	49,600.00	27,978.37	49,600.00	.00%	
53-6129.00-750-199000	SALARIES FOR SUPPORT P	96,483.28	.00	127,311.00	117,035.12	130,534.00	2.53%	N
53-6129.01-750-199000	DATA PROCESSING-EXTRA	409.64	.00	500.00	409.64	500.00	.00%	N
53-6141.00-750-199000	SOCIAL SECURITY	1,253.69	.00	1,500.00	1,519.04	1,622.00	8.13%	N
53-6141.01-750-199000	SOCIAL SECURITY/MEDICA	5.46	.00	.00	5.46	_____.	.00%	N
53-6142.00-750-199000	GROUP HEALTH & LIFE INS	7,425.00	.00	9,900.00	9,075.00	9,900.00	.00%	N
53-6143.00-750-199000	WORKER'S COMPENSATION	432.06	.00	450.00	432.06	450.00	.00%	N
53-6144.00-750-199000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.	.00%	N
53-6145.00-750-199000	UNEMPLOYMENT	47.08	.00	70.00	47.08	70.00	.00%	N
53-6146.00-750-199000	TEACHER RETIREMENT	2,104.82	.00	2,500.00	2,567.26	2,950.00	18.00%	N
53-6146.01-750-199000	TEACHER RETIREMENT/TR	3.08	.00	.00	9.22	_____.	.00%	N
	61XX Totals	108,164.11	.00	142,231.00	131,099.88	146,026.00	2.67%	
53-6219.00-750-199000	CONTRACTED SVCS-SOFT	17,735.70	.00	14,636.00	18,137.20	14,636.00	.00%	N
53-6219.00-999-199000	PROFESSIONAL CONTRACT	.00	.00	450.00	.00	450.00	.00%	N
53-6239.00-750-199000	ESC-REGION 7	15,154.00	.00	15,200.00	15,154.00	15,200.00	.00%	N
53-6249.00-720-199000	CONTRACTED MAINTENAN	.00	.00	.00	.00	_____.	.00%	N
53-6249.00-750-199000	COMPUTER & EQUIP REPAI	.00	.00	1,000.00	.00	1,000.00	.00%	N
53-6299.00-750-199000	MISC CONTRACTED SERVIC	.00	.00	500.00	.00	500.00	.00%	N
	62XX Totals	32,889.70	.00	31,786.00	33,291.20	31,786.00	.00%	
53-6399.00-750-199000	SUPPLIES & MATERIALS	3,323.65	.00	3,700.00	3,450.86	3,700.00	.00%	N
	63XX Totals	3,323.65	.00	3,700.00	3,450.86	3,700.00	.00%	

<u>Fnc-Obj.</u> <u>So-Obj.</u> <u>Prog</u>	<u>Description</u>	<u>2018 - 2019</u> <u>Last Yr</u> <u>Closing Amt</u>	<u>2019 - 2020</u> <u>This Yr</u> <u>Orig Budget</u>	<u>2019 - 2020</u> <u>This Yr</u> <u>Amend Budget</u>	<u>2019 - 2020</u> <u>This Yr</u> <u>Actual Amt</u>	<u>2020 - 2021</u> <u>Next Yr</u> <u>Recommend</u>	<u>Pct Inc</u> <u>/Dec</u>	<u>Lk</u>
53-6411.00-750-199000	TRAVEL & SUBSISTENCE	422.62	.00	4,000.00	431.06	4,000.00	.00%	N
53-6499.00-750-199000	"FEES, DUES, & MEMBERSH	1,000.00	.00	1,000.00	1,000.00	1,000.00	.00%	N
	64XX Totals	1,422.62	.00	5,000.00	1,431.06	5,000.00	.00%	
53-6649.00-999-199000	FURNITURE & EQUIP - CENT	3,000.00	.00	3,000.00	3,000.00	3,000.00	.00%	N
	66XX Totals	3,000.00	.00	3,000.00	3,000.00	3,000.00	.00%	
	Function 53 Totals	148,800.08	.00	185,717.00	172,273.00	189,512.00	2.04%	
71-6513.00-999-199000	LONG TERM DEBIT PRINCIP	160,000.00	.00	160,000.00	160,000.00	171,000.00	6.88%	N
71-6519.00-999-199000	LOAN PRINCIPAL	23,068.45	.00	30,768.00	23,068.45	30,845.00	.25%	N
71-6523.00-999-199000	INTEREST ON DEBT	84,812.50	.00	84,813.00	84,812.50	74,813.00	-11.79%	N
71-6529.00-999-199000	LOAN INTEREST	231.77	.00	300.00	231.77	300.00	.00%	N
	65XX Totals	268,112.72	.00	275,881.00	268,112.72	276,958.00	.39%	
	Function 71 Totals	268,112.72	.00	275,881.00	268,112.72	276,958.00	.39%	
81-6219.00-999-199000		.00	.00	.00	.00	_____	.00%	N
	62XX Totals	.00	.00	.00	.00	_____	.00%	
81-6619.00-999-199000		.00	.00	.00	.00	_____	.00%	N
81-6629.00-001-199000	"BLDG PURCHASE,CONSTR	.00	.00	.00	.00	_____	.00%	N
	66XX Totals	.00	.00	.00	.00	_____	.00%	
	Function 81 Totals	.00	.00	.00	.00	_____	.00%	
93-6492.00-999-123000	PYMTS TO SPECIAL ED. CO	141,375.60	.00	141,561.00	141,355.00	134,287.00	-5.14%	N
	64XX Totals	141,375.60	.00	141,561.00	141,355.00	134,287.00	-5.14%	
	Function 93 Totals	141,375.60	.00	141,561.00	141,355.00	134,287.00	-5.14%	
99-6213.00-703-199000	TAX APPRAISAL & COLLECT	37,939.16	.00	33,000.00	30,295.66	33,000.00	.00%	N
99-6213.00-999-199000	TAX APPRAISAL & COLLECT	.00	.00	.00	.00	_____	.00%	N
	62XX Totals	37,939.16	.00	33,000.00	30,295.66	33,000.00	.00%	
	Function 99 Totals	37,939.16	.00	33,000.00	30,295.66	33,000.00	.00%	
	Expenditure Totals	6,696,367.94	.00	8,350,104.00	7,212,413.39	8,484,401.00	1.61%	

<u>Fnc-Obj-So-Org-Prog</u>	<u>Description</u>	<u>2018 - 2019 Last Yr Closing Amt</u>	<u>2019 - 2020 This Yr Orig Budget</u>	<u>2019 - 2020 This Yr Amend Budget</u>	<u>2019 - 2020 This Yr Actual Amt</u>	<u>2020 - 2021 Next Yr Recommend</u>	<u>Pct Inc /Dec</u>	<u>Lk</u>
00-7912.00-000-100000	SALE OF PROPERTY	312.00	.00	.00	312.00	_____.	.00%	N
00-7914.00-000-100000	LOAN PROCEEDS	.00	.00	.00	.00	_____.	.00%	N
	79XX Totals	312.00	.00	.00	312.00	_____.	.00%	
	Other Resources Totals	312.00	.00	.00	312.00	_____.	.00%	
00-8911.00-000-100000	OPERATING TRANSFERS O	.00	.00	.00	.00	_____.	.00%	N
	89XX Totals	.00	.00	.00	.00	_____.	.00%	
	Other Uses Totals	.00	.00	.00	.00	_____.	.00%	
Fund 199 / 1 Totals								
	Fund Balances	.00	.00	.00	.00	_____.	.00%	
	Revenue	6,568,137.90	.00	8,350,104.00	7,192,381.88	8,285,038.00	-78%	
	Expenditures	6,696,367.94	.00	8,350,104.00	7,212,413.39	8,484,401.00	1.61%	
	Other Resources	312.00	.00	.00	312.00	_____.	.00%	
	Other Uses	.00	.00	.00	.00	_____.	.00%	

<u>Fnc-Obj-So-Org-Prog</u>	<u>Description</u>	<u>2018 - 2019 Last Yr Closing Amt</u>	<u>2019 - 2020 This Yr Orig Budget</u>	<u>2019 - 2020 This Yr Amend Budget</u>	<u>2019 - 2020 This Yr Actual Amt</u>	<u>2020 - 2021 Next Yr Recommend</u>	<u>Pct Inc /Dec</u>	<u>Lk</u>
Grand Totals								
	Fund Balances	.00	.00	.00	.00	_____.	.00%	
	Revenues	6,568,137.90	.00	8,350,104.00	7,192,381.88	8,285,038.00	-.78%	
	Expenditures	6,696,367.94	.00	8,350,104.00	7,212,413.39	8,484,401.00	1.61%	
	Other Resources	312.00	.00	.00	312.00	_____.	.00%	
	Other Uses	.00	.00	.00	.00	_____.	.00%	
End of Report								

Fncl-Obj-So-Org-Prgr	Description	2018 - 2019 Last Yr Closing Amt	2019 - 2020 This Yr Orig Budget	2019 - 2020 This Yr Amend Budget	2019 - 2020 This Yr Actual Amt	2020 - 2021 Next Yr Recommend	Pct Inc /Dec	Lk
00-1107.00-000-100000	INVESTMENT WITH AJ CAPI	.00	.00	.00	.00	_____.	.00%	N
00-1110.00-000-100000	CASH IN BANK DEBT SERVI	.00	.00	.00	.00	_____.	.00%	N
00-1113.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-1120.00-000-100000	INVESTMENTS CD	.00	.00	.00	.00	_____.	.00%	N
	11XX Totals	.00	.00	.00	.00	_____.	.00%	
00-1221.00-000-100000	RECEIVABLE PROPERTY TA	.00	.00	.00	.00	_____.	.00%	N
00-1230.00-000-100000	ALLOWANCE FOR UNCOLL.	.00	.00	.00	.00	_____.	.00%	N
00-1241.00-000-100000	DUE FROM STATE	.00	.00	.00	.00	_____.	.00%	N
00-1260.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
	12XX Totals	.00	.00	.00	.00	_____.	.00%	
	Totals	.00	.00	.00	.00	_____.	.00%	
00-2110.00-000-100000	ACCOUNTS PAYABLE	.00	.00	.00	.00	_____.	.00%	N
00-2110.01-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-2110.02-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-2111.00-000-100000	PAYABLE ACCOUNT	.00	.00	.00	.00	_____.	.00%	N
00-2122.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-2153.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-2160.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-2161.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-2171.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-2171.01-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-2171.99-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-2172.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-2175.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-2175.99-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-2177.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-2177.02-000-100000		.00	.00	.00	.00	_____.	.00%	N

Fn-Obj-So-Org-Prgr	Description	2018 - 2019 Last Yr Closing Amt	2019 - 2020 This Yr Orig Budget	2019 - 2020 This Yr Amend Budget	2019 - 2020 This Yr Actual Amt	2020 - 2021 Next Yr Recommend	Pct Inc /Dec	Lk
00-2177.99-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-2180.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-2181.00-000-100000	DUE TO STATE	.00	.00	.00	.00	_____.	.00%	N
00-2183.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
	21XX Totals	.00	.00	.00	.00	_____.	.00%	
00-2210.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-2211.14-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-2211.16-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-2211.19-000-100000		.00	.00	.00	.00	_____.	.00%	N
	22XX Totals	.00	.00	.00	.00	_____.	.00%	
00-2310.00-000-100000	DEFERRED REVENUE	.00	.00	.00	.00	_____.	.00%	N
00-2312.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
	23XX Totals	.00	.00	.00	.00	_____.	.00%	
00-2600.00-000-100000	DEFERED RESOURCES INF	.00	.00	.00	.00	_____.	.00%	N
	26XX Totals	.00	.00	.00	.00	_____.	.00%	
	Totals	.00	.00	.00	.00	_____.	.00%	
00-3410.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-3420.00-000-100000	RETIRE LONG-TERM DEBT	.00	.00	.00	.00	_____.	.00%	N
00-3440.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-3470.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-3480.00-000-100000	FUND BALANCE RESTRICTE	.00	.00	.00	.00	_____.	.00%	N
	34XX Totals	.00	.00	.00	.00	_____.	.00%	
00-3510.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-3510.01-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-3540.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-3590.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
	35XX Totals	.00	.00	.00	.00	_____.	.00%	

		2018 - 2019	2019 - 2020	2019 - 2020	2019 - 2020	2020 - 2021	Pct Inc	
		Last Yr	This Yr	This Yr	This Yr	Next Yr	/Dec	Lk
Fnc-Obj.	So-Org-Prog	Closing Amt	Orig Budget	Amend Budget	Actual Amt	Recommend		
Description								
00-3600.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-3601.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-3602.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
36XX Totals		.00	.00	.00	.00	_____.	.00%	
00-3700.00-000-100000	BUDGET FUND BALANCE	.00	.00	.00	.00	_____.	.00%	N
37XX Totals		.00	.00	.00	.00	_____.	.00%	
Fund Balance Totals		.00	.00	.00	.00	_____.	.00%	
00-4310.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-4310.01-000-100000		.00	.00	.00	.00	_____.	.00%	N
43XX Totals		.00	.00	.00	.00	_____.	.00%	
Totals		.00	.00	.00	.00	_____.	.00%	
00-5711.00-000-100000	TAXES CURRENT YEAR	117,749.57	.00	127,879.00	120,154.76	128,407.00	.41%	N
00-5712.00-000-100000	DELINQUENT TAXES	4,770.13	.00	4,406.00	5,089.75	4,000.00	-9.21%	N
00-5719.00-000-100000	PENALTIES & INTEREST	2,929.50	.00	2,000.00	3,379.87	2,000.00	.00%	N
00-5742.00-000-100000	ACCOUNT INTEREST EARN	161.66	.00	100.00	187.92	100.00	.00%	N
57XX Totals		125,610.86	.00	134,385.00	128,812.30	134,507.00	.09%	
00-5829.00-000-100000	CH. 46 EXISTING DEBT ALL	37,184.00	.00	50,438.00	40,023.00	42,138.00	-16.46%	N
58XX Totals		37,184.00	.00	50,438.00	40,023.00	42,138.00	-16.46%	
Revenue Totals		162,794.86	.00	184,823.00	168,835.30	176,645.00	-4.42%	
71-6511.00-999-199000	BOND PRINCIPAL	130,000.00	.00	130,000.00	130,000.00	133,000.00	2.31%	N
71-6521.01-999-199000	INTEREST ON BONDS	12,188.55	.00	22,759.00	12,188.55	19,485.00	-14.39%	N
71-6599.00-999-199000	OTHER DEBT FEES	.00	.00	32,064.00	.00	24,160.00	-24.65%	N
65XX Totals		142,188.55	.00	184,823.00	142,188.55	176,645.00	-4.42%	
Function 71 Totals		142,188.55	.00	184,823.00	142,188.55	176,645.00	-4.42%	
Expenditure Totals		142,188.55	.00	184,823.00	142,188.55	176,645.00	-4.42%	
00-7911.00-000-100000	ISSUANCE OF BONDS	.00	.00	.00	.00	_____.	.00%	N
00-7915.00-000-100000	OPERATING TRANSFERS IN	.00	.00	.00	.00	_____.	.00%	N

<u>Fnc-Obj-So-Org-Prog</u>	<u>Description</u>	<u>2018 - 2019 Last Yr Closing Amt</u>	<u>2019 - 2020 This Yr Orig Budget</u>	<u>2019 - 2020 This Yr Amend Budget</u>	<u>2019 - 2020 This Yr Actual Amt</u>	<u>2020 - 2021 Next Yr Recommend</u>	<u>Pct Inc /Dec</u>	<u>Lk</u>
00-7916.00-000-100000	PREMIUM OR DISCOUNT	.00	.00	.00	.00	_____.	.00%	N
00-7917.00-000-100000	PREPAID INTEREST	.00	.00	.00	.00	_____.	.00%	N
	79XX Totals	.00	.00	.00	.00	_____.	.00%	
	Other Resources Totals	.00	.00	.00	.00	_____.	.00%	
00-8949.00-000-100000	OTHER USES	.00	.00	.00	.00	_____.	.00%	N
	89XX Totals	.00	.00	.00	.00	_____.	.00%	
	Other Uses Totals	.00	.00	.00	.00	_____.	.00%	
Fund 599 / 1 Totals								
	Fund Balances	.00	.00	.00	.00	_____.	.00%	
	Revenue	162,794.86	.00	184,823.00	168,835.30	176,645.00	-4.42%	
	Expenditures	142,188.55	.00	184,823.00	142,188.55	176,645.00	-4.42%	
	Other Resources	.00	.00	.00	.00	_____.	.00%	
	Other Uses	.00	.00	.00	.00	_____.	.00%	

<u>Fnc-Obj-So-Org-Prog</u>	<u>Description</u>	<u>2018 - 2019 Last Yr Closing Amt</u>	<u>2019 - 2020 This Yr Orig Budget</u>	<u>2019 - 2020 This Yr Amend Budget</u>	<u>2019 - 2020 This Yr Actual Amt</u>	<u>2020 - 2021 Next Yr Recommend</u>	<u>Pct Inc /Dec</u>	<u>Lk</u>
Grand Totals								
	Fund Balances	.00	.00	.00	.00	_____.	.00%	
	Revenues	162,794.86	.00	184,823.00	168,835.30	176,645.00	-4.42%	
	Expenditures	142,188.55	.00	184,823.00	142,188.55	176,645.00	-4.42%	
	Other Resources	.00	.00	.00	.00	_____.	.00%	
	Other Uses	.00	.00	.00	.00	_____.	.00%	
End of Report								

Fn-Obj-So-Org-Pr	Description	2018 - 2019 Last Yr Closing Amt	2019 - 2020 This Yr Orig Budget	2019 - 2020 This Yr Amend Budget	2019 - 2020 This Yr Actual Amt	2020 - 2021 Next Yr Recommend	Pct Inc /Dec	Lk
00-1102.00-000-100000	MISCELLANEOUS ACCT-CA	.00	.00	.00	.00	_____.	.00%	N
00-1110.00-000-100000	CASH IN BANK CAFETERIA	.00	.00	.00	.00	_____.	.00%	N
00-1111.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
	11XX Totals	.00	.00	.00	.00	_____.	.00%	
00-1241.00-000-100000	DUE FROM STATE	.00	.00	.00	.00	_____.	.00%	N
00-1243.00-000-100000	DUE FROM OTHER GOVERN	.00	.00	.00	.00	_____.	.00%	N
00-1260.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
	12XX Totals	.00	.00	.00	.00	_____.	.00%	
	Totals	.00	.00	.00	.00	_____.	.00%	
00-2110.00-000-100000	ACCOUNTS PAYABLE	.00	.00	.00	.00	_____.	.00%	N
00-2110.01-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-2110.02-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-2111.00-000-100000	PAYABLE ACCOUNT	.00	.00	.00	.00	_____.	.00%	N
00-2122.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-2151.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-2152.01-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-2152.02-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-2153.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-2153.00-002-100000		.00	.00	.00	.00	_____.	.00%	N
00-2153.00-043-100000		.00	.00	.00	.00	_____.	.00%	N
00-2155.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-2155.01-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-2155.04-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-2159.00-007-100000		.00	.00	.00	.00	_____.	.00%	N
00-2159.00-030-100000		.00	.00	.00	.00	_____.	.00%	N
00-2159.00-031-100000		.00	.00	.00	.00	_____.	.00%	N
00-2159.00-044-100000		.00	.00	.00	.00	_____.	.00%	N

<u>Fnc-Obj-So-Org-Prog</u>	<u>Description</u>	<u>2018 - 2019 Last Yr Closing Amt</u>	<u>2019 - 2020 This Yr Orig Budget</u>	<u>2019 - 2020 This Yr Amend Budget</u>	<u>2019 - 2020 This Yr Actual Amt</u>	<u>2020 - 2021 Next Yr Recommend</u>	<u>Pct Inc /Dec</u>	<u>Lk</u>
00-2160.00-000-100000	ACCRUED WAGES PAYABL	.00	.00	.00	.00	_____.	.00%	N
00-2161.00-000-100000	OBJECT CODE DESCRIPTIO	.00	.00	.00	.00	_____.	.00%	N
00-2171.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-2171.01-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-2171.99-000-100000	GENERAL FUND	.00	.00	.00	.00	_____.	.00%	N
00-2172.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-2175.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-2175.99-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-2177.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-2177.02-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-2177.99-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-2180.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-2183.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
	21XX Totals	.00	.00	.00	.00	_____.	.00%	
00-2210.00-000-100000	ACCRUED EXPENSES	.00	.00	.00	.00	_____.	.00%	N
00-2211.14-000-100000	ACCRUED PAYROLL LIABILI	.00	.00	.00	.00	_____.	.00%	N
00-2211.16-000-100000	ACCRUED PAYROLL LIABILI	.00	.00	.00	.00	_____.	.00%	N
00-2211.19-000-100000	ACCRUED PAYROLL LIABILI	.00	.00	.00	.00	_____.	.00%	N
	22XX Totals	.00	.00	.00	.00	_____.	.00%	
00-2310.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-2312.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
	23XX Totals	.00	.00	.00	.00	_____.	.00%	
	Totals	.00	.00	.00	.00	_____.	.00%	
00-3410.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-3440.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-3450.00-000-100000	FOOD SERVICE RESERVE	.00	.00	.00	.00	_____.	.00%	N
00-3470.00-000-100000		.00	.00	.00	.00	_____.	.00%	N

Enc-Obj-So-Org-Prog	Description	2018 - 2019 Last Yr Closing Amt	2019 - 2020 This Yr Orig Budget	2019 - 2020 This Yr Amend Budget	2019 - 2020 This Yr Actual Amt	2020 - 2021 Next Yr Recommend	Pct Inc /Dec	Lk
34XX Totals		.00	.00	.00	.00	_____.	.00%	
00-3510.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-3510.01-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-3540.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-3590.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
35XX Totals		.00	.00	.00	.00	_____.	.00%	
00-3600.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-3601.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-3602.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
36XX Totals		.00	.00	.00	.00	_____.	.00%	
00-3700.00-000-100000	BUDGET FUND BALANCE	.00	.00	.00	.00	_____.	.00%	N
37XX Totals		.00	.00	.00	.00	_____.	.00%	
Fund Balance Totals		.00	.00	.00	.00	_____.	.00%	
00-4310.00-000-100000	RESERVE FOR ENCUMBRA	.00	.00	.00	.00	_____.	.00%	N
00-4310.01-000-100000	RESERVE FOR ENCUMBRA	.00	.00	.00	.00	_____.	.00%	N
43XX Totals		.00	.00	.00	.00	_____.	.00%	
Totals		.00	.00	.00	.00	_____.	.00%	
00-5742.00-000-100000	INTEREST ON CAFETERIA F	63.20	.00	100.00	67.89	100.00	.00%	N
00-5744.00-000-100000	DONATIONS	.00	.00	.00	.00	_____.	.00%	N
00-5749.00-000-100000		.00	.00	.00	.00	_____.	.00%	N
00-5751.00-000-100000	LOCAL LUNCHES	97,171.71	.00	202,433.00	97,543.91	227,687.00	12.48%	N
00-5751.01-000-100000	HEADSTART MEAL REIMB	3,640.05	.00	4,400.00	3,640.05	4,400.00	.00%	N
57XX Totals		100,874.96	.00	206,933.00	101,251.85	232,187.00	12.20%	
00-5829.00-000-100000	MISC. STATE PROGRAM RE	1,704.17	.00	1,800.00	1,704.17	1,800.00	.00%	N
58XX Totals		1,704.17	.00	1,800.00	1,704.17	1,800.00	.00%	
00-5921.00-000-100000	SCHOOL BREAKFAST PROG	51,149.30	.00	64,000.00	57,210.30	64,000.00	.00%	N
00-5922.00-000-100000	NATIONAL SCHOOL LUNCH	128,359.93	.00	150,000.00	138,002.43	150,000.00	.00%	N

<u>Fnc-Obj-So-Org-Prog</u>	<u>Description</u>	<u>2018 - 2019 Last Yr Closing Amt</u>	<u>2019 - 2020 This Yr Orig Budget</u>	<u>2019 - 2020 This Yr Amend Budget</u>	<u>2019 - 2020 This Yr Actual Amt</u>	<u>2020 - 2021 Next Yr Recommend</u>	<u>Pct Inc /Dec</u>	<u>Lk</u>
00-5923.00-000-100000	USDA DONATED COMMODI	.00	.00	28,000.00	.00	28,000.00	.00%	N
	59XX Totals	179,509.23	.00	242,000.00	195,212.73	242,000.00	.00%	
	Revenue Totals	282,088.36	.00	450,733.00	298,168.75	475,987.00	5.60%	
35-6129.00-999-199000	SALARIES/WAGES FOR SUP	139,286.66	.00	142,250.00	144,941.02	165,192.00	16.13%	N
35-6129.01-999-199000	SUBSTITUTE CAFETERIA W	314.76	.00	6,000.00	314.76	6,000.00	.00%	N
35-6129.03-999-199000	AIDE SALARY	.00	.00	21,218.00	.00	_____	-100.00%	N
35-6129.05-999-199000	CAFETERIA EXTRA DUTY	6,911.56	.00	2,000.00	10,359.41	12,000.00	500.00%	N
35-6141.00-999-199000	MEDICARE TAX	1,558.41	.00	1,200.00	1,574.59	1,680.00	40.00%	N
35-6141.01-999-199000	FICA TAX	4.56	.00	750.00	4.56	750.00	.00%	N
35-6141.03-999-199000	SOCIAL SECURITY/MEDICA	.00	.00	250.00	.00	250.00	.00%	N
35-6141.05-999-199000		44.79	.00	10.00	60.37	10.00	.00%	N
35-6142.00-999-199000	SCHOOL PAID INSURANCE-	8,910.00	.00	19,800.00	9,900.00	26,400.00	33.33%	N
35-6142.03-999-199000		.00	.00	.00	.00	_____	.00%	N
35-6142.05-999-199000		.00	.00	.00	.00	_____	.00%	N
35-6143.00-999-199000	WORKER'S COMPENSATION	1,512.21	.00	2,000.00	1,512.21	2,000.00	.00%	N
35-6143.00-999-1990WC	WORKERS COMP CLAIMS P	86.00	.00	.00	95.00	_____	.00%	N
35-6144.00-999-199000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____	.00%	N
35-6145.00-999-199000	UNEMPLOYMENT COMPEN	188.32	.00	305.00	188.32	305.00	.00%	N
35-6146.00-999-199000	TRS-CHILD NUTRITION	10,414.42	.00	7,000.00	12,954.94	13,000.00	85.71%	N
35-6146.01-999-199000	TRS-CARE	29.64	.00	300.00	29.64	300.00	.00%	N
35-6146.02-999-199000	TRS	.00	.00	100.00	.00	100.00	.00%	N
35-6146.03-999-199000	TEACHER RETIREMT/TRS C	.00	.00	1,500.00	.00	1,500.00	.00%	N
35-6146.05-999-199000		104.08	.00	50.00	212.82	500.00	900.00%	N
	61XX Totals	169,365.41	.00	204,733.00	182,147.64	229,987.00	12.34%	
35-6249.00-999-199000	EQUIPMENT REPAIR	.00	.00	6,000.00	.00	6,000.00	.00%	N
35-6299.00-999-199000	MISC. CONTRACTED SERVI	22,256.70	.00	22,000.00	22,362.78	22,000.00	.00%	N
35-6299.01-999-199000	MISC.-COUNTY HEALTH SE	8.00	.00	300.00	8.00	300.00	.00%	N

<u>Fnc-Obj.S0-0rg-Pr0g</u>	<u>Description</u>	<u>2018 - 2019 Last Yr Closing Amt</u>	<u>2019 - 2020 This Yr Orig Budget</u>	<u>2019 - 2020 This Yr Amend Budget</u>	<u>2019 - 2020 This Yr Actual Amt</u>	<u>2020 - 2021 Next Yr Recommend</u>	<u>Pct Inc /Dec</u>	<u>Lk</u>
62XX Totals		22,264.70	.00	28,300.00	22,370.78	28,300.00	.00%	
35-6319.00-999-199000	PARTS/FOOD SERVICE EQU	1,522.07	.00	3,500.00	1,860.43	3,500.00	.00%	N
35-6319.00-999-1990LR	SUPPLIES AND EQUIPMENT	2,966.22	.00	5,000.00	2,966.22	5,000.00	.00%	N
35-6341.00-999-199000	FOOD EXPENSE	76,013.27	.00	125,000.00	73,932.95	125,000.00	.00%	N
35-6341.01-999-199000	FOOD EXPENSE-NON PROG	14,583.80	.00	25,000.00	14,583.80	25,000.00	.00%	N
35-6342.00-999-199000	NON FOOD EXPENSE	10,222.36	.00	14,000.00	10,353.89	14,000.00	.00%	N
35-6344.00-999-199000	USDA DONATED COMMODI	.00	.00	28,000.00	.00	28,000.00	.00%	N
63XX Totals		105,307.72	.00	200,500.00	103,697.29	200,500.00	.00%	
35-6411.00-999-199000	TRAVEL AND SUBSISTENCE	531.24	.00	700.00	265.62	700.00	.00%	N
64XX Totals		531.24	.00	700.00	265.62	700.00	.00%	
35-6639.00-999-199000	EQUIPMENT	1,233.10	.00	15,000.00	1,233.10	15,000.00	.00%	N
66XX Totals		1,233.10	.00	15,000.00	1,233.10	15,000.00	.00%	
Function 35 Totals		298,702.17	.00	449,233.00	309,714.43	474,487.00	5.62%	
51-6249.01-999-199000	PEST CONTROL SERVICE	1,138.67	.00	1,500.00	1,051.08	1,500.00	.00%	N
62XX Totals		1,138.67	.00	1,500.00	1,051.08	1,500.00	.00%	
Function 51 Totals		1,138.67	.00	1,500.00	1,051.08	1,500.00	.00%	
Expenditure Totals		299,840.84	.00	450,733.00	310,765.51	475,987.00	5.60%	
Fund 240 / 1 Totals								
Fund Balances		.00	.00	.00	.00	_____.	.00%	
Revenue		282,088.36	.00	450,733.00	298,168.75	475,987.00	5.60%	
Expenditures		299,840.84	.00	450,733.00	310,765.51	475,987.00	5.60%	
Other Resources		.00	.00	.00	.00	_____.	.00%	
Other Uses		.00	.00	.00	.00	_____.	.00%	

<u>Fnc-Obj-So-Org-Prog</u>	<u>Description</u>	<u>2018 - 2019 Last Yr Closing Amt</u>	<u>2019 - 2020 This Yr Orig Budget</u>	<u>2019 - 2020 This Yr Amend Budget</u>	<u>2019 - 2020 This Yr Actual Amt</u>	<u>2020 - 2021 Next Yr Recommend</u>	<u>Pct Inc /Dec</u>	<u>Lk</u>
Grand Totals								
	Fund Balances	.00	.00	.00	.00	_____.	.00%	
	Revenues	282,088.36	.00	450,733.00	298,168.75	475,987.00	5.60%	
	Expenditures	299,840.84	.00	450,733.00	310,765.51	475,987.00	5.60%	
	Other Resources	.00	.00	.00	.00	_____.	.00%	
	Other Uses	.00	.00	.00	.00	_____.	.00%	
End of Report								

Harleton Elementary Student Handbook 2020–2021



If you have difficulty accessing the information in this document because of disability, please contact 903-777-4092.

Harleton Elementary Student Handbook

Contents

Harleton Elementary Student Handbook.....	1
District Calendar:	8
Preface Parents and Students:	9
Accessibility	10
Section One: Parental Rights	10
Consent, Opt-Out, and Refusal Rights.....	10
Consent to Conduct a Psychological Evaluation or Provide a Mental Health Care Service.....	10
Consent to Display a Student’s Original Works and Personal Information	11
Consent to Receive Parenting and Paternity Awareness Instruction if a Student is under Age 14	11
Consent to Video or Audio Record a Student when Not Already Permitted by Law	11
Prohibiting the Use of Corporal Punishment.....	12
Limiting Electronic Communications between Students and District Employees.....	12
Objecting to the Release of Directory Information.....	12
Objecting to the Release of Student Information to Military Recruiters and Institutions of Higher Education (Secondary Grade Levels Only).....	13
Participation in Third-Party Surveys	13
Consent Required Before Student Participation in a Federally Funded Survey, Analysis, or Evaluation	13
“Opting Out” of Participation in Other Types of Surveys or Screenings and the Disclosure of Personal Information.....	14
Removing a Student from Instruction or Excusing a Student from a Required Component of Instruction	14
Human Sexuality Instruction.....	14
Reciting a Portion of the Declaration of Independence in Grades 3–12.....	15
Reciting the Pledges to the U.S. and Texas Flags.....	15
Religious or Moral Beliefs	16
Tutoring or Test Preparation.....	16
Right of Access to Student Records, Curriculum Materials, and District Records/Policies	16
Instructional Materials.....	16
Notices of Certain Student Misconduct to Noncustodial Parent.....	16
Participation in Federally Required, State-Mandated, and District Assessments.....	17
Student Records.....	17
Accessing Student Records	17
Authorized Inspection and Use of Student Records	17
Teacher and Staff Professional Qualifications	20

Harleton Elementary Student Handbook

A Student with Exceptionalities or Special Circumstances	21
Children of Military Families	21
Parental Role in Certain Classroom and School Assignments	21
Multiple-Birth Siblings.....	21
Safety Transfers/Assignments	21
Student Use of a Service/Assistance Animal.....	22
A Student in the Conservatorship of the State (Foster Care)	22
A Student Who Is Homeless.....	23
A Student Who Has Learning Difficulties or Who Needs Special Education or Section 504 Services	23
Special Education Referrals	24
Contact Person for Special Education Referrals.....	24
Section 504 Referrals	24
Contact Person for Section 504 Referrals	25
Notification to Parents of Intervention Strategies for Learning Difficulties Provided to Students in General Education.....	25
A Student Who Receives Special Education Services with Other School-Aged Children in the Home	25
A Student Who Speaks a Primary Language Other than English.....	25
A Student with Physical or Mental Impairments Protected under Section 504.....	26
Section Two: Other Important Information for Parents and Students.....	27
Absences/Attendance	27
Compulsory Attendance	27
Prekindergarten and Kindergarten.....	27
Ages 6–18.....	27
Exemptions to Compulsory Attendance.....	27
All Grade Levels	27
Failure to Comply with Compulsory Attendance	28
All Grade Levels	28
Students with Disabilities.....	28
Ages 6–18.....	28
Attendance for Credit or Final Grade (All Grade Levels).....	29
Official Attendance-Taking Time (All Grade Levels)	29
Documentation after an Absence (All Grade Levels).....	29
Doctor’s Note after an Absence for Illness (All Grade Levels)	30

Harleton Elementary Student Handbook

Accountability under State and Federal Law (All Grade Levels).....	30
Awards and Honors	31
Bullying (All Grade Levels)	31
Celebrations (All Grade Levels)	33
Child Sexual Abuse, Trafficking, and Other Maltreatment of Children (All Grade Levels)	33
Warning Signs of Sexual Abuse.....	33
Warning Signs of Trafficking.....	34
Reporting and Responding to Sexual Abuse, Trafficking, and Other Maltreatment of Children.....	35
Further Resources on Sexual Abuse, Trafficking, and Other Maltreatment of Children	35
College and University Admissions and Financial Aid (All Grade Levels).....	35
Communications—Automated (All Grade Levels)	36
Emergency.....	36
Nonemergency	36
Complaints and Concerns (All Grade Levels).....	37
Conduct (All Grade Levels)	37
Applicability of School Rules	37
Campus Behavior Coordinator.....	37
Corporal Punishment.....	40
Deliveries	40
Disruption of School Operations	40
Social Events.....	41
Counseling	41
Academic Counseling.....	41
Elementary and Middle/Junior High School Grade Levels	41
Personal Counseling (All Grade Levels)	41
Students in Grades 1–5	42
Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels)	42
Dating Violence	42
Discrimination.....	43
Harassment.....	43
Sexual Harassment and Gender-Based Harassment.....	43
Retaliation	44
Reporting Procedures.....	44
Investigation of Report.....	44
Discrimination	45
Distribution of Literature, Published Materials, or Other Documents (All Grade Levels).....	45

Harleton Elementary Student Handbook

School Materials.....	45
Non-school Materials.....	45
From Students.....	45
From Others.....	45
Dress and Grooming (All Grade Levels).....	46
Electronic Devices and Technology Resources (All Grade Levels).....	47
Possession and Use of Personal Telecommunications Devices, Including Cell Phones, and Other Electronic Devices.....	47
Instructional Use of Personal Telecommunications and Other Electronic Devices.....	48
Acceptable Use of District Technology Resources.....	48
Unacceptable and Inappropriate Use of Technology Resources.....	48
English Learners (All Grade Levels).....	48
Extracurricular Activities, Clubs, and Organizations (All Grade Levels).....	49
Standards of Behavior.....	50
Offices and Elections.....	50
Fees (All Grade Levels).....	50
Fundraising (All Grade Levels).....	51
Gang-Free Zones (All Grade Levels).....	51
Gender-Based Harassment.....	51
Grading Guidelines (All Grade Levels).....	51
Harassment.....	52
Hazing (All Grade Levels).....	52
Health—Physical and Mental.....	52
Illness (All Grade Levels).....	52
Immunization (All Grade Levels).....	53
Lice (All Grade Levels).....	54
Medicine at School (All Grade Levels).....	54
Asthma and Severe Allergic Reactions.....	55
Mental Health Support (All Grade Levels).....	55
Physical Activity Requirements.....	56
Elementary School.....	56
Temporary Restriction from Participation in Physical Education.....	57
Physical Fitness Assessment (Grades 3–12).....	57
Special Health Concerns (All Grade Levels).....	57
Bacterial Meningitis (All Grade Levels).....	57
Diabetes.....	57

Harleton Elementary Student Handbook

Food Allergies (All Grade Levels)	57
Seizures (All Grade Levels)	58
Tobacco and E-Cigarettes Prohibited (All Grade Levels and All Others on School Property)...	58
Health-Related Resources, Policies, and Procedures	58
Physical and Mental Health Resources (All Grade Levels)	58
Policies and Procedures that Promote Student Physical and Mental Health (All Grade Levels)	58
School Health Advisory Council (SHAC) (All Grade Levels).....	59
Student Wellness Policy/Wellness Plan (All Grade Levels)	59
Homework (All Grade Levels)	59
Law Enforcement Agencies (All Grade Levels).....	60
Questioning of Students.....	60
Students Taken into Custody	60
Notification of Law Violations.....	61
Leaving Campus (All Grade Levels).....	61
At Any Other Time during the School Day	62
Lost and Found (All Grade Levels).....	62
Makeup Work	62
Makeup Work Because of Absence (All Grade Levels)	62
In-School Suspension (ISS) and Out-of-School Suspension (OSS) Makeup Work (All Grade Levels)	62
Alternative Means to Receive Coursework	62
Opportunity to Complete Courses.....	62
Nondiscrimination Statement (All Grade Levels).....	63
Parent and Family Engagement (All Grade Levels)	63
Working Together.....	63
Pledges of Allegiance and a Minute of Silence (All Grade Levels).....	64
Prayer (All Grade Levels).....	64
Promotion and Retention	64
Elementary and Middle/Junior High Grade Levels	65
Release of Students from School	66
Report Cards/Progress Reports and Conferences (All Grade Levels).....	67
Retaliation.....	67
Safety (All Grade Levels).....	67
Accident Insurance	68
Insurance for Career and Technical Education (CTE) Programs	68
Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies	68

Harleton Elementary Student Handbook

Emergency Medical Treatment and Information	68
Emergency School Closing Information	68
School Facilities	69
Asbestos Management Plan (All Grade Levels).....	69
Food and Nutrition Services (All Grade Levels).....	69
Vending Machines (All Grade Levels).....	70
Pest Management Plan (All Grade Levels)	70
Conduct Before and After School (All Grade Levels)	71
Library (All Grade Levels).....	71
Use of Hallways during Class Time (All Grade Levels).....	71
Use by Students Before and After School (All Grade Levels).....	71
School-Sponsored Field Trips (All Grade Levels)	72
Searches.....	72
Searches in General (All Grade Levels).....	72
District Property (All Grade Levels)	72
Metal Detectors (All Grade Levels).....	73
Telecommunications and Other Electronic Devices (All Grade Levels).....	73
Trained Dogs (All Grade Levels).....	73
Sexual Harassment.....	73
Special Programs (All Grade Levels).....	73
Standardized Testing.....	75
STAAR (State of Texas Assessments of Academic Readiness).....	75
Grades 3–8	75
Students in Foster Care (All Grade Levels).....	76
Students Who are Homeless (All Grade Levels).....	76
Tardies (All Grade Levels)	76
Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials (All Grade Levels).....	77
Transfers (All Grade Levels).....	77
Transportation (All Grade Levels)	77
School-Sponsored Trips.....	77
Buses and Other School Vehicles	77
Vandalism (All Grade Levels).....	79
Video Cameras (All Grade Levels).....	79
Visitors to the School (All Grade Levels).....	79
General Visitors.....	79

Harleton Elementary Student Handbook

Unauthorized Persons 79

Visitors Participating in Special Programs for Students 80

 Business, Civic, and Youth Groups 80

Volunteers (All Grade Levels) 80

Withdrawing from School (All Grade Levels) 80

Glossary 80

Appendix: Freedom from Bullying Policy 83

 Student Welfare: Freedom from Bullying 83

Harleton Elementary Student Handbook

District Calendar:

Harleton ISD

2020 - 2021 School Calendar

August '20						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	[10]	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September '20						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	[18]	19
20	[21]	22	23	24	25	26
27	28	29	30			

October '20						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	[30]	31

November '20						
Su	M	Tu	W	Th	F	S
1	[2]	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December '20						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	[18]	19
20	21	22	23	24	25	26
27	28	29	30	31		

January '21						
Su	M	Tu	W	Th	F	S
					1	2
3	4	[5]	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February '21						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	[12]	13
14	15	16	17	18	19	20
21	[22]	23	24	25	26	27
28						

March '21						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	[12]	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April '21						
Su	M	Tu	W	Th	F	S
				1]	2	3
4	[5]	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May '21						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	[27]	28	29
30	31					

June '21						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July '21						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- School Closed/ Holidays
- Teacher in-Service (no school for students)
- Half Day/Early Release
- State Testing Days (STAAR/EOC)
- Graduation (May 28)
- Make-up Days (if needed)

Harleton Elementary Student Handbook

Preface Parents and Students:

Welcome to the new school year!

Education is a team effort. Students, parents, teachers, and other staff members working together will make this a successful year.

The Harleton Elementary Student Handbook is a general reference guide that is divided into two sections:

Section One: Parental Rights describes certain parental rights as specified in state or federal law.

Section Two: Other Important Information for Parents and Students is organized alphabetically by topic. Where applicable, the topics are further organized by grade level.

Note: Unless otherwise noted, the term “parent” refers to the parent, legal guardian, any person granted some other type of lawful control of a student, or any other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to align with law, board-adopted policy, and the Student Code of Conduct, a board-adopted document intended to promote school safety and an atmosphere for learning. The Student Handbook is not meant to be a complete statement of all policies, procedures, or rules in any given circumstance.

In case of conflicts between board policy (including the Student Code of Conduct) and any Student Handbook provision, the district will follow board policy and the Student Code of Conduct.

Therefore, parents and students should become familiar with the *Harleton Elementary Student Code of Conduct*. To review the Code of Conduct, visit the district’s website at www.harletonisd.net. State law requires that the Code of Conduct be prominently displayed or made available for review at each campus.

The Student Handbook is updated annually; however, policy adoption and revisions may occur throughout the year. The district encourages parents to stay informed of proposed policy changes by attending board meetings and reviewing newsletter and other communications explaining changes in policy or other rules that affect Student Handbook provisions. The district reserves the right to modify the Student Handbook at any time. Notice of revisions will be provided as is reasonably practical.

Although the Student Handbook may refer to rights established through law or district policy, it does not create additional rights for parents and students. It does not, nor is it intended to, represent a contract between any parent or student and the district.

A hard copy of either the Student Code of Conduct or Student Handbook can be requested at 903-777-4092

Note: References to board policy codes are included for ease of reference. The hard copy of the district’s official policy manual is available for review in HISD Central Office and an unofficial electronic copy is available at www.harletonisd.net

Harleton Elementary Student Handbook

The policy manual includes:

- Legally referenced (LEGAL) policies that contain provisions from federal and state laws and regulations, case law, and other legal authorities that provide the legal framework for school districts.
- Board-adopted (LOCAL) policies that articulate the board's choices and values regarding district practices.

For questions about the material in this handbook, please contact Traci Jones at 903-777-4092

Complete and return to the student's campus the following forms (provided in the forms packet distributed at the beginning of the year or upon enrollment):

- Acknowledgment Form **Or** Acknowledgment of Electronic Distribution of Student Handbook
- Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information,
- Parent's Objection to the Release of Student Information to Military Recruiters and Institutions of Higher Education (if you choose to restrict the release of information to these entities), and
- Consent/Opt-Out Form for participation in third-party surveys.

[See **Objecting to the Release of Directory Information** on page 12 and **Consent Required Before Student Participation in a Federally Funded Survey, Analysis, or Evaluation** on page 13 for more information.]

Accessibility

If you have difficulty accessing this handbook because of a disability, please contact the Elementary Principal, Traci Jones at 903-777-4092

Section One: Parental Rights

This section describes certain parental rights as specified in state or federal law.

Consent, Opt-Out, and Refusal Rights

Consent to Conduct a Psychological Evaluation or Provide a Mental Health Care Service

Unless required under state or federal law, a district employee will not conduct a psychological examination, test, screening, or treatment, without obtaining prior written parental consent.

The district will not provide a mental health care service to a student except as permitted by law.

The district has established procedures for providing a parent with a recommendation for an intervention for a student with early warning signs of mental health concerns or substance abuse or who has been identified as at risk of attempting suicide. The district's mental health liaison will notify the student's parent within a reasonable amount of time after the liaison learns that a student has displayed early warning signs and a possible need for intervention and provide information about available counseling options.

The district has also established procedures for staff to notify the mental health liaison regarding a student who may need intervention.

Harleton Elementary Student Handbook

Traci Jones can be reached at 903-777-4092 and can provide further information regarding these procedures as well as educational materials on identifying risk factors, accessing resources for treatment or support on- and off-campus, and accessing available student accommodations provided on campus.

For further information, see **Mental Health Support** on page 55.

Note: An evaluation may be legally required under special education rules or by the Texas Education Agency for child abuse investigations and reports.

Consent to Display a Student's Original Works and Personal Information

Teachers may display a student's work in classrooms or elsewhere on campus as recognition of student achievement without seeking prior parental consent. These displays may include personally identifiable student information. Student work includes:

- Artwork,
- Special projects,
- Photographs,
- Original videos or voice recordings, and
- Other original works.

However, the district will seek parental consent before displaying a student's work on the district's website, a website affiliated or sponsored by the district (such as a campus or classroom website), or in district publications, which may include printed materials, videos, or other methods of mass communication.

Consent to Receive Parenting and Paternity Awareness Instruction if a Student is under Age 14

A student under age 14 must have parental permission to participate in the district's parenting and paternity awareness program. This program was developed by the Office of the Texas Attorney General and the State Board of Education (SBOE) to be incorporated into health education classes.

Consent to Video or Audio Record a Student when Not Already Permitted by Law

State law permits the school to make a video or voice recording without parental permission when it:

- Is to be used for school safety,
- Relates to classroom instruction or a co-curricular or extracurricular activity,
- Relates to media coverage of the school, or
- Relates to the promotion of student safety as provided by law for a student receiving special education services in certain settings.

In other circumstances, the district will seek written parental consent before making a video or voice recording of a student.

Harleton Elementary Student Handbook

Prohibiting the Use of Corporal Punishment

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

However, in accordance with law, the district may not administer corporal punishment if a student's parent submits a signed, written statement prohibiting its use.

A parent who does not want corporal punishment administered to his or her child must complete the form during electronic registration. This signed statement must be submitted each school year. A parent may revoke this prohibition at any time during the school year by providing a signed statement to the campus principal.

Note:

- District personnel may use discipline methods other than corporal punishment if a parent requests that corporal punishment not be used.
- If the district knows that a student is in temporary or permanent custody of the state (through foster care, kinship care, or other arrangements), corporal punishment will not be administered, even when the student's caregiver or caseworker has not submitted a signed statement prohibiting its use.

Limiting Electronic Communications between Students and District Employees

The district permits teachers and other approved employees to use electronic communications with students within the scope of professional responsibilities, as described by district guidelines.

For example, a teacher may create a social networking page for his or her class to relay information regarding class work, homework, and tests. A parent is welcome to access such a page.

However, text messages sent to an individual student are only allowed if a district employee with responsibility for an extracurricular activity must communicate with a student participating in that activity.

The employee is required to include his or her immediate supervisor and the student's parent as recipients on all text messages.

A parent who does not want his or her child to receive one-to-one electronic communications from a district employee should contact the campus principal.

Objecting to the Release of Directory Information

The Family Educational Rights and Privacy Act, or FERPA, permits the district to disclose appropriately designated "directory information" from a student's education records without written consent.

"Directory information" is information that, if released, is generally not considered harmful or an invasion of privacy. Examples include:

- A student's photograph (for publication in the school yearbook);
- A student's name and grade level (for communicating class and teacher assignments);
- The name, weight, and height of an athlete (for publication in a school athletic program);

Harleton Elementary Student Handbook

- A list of student birthdays (for generating school wide or classroom recognition),
- A student's name and photograph (posted on a district-approved and -managed social media platform); and
- The names and grade levels of students submitted by the district to a local newspaper or other community publication (to recognize the A/B honor roll for a specific grading period.)

Directory information will be released to anyone who follows procedures for requesting it.

However, a parent or eligible student may object to the release of this information. Any objection must be made in writing to the principal within ten school days of the student's first day of instruction for this school year [See **Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information**, included in the forms packet.]

The district requests that families living in a shelter for survivors of family violence or trafficking notify district personnel that the student currently resides in such a shelter. Families may want to opt out of the release of directory information so that the district does not release any information that might reveal the location of such a shelter.

For all other purposes, the district has identified the following as directory information: For all other purposes, directory information shall include student name, major field of study, degrees, honors, awards, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, and weight and height of members of athletic teams. [FL(LOCAL)]. If a parent does not object to the use of the student's information for these purposes, the school **must** release this information when requested by an outside entity or individual.

Note: Review **Authorized Inspection and Use of Student Records** on page 17.

Objecting to the Release of Student Information to Military Recruiters and Institutions of Higher Education (Secondary Grade Levels Only)

Unless a parent has advised the district not to release his or her student's information, the Every Student Succeeds Act (ESSA) requires the district to comply with requests from military recruiters or institutions of higher education for the student's:

- Name,
- Address, and
- Telephone listing.

[See **Parent's Objection to the Release of Student Information to Military Recruiters and Institutions of Higher Education**, included in the forms packet.]

Participation in Third-Party Surveys

Consent Required Before Student Participation in a Federally Funded Survey, Analysis, or Evaluation

The Protection of Pupil Rights Amendment (PPRA) mandates that a student will not be required to participate without parental consent in any survey, analysis, or evaluation—funded in whole or in part by the U.S. Department of Education—that concerns:

- Political affiliations or beliefs of the student or the student's parent;

Harleton Elementary Student Handbook

- Mental or psychological problems of the student or the student's family;
- Sex behavior or attitudes;
- Illegal, antisocial, self-incriminating, or demeaning behavior;
- Critical appraisals of individuals with whom the student has a close family relationship;
- Legally recognized privileged relationships, such as with lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or parent; or
- Income, except when the information is required by law and will be used to determine the student's eligibility for a program.

A parent can inspect the survey or other instrument and any corresponding instructional materials used in connection with such a survey, analysis, or evaluation. [See policy EF(LEGAL) for more information.]

“Opting Out” of Participation in Other Types of Surveys or Screenings and the Disclosure of Personal Information

The PPRA gives parents the right to receive notice and an opportunity to opt a student out of:

- Any survey concerning protected information, regardless of funding.
- Activities involving the collection, disclosure, or use of personal information gathered from the child for the purpose of marketing, selling, or otherwise disclosing that information to others.
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of the student.

Exceptions are hearing, vision, or spinal screenings, or any physical examination or screening permitted or required under state law. [See policies EF and FFAA for more information.]

A parent may inspect:

- Protected information surveys of students and surveys created by a third party;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

Removing a Student from Instruction or Excusing a Student from a Required Component of Instruction

Human Sexuality Instruction

As a part of the district's curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) makes recommendations for course materials.

State law requires that the district provide written notice before each school year of the board's decision to provide human sexuality instruction.

Harleton Elementary Student Handbook

State law also requires that instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus (HIV) or acquired immune deficiency syndrome (AIDS):

- Present abstinence from sexual activity as the preferred choice in relationship to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;
- Emphasize that abstinence, if used consistently and correctly, is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted infections and the emotional trauma associated with adolescent sexual activity;
- Direct adolescents to abstain from sexual activity before marriage as the most effective way to prevent pregnancy and sexually transmitted diseases; and
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

Per state law, here is a summary of the district's curriculum regarding human sexuality instruction:

Always Changing

A parent is entitled to review the curriculum materials. In addition, a parent may remove his or her child from any part of the human sexuality instruction without academic, disciplinary, or other penalties. A parent may also choose to become more involved with the development of this curriculum by becoming a member of the district's SHAC. (See the campus principal for details.)

Reciting a Portion of the Declaration of Independence in Grades 3–12

State law designates the week of September 17 as Celebrate Freedom Week and requires all social studies classes provide:

- Instruction concerning the intent, meaning, and importance of the Declaration of Independence and the U.S. Constitution, and
- A specific recitation from the Declaration of Independence for students in grades 3–12.

Per state law, a student may be excused from recitation of a portion of the Declaration of Independence if:

- A parent provides a written statement requesting that his or her child be excused,
- The district determines that the student has a conscientious objection to the recitation, or
- A parent is a representative of a foreign government to whom the U.S. government extends diplomatic immunity.

[See policy EHBK(LEGAL) for more information.]

Reciting the Pledges to the U.S. and Texas Flags

A parent may request that his or her child be excused from participation in the daily recitation of the Pledge of Allegiance to the U.S. flag and the Pledge of Allegiance to the Texas flag. The request must be made in writing.

Harleton Elementary Student Handbook

State law, however, requires that all students participate in one minute of silence following recitation of the pledges.

[See **Pledges of Allegiance and a Minute of Silence** on page 64 and policy EC(LEGAL) for more information.]

Religious or Moral Beliefs

A parent may remove his or her child temporarily from the classroom if a scheduled instructional activity conflicts with the parent's religious or moral beliefs.

The removal may not be used to avoid a test and may not extend for an entire semester. Further, the student must satisfy grade-level and graduation requirements as determined by the school and by state law.

Tutoring or Test Preparation

A teacher may determine that a student needs additional targeted assistance for the student to achieve mastery in state-developed essential knowledge and skills based on:

- Informal observations,
- Evaluative data such as grades earned on assignments or tests, or
- Results from diagnostic assessments.

The school will always attempt to provide tutoring and strategies for test-taking in ways that prevent removal from other instruction as much as possible.

In accordance with state law and policy EC, without parental permission, districts are prohibited from removing a student from a regularly scheduled class for remedial tutoring or test preparation for more than ten percent of the days the class is offered.

Under state law, students with grades below 70 for a reporting period are required to attend tutorial services—if the district offers these services.

[For questions about school-provided tutoring programs contact the student's teacher, and see policies EC and EHBC.]

Right of Access to Student Records, Curriculum Materials, and District Records/Policies

Instructional Materials

A parent has the right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered.

A parent is also entitled to request that the school allow the student to take home instructional materials the student uses. The school may ask the student to return the materials at the beginning of the next school day.

A school must provide printed versions of electronic instructional materials to a student if the student does not have reliable access to technology at home.

Notices of Certain Student Misconduct to Noncustodial Parent

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her child's

Harleton Elementary Student Handbook

misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. [See the Student Code of Conduct and policy FO(LEGAL) for more information.]

Participation in Federally Required, State-Mandated, and District Assessments

In accordance with the Every Student Succeeds Act (ESSA), a parent may request information regarding any federal, state, or district policy related to his or her child's participation in required assessments.

Student Records

Accessing Student Records

A parent may review his or her child's records. These records include:

- Attendance records,
- Test scores,
- Grades,
- Disciplinary records,
- Counseling records,
- Psychological records,
- Applications for admission,
- Health and immunization information,
- Other medical records,
- Teacher and school counselor evaluations,
- Reports of behavioral patterns,
- Records relating to assistance provided for learning difficulties, including information collected regarding any intervention strategies used with the child, as the term "intervention strategy" is defined by law,
- State assessment instruments that have been administered to the child, and
- Teaching materials and tests used in the child's classroom.

Authorized Inspection and Use of Student Records

The Family Educational Rights and Privacy Act (FERPA) affords parents and eligible students certain rights regarding student education records.

For purposes of student records, an "eligible" student is anyone age 18 or older or who attends a postsecondary educational institution. These rights, as discussed here and at **Objecting to the Release of Directory Information** on page 12, are the right to:

- Inspect and review student records within 45 days after the day the school receives a request for access;
- Request an amendment to a student record the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of FERPA;

Harleton Elementary Student Handbook

- Provide written consent before the school discloses personally identifiable information from the student's records, except to the extent that FERPA authorizes disclosure without consent; and
- File a complaint with the U.S. Department of Education concerning failures by the school to comply with FERPA requirements. The office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., S.W.
Washington, DC 20202

Both FERPA and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy.

Before disclosing personally identifiable information from a student's records, the district must verify the identity of the person, including a parent or the student, requesting the information.

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

Inspection and release of student records is restricted to an eligible student or a student's parent—whether married, separated, or divorced—unless the school receives a copy of a court order terminating parental rights or the right to access a student's education records.

Federal law requires that control of the records goes to the student as soon as the student:

- Reaches the age of 18,
- Is emancipated by a court, or
- Enrolls in a postsecondary educational institution.

However, the parent may continue to have access to the records if the student is a dependent for tax purposes and, under limited circumstances, when there is a threat to the health and safety of the student or other individuals.

FERPA permits the disclosure of personally identifiable information from a student's education records without written consent of the parent or eligible student:

- When school officials have what federal law refers to as a "legitimate educational interest" in a student's records.
 - Legitimate educational interest may include:
 - Working with the student;
 - Considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities;
 - Compiling statistical data;
 - Reviewing an educational record to fulfill the official's professional responsibility; or
 - Investigating or evaluating programs.

Harleton Elementary Student Handbook

- School officials may include:
 - Board members and employees, such as the superintendent, administrators, and principals;
 - Teachers, school counselors, diagnosticians, and support staff (including district health or medical staff);
 - A person or company with whom the district has contracted or allowed to provide a specific institutional service or function (such as an attorney, consultant, third-party vendor that offers online programs or software, auditor, medical consultant, therapist, school resource officer, or volunteer);
 - A person appointed to serve on a team to support the district's safe and supportive school program;
 - A parent or student serving on a school committee; or
 - A parent or student assisting a school official in the performance of his or her duties.

FERPA also permits the disclosure of personally identifiable information without written consent:

- To authorized representatives of various governmental agencies, including juvenile service providers, the U.S. Comptroller General's office, the U.S. Attorney General's office, the U.S. Secretary of Education, the Texas Education Agency, the U.S. Secretary of Agriculture's office, and Child Protective Services (CPS) caseworkers or, in certain cases, other child welfare representatives.
- To individuals or entities granted access in response to a subpoena or court order.
- To another school, district/system, or postsecondary educational institution to which a student seeks or intends to enroll or in which the student already is enrolled.
- In connection with financial aid for which a student has applied or has received.
- To accrediting organizations to carry out accrediting functions.
- To organizations conducting studies for, or on behalf of, the school to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.
- To appropriate officials in connection with a health or safety emergency.
- When the district discloses directory information-designated details. [To prohibit this disclosure, see **Objecting to the Release of Directory Information** on page 12.]

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

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

A parent or eligible student who wants to inspect the student's records should submit a written request to the records custodian identifying the records he or she wants to inspect.

Harleton Elementary Student Handbook

Records may be reviewed in person during regular school hours. The records custodian or designee will be available to explain the record and to answer questions.

A parent or eligible student who submits a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review the records.

The address of the superintendent's office is 17000 State Hwy 154, Harleton, Texas 75651.

The address of the principals' office is: 17240 State Hwy 154, Harleton, Texas 75651.

A parent or eligible student may inspect the student's records and request a correction or amendment if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights.

A request to correct a student's record should be submitted to the appropriate records custodian. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If after the hearing the records are not amended, the parent or eligible student has 30 school days to place a statement in the student's record.

Although improperly recorded grades may be challenged, contesting a student's grade in a course or on an examination is handled through the complaint process found in policy FNG(LOCAL). A grade issued by a teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading guidelines. [See **Report Cards/Progress Reports and Conferences** on page 67, **Complaints and Concerns** on page 37, and Finality of Grades at policy FNG(LEGAL).]

The district's student records policy is found at policy FL(LEGAL) and (LOCAL) and is available at the principal's or superintendent's office

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

Teacher and Staff Professional Qualifications

A parent may request information regarding the professional qualifications of his or her child's teachers, including whether the teacher:

- Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction,
- Has an emergency permit or other provisional status for which state requirements have been waived, and
- Is currently teaching in the field of discipline of his or her certification.

The parent also has the right to request information about the qualifications of any paraprofessional who may provide services to the child.

Harleton Elementary Student Handbook

A Student with Exceptionalities or Special Circumstances

Children of Military Families

The Interstate Compact on Educational Opportunities for Military Children entitles children of military families to flexibility regarding certain district and state requirements, including:

- Immunization requirements;
- Grade level, course, or educational program placement;
- Eligibility requirements for participation in extracurricular activities;
- Enrollment in the Texas Virtual School Network (TXVSN); and
- Graduation requirements.

The district will excuse absences related to a student visiting a parent, including a stepparent or legal guardian, who is:

- Called to active duty,
- On leave, or
- Returning from a deployment of at least four months.

The district will permit **no more than five** excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent's return from deployment.

Additional information may be found at [Military Family Resources at the Texas Education Agency](#).

Parental Role in Certain Classroom and School Assignments

Multiple-Birth Siblings

State law permits a parent of multiple-birth siblings (e.g., twins, triplets) assigned to the same grade and campus to request in writing that the children be placed in either the same classroom or separate classrooms.

Written requests must be submitted by the 14th day after the students' enrollment. [See policy FDB(LEGAL) for more information.]

Safety Transfers/Assignments

The board or its designee will honor a parent's request to transfer his or her child to another classroom or campus if the district has determined that the child has been a victim of bullying, including cyberbullying, as defined by Education Code 37.0832. See the principal for information.

The board may transfer a student who has engaged in bullying to another classroom.

Transportation is not provided for a transfer to another campus. See the principal for more information.

[See **Bullying** on page 31, and policies FDB and FFI for more information.]

The district will honor a parent's request for the transfer of his or her child to a safe public school in the district if the child attends a school identified by the Texas Education Agency as

Harleton Elementary Student Handbook

persistently dangerous or if the child has been a victim of a violent criminal offense while at school or on school grounds.

[See policy FDE for more information.]

The board will honor a parent's request for the transfer of his or her child to neighboring district if the child has been the victim of sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for the assault. In accordance with policy FDE, if the victim does not wish to transfer, the board will transfer the assailant.

Student Use of a Service/Assistance Animal

A parent of a student who uses a service/assistance animal because of the student's disability must submit a written request to the principal before bringing the service/assistance animal on campus. The district will try to accommodate a request as soon as possible but will do so within ten district business days.

A Student in the Conservatorship of the State (Foster Care)

A student in the conservatorship (custody) of the state who enrolls in the district after the beginning of the school year will be allowed credit-by-examination opportunities at any point during the year.

The district will grant partial course credit by semester when the student only passes one semester of a two-semester course

A student in the conservatorship of the state who is moved outside the district's or school's attendance boundaries—or who is initially placed in the conservatorship of the state and moved outside the district's or school's boundaries—is entitled to remain at the school the student was attending prior to the placement or move until the student reaches the highest grade level at that particular school.

If a student in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, the student can request a diploma from the previous district if the student meets its graduation criteria.

For a student in the conservatorship of the state who is eligible for a tuition and fee exemption under state law and likely to be in care on the day preceding the student's 18th birthday, the district will:

- Assist the student with the completion of applications for admission or financial aid;
- Arrange and accompany the student on campus visits;
- Assist in researching and applying for private or institution-sponsored scholarships;
- Identify whether the student is a candidate for appointment to a military academy;
- Assist the student in registering and preparing for college entrance examinations, including (subject to the availability of funds) arranging for the payment of examination fees by the Texas Department of Family and Protective Services (DFPS); and
- Coordinate contact between the student and a liaison officer for students formerly in the conservatorship of the state.

Harleton Elementary Student Handbook

[See **Credit by Examination for Advancement/Acceleration** on page **Error! Bookmark not defined.**, **Course Credit** on page **Error! Bookmark not defined.**, and **A Student in Foster Care** on page 76.]

A Student Who Is Homeless

Children who are homeless will be provided flexibility regarding certain district provisions, including:

- Proof of residency requirements;
- Immunization requirements;
- Educational program placement (if the student is unable to provide previous academic records or misses an application deadline during a period of homelessness);
- Credit-by-examination opportunities at any point during the year (if the student enrolled in the district after the beginning of the school year), per State Board of Education (SBOE) rules;
- Awarding partial credit when a student passes only one semester of a two-semester course;
- Eligibility requirements for participation in extracurricular activities; and
- Graduation requirements.

Federal law allows a student who is homeless to remain enrolled in the “school of origin” or to enroll in a new school in the attendance area where the student is currently residing.

If a student who is homeless in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, state law allows the student to request a diploma from the previous district if the student meets the criteria to graduate from the previous district.

A student or parent who is dissatisfied by the district’s eligibility, school selection, or enrollment decision may appeal through policy FNG(LOCAL). The district will expedite local timelines, when possible, for prompt dispute resolution.

[See **Credit by Examination for Advancement/Acceleration** on page **Error! Bookmark not defined.**, **Course Credit** on page **Error! Bookmark not defined.**, and **Students who are Homeless** on page 76.]

A Student Who Has Learning Difficulties or Who Needs Special Education or Section 504 Services

For those students who are having difficulty in the regular classroom, all school districts must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individuals listed below to learn about the school’s overall general education referral or screening system for support services.

This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine whether the student

Harleton Elementary Student Handbook

needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals

If a parent makes a **written request** for an initial evaluation for special education services to the director of special education services or to a district administrative employee of the school district, the district must respond no later than **15 school days** after receiving the request. At that time, the district must give the parent prior written notice of whether it agrees or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the district agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Note: A request for a special education evaluation may be made verbally; it does not need to be made in writing. Districts must still comply with all federal prior-written notices and procedural safeguard requirements as well as the requirements for identifying, locating, and evaluating children who are suspected of having a disability and in need of special education. However, a verbal request does not require the district to respond within the 15 school-day timeline.

If the district decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an **exception** to the 45-school-day timeline. If the district receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30 due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the school district in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

Contact Person for Special Education Referrals

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is Melinda Ready at 903-777-4092.

Section 504 Referrals

Each school district must have standards and procedures in place for the evaluation and placement of students in the district's Section 504 program. Districts must also implement a system of procedural safeguards that includes:

- Notice,
- An opportunity for a parent or guardian to examine relevant records,
- An impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and

Harleton Elementary Student Handbook

- A review procedure.

Contact Person for Section 504 Referrals

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is Melinda Ready at 903-777-4092

[See **A Student with Physical or Mental Impairments Protected under Section 504** on page 26.]

Visit these websites for information regarding students with disabilities and the family:

- [Legal Framework for the Child-Centered Special Education Process](#)
- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)

Notification to Parents of Intervention Strategies for Learning Difficulties Provided to Students in General Education

In accordance with state law, the district will annually notify parents if their child receives assistance for learning difficulties. Details of such assistance can include intervention strategies. This notice is not intended for those students already enrolled in a special education program.

A Student Who Receives Special Education Services with Other School-Aged Children in the Home

If a student is receiving special education services at a campus outside his or her attendance zone, state law permits the parent or guardian to request that other students residing in the household be transferred to the same campus—if the grade level for the transferring student is offered on that campus.

The student receiving special education services would be entitled to transportation; however, the district is not required to provide transportation to other children in the household.

The parent or guardian should contact the school principal regarding transportation needs prior to requesting a transfer for other children in the home. [See policy FDB(LOCAL) for more information.]

A Student Who Speaks a Primary Language Other than English

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English.

If the student qualifies for these services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

[See **English Learners** on page 48 and **Special Programs** on page 73 .]

Harleton Elementary Student Handbook

A Student with Physical or Mental Impairments Protected under Section 504

A student with a physical or mental impairment that substantially limits a major life activity, as defined by law—and who does not otherwise qualify for special education services—may qualify for protections under Section 504 of the Rehabilitation Act.

Section 504 is a federal law designed to prohibit discrimination against individuals with disabilities.

When an evaluation is requested, a committee will be formed to determine whether the student needs services and supports under Section 504 in order to receive a free appropriate public education (FAPE), as defined in federal law.

[See **A Student Who Has Learning Difficulties or Who Needs Special Education or Section 504 Services** on page 23 and policy FB for more information.]

Section Two: Other Important Information for Parents and Students

This section contains important information on academics, school activities, and school operations and requirements.

It is organized alphabetically to serve as a quick-reference guide. Where applicable, the topics are further organized by grade level.

Parents and children should take a moment together to become familiar with the issues addressed in this section. For guidance on a particular topic, please contact Melinda Ready at 903-777-4092.

Absences/Attendance

Regular school attendance is essential. Absences from class may result in serious disruption of a student's education. The student and parent should avoid unnecessary absences.

Two important state laws—one dealing with compulsory attendance and the other with how attendance affects the award of a student's final grade or course credit—are discussed below.

Compulsory Attendance

Prekindergarten and Kindergarten

Students enrolled in pre-kindergarten or kindergarten are required to attend school and are subject to the compulsory attendance requirements as long as they remain enrolled.

Ages 6–18

State law requires that a student who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached their 19th birthday, shall attend school, as well as any applicable accelerated instruction program, extended-year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

State law requires a student in kindergarten–grade 2 to attend any assigned accelerated reading instruction program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program based on a diagnostic reading instrument.

A student will be required to attend any assigned accelerated instruction program before or after school or during the summer if the student does not meet the passing standards on the state assessment for his or her grade level and/or applicable subject area.

Exemptions to Compulsory Attendance

All Grade Levels

State law allows exemptions to the compulsory attendance requirements for the following activities and events, as long as the student makes up all work:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining U.S. citizenship;
- Documented health-care appointments for the student or a child of the student, including absences related to autism services, if the student returns to school on the same day of the appointment and brings a note from the health-care provider;

Harleton Elementary Student Handbook

- For students in the conservatorship of the state,
 - An activity required under a court-ordered service plan; or
 - Any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

For children of military families, absences of up to five days will be excused for a student to visit a parent, stepparent, or legal guardian going to, on leave from, or returning from certain deployments.

Failure to Comply with Compulsory Attendance

All Grade Levels

School employees must investigate and report violations of the compulsory attendance law.

A student absent without permission from school, any class, any required special program, or any required tutorial will be considered in violation of the compulsory attendance law and subject to disciplinary action.

Students with Disabilities

If a student with a disability is experiencing attendance issues, the student's ARD or Section 504 committee will determine whether the attendance issues warrant an evaluation, a reevaluation, and/or modifications to the student's individualized education program or Section 504 plan, as appropriate.

Ages 6–18

When a student ages 6–18 incurs three or more unexcused absences within a four-week period, the law requires the school to send notice to the parent.

The notice will:

- Remind the parent of his or her duty to monitor the student's attendance and require the student to attend school;
- Request a conference between school administrators and the parent; and
- Inform the parent that the district will initiate truancy prevention measures, including a behavior improvement plan, school-based community service, referrals to counseling or other social services, or other appropriate measures.

The truancy prevention facilitator for the district is Melinda Ready. For any questions about student absences, parents should contact the facilitator or any other campus administrator.

A court of law may impose penalties against the parent if a school-aged student is deliberately not attending school. The district may file a complaint against the parent if the student incurs ten or more unexcused absences within a six-month period in the same school year.

If a student age 12–18 incurs ten or more unexcused absences within a six-month period in the same school year, the district, in most circumstances, will refer the student to truancy court.

[See policies FEA(LEGAL) and FED(LEGAL) for more information.]

Harleton Elementary Student Handbook

Attendance for Credit or Final Grade (All Grade Levels)

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

If a student attends fewer than 75 percent of the class days or does not complete the principal-approved plan, then the attendance review committee will determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade. [See policy FEC for more information.]

All absences, excused or unexcused, may be held against a student's attendance requirement. To determine whether there were extenuating circumstances for any absences, the attendance committee will use the following guidelines:

- If makeup work is completed, absences listed under **Exemptions to Compulsory Attendance** on page 27 will be considered extenuating circumstances.
- A transfer or migrant student incurs absences only after he or she has enrolled in the district.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences
- The committee will consider whether the student or student's parent had any control over the absences.
- 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 discuss ways to earn or regain credit or a final grade.

The student or parent may appeal the committee's decision to the board by following policy FNG(LOCAL).

Official Attendance-Taking Time (All Grade Levels)

The district will take official attendance every day at 9:00 am

A student absent for any portion of the day, should follow the procedures below to provide documentation of the absence.

Documentation after an Absence (All Grade Levels)

A parent must provide an explanation for any absence upon the student's arrival or return to school. The student must submit a note signed by the parent. The campus may accept a phone call from the parent but reserves the right to require a written note.

A note signed by the student will not be accepted unless the student is age 18 or older or is an emancipated minor under state law.

Harleton Elementary Student Handbook

The campus will document in its attendance records whether the absence is excused or unexcused.

Note: The district is not required to excuse any absence, even if the parent provides a note explaining the absence, unless the absence is an exemption under compulsory attendance laws.

Doctor's Note after an Absence for Illness (All Grade Levels)

Upon return to school, a student absent for more than 3 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the absence. Otherwise, the absence may be considered unexcused and in violation of compulsory attendance laws.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the absence to determine whether an absence will be excused or unexcused.

[See policy FEC(LOCAL) for more information.]

Accountability under State and Federal Law (All Grade Levels)

Harleton ISD and each of its campuses are held to certain standards of accountability under state and federal law. A key component of accountability is the dissemination and publication of certain reports and information, including:

- The Texas Academic Performance Report (TAPR) for the district, compiled by the Texas Education Agency (TEA), based on academic factors and ratings;
- A School Report Card (SRC) for each campus in the district, compiled by TEA;
- The district's financial management report, which includes the financial accountability rating assigned to the district by TEA; and
- Information compiled by TEA for the submission of a federal report card that is required by federal law.

Accountability information can be found on the district's website at www.harletonisd.net Hard copies of any reports are available upon request to the district's administration office.

TEA maintains additional accountability and accreditation information at [TEA Performance Reporting Division](#) and the [TEA homepage](#).

Harleton Elementary Student Handbook

Awards and Honors

“A Honor Roll” – Students must have a 90 or above in each area, including Fine Arts, PE and Conduct.

“A/B Honor Roll” – Students must have an 80 or higher in all areas, including Fine Arts, PE and Conduct.

Academic Recognition

Each six weeks for the 1st through 5th six weeks of school an academic recognition will be held in the week after report cards go home for grades K-5. Award explanation:

- A Honor Roll – grade of 90 or above in every area
- A/B Honor Roll – grade of 80 or above in every area
- Perfect Attendance – No absences, no tardies, and no more than 1 time leaving school early

End of the Year Recognition will be as follow:

- Kindergarten – Top Student (Math, Language Arts, Writing), Citizenship, Perfect Attendance
- First Grade – A Honor Roll every six weeks, A/B Honor Roll every six weeks, Perfect Attendance all year, Citizenship 95 and above all year
- Grades 2-5 – A Honor Roll every six weeks, A/B Honor Roll every six weeks, Perfect Attendance all year, Citizenship 95 or above all year

Bullying (All Grade Levels)

Bullying is defined in state law as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- Infringes on the rights of the victim at school.

Bullying includes cyberbullying. Cyberbullying is defined in state law as bullying that is done through the use of any electronic communication device, including through the use of:

- A cellular or other type of telephone
- A computer
- A camera

Harleton Elementary Student Handbook

- Electronic mail
- Instant messaging
- Text messaging
- A social media application
- An internet website
- Any other internet-based communication tool.

Bullying is prohibited by the district and could include:

- Hazing
- Threats
- Taunting
- Teasing
- Confinement
- Assault
- Demands for money
- Destruction of property
- Theft of valued possessions
- Name-calling
- Rumor-spreading
- Ostracism.

If a student believes that he or she has experienced bullying or witnesses the bullying of another student, the student or parent should notify a teacher, school counselor, principal, or another district employee as soon as possible. Procedures for reporting allegations of bullying may be found on the district's website.

A student may anonymously report an alleged incident of bullying to a teacher, principal, or other school employee.

The administration will investigate any allegations of bullying and related misconduct. The district will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying.

If an investigation determines that bullying occurred, the administration will take appropriate disciplinary action and may, in certain circumstances, notify law enforcement. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying.

Available counseling options will be provided to the affected individuals, including any student who witnessed the bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

Harleton Elementary Student Handbook

Upon recommendation of the administration, the board may transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the student may also be transferred to another campus in the district.

The parent of a student who has been determined to be a victim of bullying may request that the student be transferred to another classroom or campus within the district. [See **Safety Transfers/Assignments** on page 21.]

A copy of the district's bullying policy is available in the principal's office, superintendent's office, and on the district's website, and is included at the end of this handbook as an appendix.

A student or parent who is dissatisfied with the outcome of an investigation may appeal through policy FNG(LOCAL).

[See **Safety Transfers/Assignments** on page 21, **Dating Violence, Discrimination, Harassment, and Retaliation** on page 42, **Hazing** on page 52, policy FFI, the district's Student Code of Conduct, and the district improvement plan, a copy of which can be viewed in the campus office.

Celebrations (All Grade Levels)

Although a parent or grandparent may provide food to share for a school-designated function or for a student's birthday, please be aware that children in the school may have severe allergies to certain food products. Therefore, it is imperative to discuss any classroom allergies with the teacher before bringing food to share.

Occasionally, the school or a class may host functions or celebrations tied to the curriculum that involve food. The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers to provide food.

[See **Food Allergies**]

Child Sexual Abuse, Trafficking, and Other Maltreatment of Children (All Grade Levels)

The district has established a plan for addressing child sexual abuse, trafficking, and other maltreatment of children, which may be accessed at the central office. Trafficking includes both sex and labor trafficking.

Warning Signs of Sexual Abuse

Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child.

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, to report the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

A child who has been or is being sexually abused may exhibit physical, behavioral, or emotional warning signs, including:

- Difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches;

Harleton Elementary Student Handbook

- Verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior; or
- Withdrawal, depression, sleeping and eating disorders, and problems in school.

Be aware that children and adolescents who have experienced dating violence may show similar physical, behavioral, and emotional warning signs. [See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 42.]

Warning Signs of Trafficking

Child trafficking of any sort is prohibited by the Penal Code. Sex trafficking involves forcing a person, including a child, into sexual abuse, assault, indecency, prostitution, or pornography. Labor trafficking involves forcing a person, including a child, to engage in forced labor or services.

Traffickers are often trusted members of a child's community, such as friends, romantic partners, family members, mentors, and coaches, although traffickers frequently make contact with victims online.

Possible warning signs of sexual trafficking in children include:

- Changes in school attendance, habits, friend groups, vocabulary, demeanor, and attitude;
- Sudden appearance of expensive items (for example, manicures, designer clothes, purses, technology);
- Tattoos or branding;
- Refillable gift cards;
- Frequent runaway episodes;
- Multiple phones or social media accounts;
- Provocative pictures posted online or stored on the phone;
- Unexplained injuries;
- Isolation from family, friends, and community; and
- Older boyfriends or girlfriends.

Additional warning signs of labor trafficking in children include:

- Being unpaid, paid very little, or paid only through tips;
- Being employed but not having a school-authorized work permit;
- Being employed and having a work permit but clearly working outside the permitted hours for students;
- Owning a large debt and being unable to pay it off;
- Not being allowed breaks at work or being subjected to excessively long work hours;
- Being overly concerned with pleasing an employer and/or deferring personal or educational decisions to a boss;

Harleton Elementary Student Handbook

- Not being in control of his or her own money;
- Living with an employer or having an employer listed as a student's caregiver; and
- A desire to quit a job but not being allowed to do so.

Reporting and Responding to Sexual Abuse, Trafficking, and Other Maltreatment of Children

Anyone who suspects that a child has been or may be abused, trafficked, or neglected has a legal responsibility, under state law, to report the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

A child who has experienced sexual abuse or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Children may be more reluctant to disclose sexual abuse than physical abuse and neglect and may only disclose sexual abuse indirectly. As a parent or trusted adult, it is important to be calm and comforting if your child or another child confides in you. Reassure the child that he or she did the right thing by telling you.

If your child is a victim of sexual abuse, trafficking, or other maltreatment, the school counselor or principal will provide information on counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (DFPS) also manages early intervention counseling programs.

To find out what services may be available in your county, see [Texas Department of Family and Protective Services, Programs Available in Your County](#).

Reports of abuse, trafficking, or neglect may be made to the CPS division of the DFPS at 1-800-252-5400 or on the web at [Texas Abuse Hotline Website](#).

Further Resources on Sexual Abuse, Trafficking, and Other Maltreatment of Children

The following websites might help you become more aware of child abuse and neglect, sexual abuse, trafficking, and other maltreatment of children:

- [Child Welfare Information Gateway Factsheet](#)
- [KidsHealth, For Parents, Child Abuse](#)
- [Office of the Texas Governor's Child Sex Trafficking Team](#)
- [Human Trafficking of School-aged Children](#)
- [Child Sexual Abuse: A Parental Guide from the Texas Association Against Sexual Assault](#)
- [National Center of Safe Supportive Learning Environments: Child Labor Trafficking](#)

College and University Admissions and Financial Aid (All Grade Levels)

For two school years following graduation, a district student who graduates as valedictorian or in the top ten percent of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student:

- Completes the distinguished level of achievement under the foundation graduation program (a student must graduate with at least one endorsement and must have taken Algebra II as one of the four required math courses); or

Harleton Elementary Student Handbook

- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

The student is ultimately responsible for meeting the admission requirements of the university or college, including timely submission of a completed application.

Should a college or university adopt an admissions policy that automatically accepts the top 25 percent of a graduating class, the provisions above will also apply to a student ranked in the top 25 percent of his or her class.

The University of Texas at Austin may limit the number of automatically admitted students to 75 percent of the University's enrollment capacity for incoming resident freshmen. During the summer and fall 2020 terms and spring 2021 term, the University will admit the top six percent of a high school's graduating class who meet the above requirements. Additional applicants will be considered by the University of through a holistic review process.

As required by law, the district will provide written notice concerning automatic college admission, the curriculum requirements for financial aid, and the benefits of completing the requirements for automatic admission and financial aid. Parents and students will be asked to sign an acknowledgment that they received this information.

Students and parents should contact the school counselor for further information about automatic admissions, the application process, and deadlines.

[See **Class Rank/Highest-Ranking Student** on page **Error! Bookmark not defined.** for information specifically related to how the district calculates a student's rank in class, and requirements for **Graduation** on page **Error! Bookmark not defined.** for information associated with the foundation graduation program.]

[See **Students in the Conservatorship of the State (Foster Care)** on page 22 for information on assistance in transitioning to higher education for students in foster care.]

Communications—Automated (All Grade Levels)

Emergency

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. An emergency situation may include early dismissal, delayed opening, or restricted access to the campus due to severe weather, another emergency, or a security threat. It is crucial to notify your child's school when a phone number changes.

[See **Safety** on page 67 for information regarding contact with parents during an emergency situation.]

Nonemergency

Your child's school will request that you provide contact information for the school to send information specific to your child, your child's school, or the district. If you provide a phone number for this purpose, please notify the school's administration office immediately if your number changes.

The district or school may generate automated or pre-recorded messages, text messages, or real-time phone or email communications that are closely related to the school's mission, so prompt notification of any change in contact information will be crucial.

Standard messaging rates of your wireless phone carrier may apply.

Harleton Elementary Student Handbook

If you have specific requests or needs related to how the district contacts you, please contact your child's principal. [See **Safety** on page 67 for information regarding contact with parents during an emergency.]

Complaints and Concerns (All Grade Levels)

Usually student or parent complaints or concerns can be addressed informally by a phone call or a conference with the teacher or principal.

For those complaints and concerns that cannot be resolved informally, the board has adopted a Student and Parent Complaints/Grievances policy FNG(LOCAL). This policy can be viewed in the district's policy manual, available online at www.harletonisd.net. The complaint forms can be accessed *online* at www.harletonisd.net or at the principal's or superintendent's office.

- To file a formal complaint a parent or student should complete and submit the complaint form.
- In general, the written complaint form should be completed and submitted to the campus principal in a timely manner.
- If the concern is not resolved, a parent or student may request a conference with the superintendent.
- If the concern is still unresolved, the district provides a process for parents and students to appeal to the board of trustees.

Conduct (All Grade Levels)

Applicability of School Rules

The board has adopted a Student Code of Conduct that defines standards of acceptable behavior—both on and off campus, as well as on district vehicles—and outlines consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

During summer instruction, the Student Handbook and Student Code of Conduct in place for the school year immediately preceding the summer period shall apply, unless the district amends either or both documents for the purposes of summer instruction.

Campus Behavior Coordinator

Each campus has a campus behavior coordinator to apply discipline management techniques and administer consequences for certain student misconduct, as well as provide a point of contact for student misconduct. The contact information for each campus behavior coordinator is available on the district's website at www.harletonisd.net and is listed below:

Melinda Ready readymelinda@harletonisd.net

Discipline Management Plan

The purpose of the discipline plan is to:

1. Improve the education environment for students, teachers, parents and staff.
2. Inform students and parents of rules and policies.
3. Record discipline violations in a systematic way.
4. Predetermine dispositions for violations when possible.

Harleton Elementary Student Handbook

HES will recognize students for meeting behavioral expectations in the following ways:

- Classroom incentives
- Cat prints
- Positive phone calls or emails to parent
- Positive notes
- Office recognition
- Behavior coupons

The following are examples of behaviors that are considered major offenses and will result in immediate administrative intervention:

- Improper touching
- Threatening bodily harm
- Major fighting
- Defacing school property
- Weapon on campus
- Severe harassing or bullying

The following are examples of behaviors that, unless persistent and/or dangerous, will be addressed in the classroom by the teacher, and if necessary by the parent:

- Name calling or use of bad language (including racial slurs)
- Minor fighting or pushing instigating fighting among others
- Being disrespectful to adults or other students
- Congregating for inappropriate conduct
- Inappropriate clothing (noncompliance to dress code)
- Running in hallways or other areas (other than assigned play areas)
- Instigating or spreading rumors
- Taking others' belongings
- Not following directions
- Talking in class
- Not completing work

Consequences for misbehavior

1. First Offense
Classroom teacher warning
2. Second Offense
Teacher enforced repercussion
Parent notification
Document in skyward
3. Third Offense
Office referral
Document in skyward
Counsel with student
Parent notification

Harleton Elementary Student Handbook

See the Student Code of Conduct for a detailed description of the disciplinary actions taken by campus administrators for office referrals.

Student Responsibilities

1. Attending all classes daily and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being properly attired.
4. Exhibiting respect toward others – including refraining from bullying, harassment, or taunting.
5. Conducting themselves in a responsible manner.
6. Paying required fees and fines, unless they are waived.
7. Refraining from violations listed in the Student Code of Conduct (www.harletonisd.net). This includes refraining from possession of radios, cell phones, pagers, tape recorders, camcorders, DVD players, cameras, CD players, and other electronic devices and games on campus unless prior approval from the principal has been obtained.
8. Obeying all school rules, including safety rules.
9. Seeking changes in school policies and regulations in an orderly and responsible manner, through appropriate channels.
10. Cooperating with staff in investigation of disciplinary cases and volunteering information when the student has knowledge relating to a serious offense.

Classroom rules and consequences of violating those rules are clearly posted in each classroom. All consequences fall within the range of the discipline management technique outlined in the Discipline Management Plan

Discipline Management Techniques:

1. Counseling by teachers, administrative personnel.
2. Parent-teacher conference
3. Cooling-off or time-out
4. Behavior contracts
5. Assigned school duties other than class tasks
6. Verbal correction
7. Withdrawal of privileges, including participation in extracurricular activities, celebration days, and honorary positions
8. Sending the student to the office or other assigned areas
9. Detention
10. Corporal punishment - Any parent may request that corporal punishment not be used on their child, but it is the responsibility of the parent to file WRITTEN notification in the principal's office each school year. *****Parent sign off required.
11. Probation
12. Rewards or demerits
13. Temporary confiscation of items that disrupt the educational process. Items judged to be dangerous or obscene will be returned only when the parent comes to school to pick them up.
14. Grade penalties for unexcused absences
15. Assignment to in-school suspension for no more than three days at a time
16. Referral to outside agency or authority

Minor offenses (any violation that is not listed as a serious offense in the Discipline Management Plan) shall first be remedied by the school employee who directly supervises the

Harleton Elementary Student Handbook

student. Teachers and the campus principal shall have the discretion to determine which techniques are reasonable and appropriate to the offense. **Persistent**, defined as two or more, violations of the code in general or repeated occurrences of the same violation shall result in proceedings to remove the student to an alternative education program.

Corporal Punishment

Corporal punishment—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.

Fidget Spinners

Students shall not possess or use fidget spinners and other similar toys or items. Such items are prohibited except when they are included as part of a student's 504 or IEP accommodations.

Deliveries

Except in emergencies, delivery of messages or packages to students will not be allowed during instructional time. A parent may leave a message or a package, such as a forgotten lunch, for the student to pick up from the front office during a passing period or lunch.

Disruption of School Operations

Disruption of school operations is not tolerated and may constitute a misdemeanor offense. As identified by state law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.

Disruption of classes or other school activities while on or within 500 feet of district property includes:

- Making loud noises;
- Trying to entice a student away from, or to prevent a student from attending, a required class or activity; and
- Entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.

Interference with the transportation of students in vehicles owned or operated by the district is also considered a disruption.

Harleton Elementary Student Handbook

Social Events

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest.

A student attending a social event will be asked to sign out when leaving before the end of the event and will not be readmitted.

A parent interested in serving as a chaperone for any school social events should contact the campus principal.

Counseling

The district has a comprehensive school counseling program that includes:

- A guidance curriculum to help students develop their full educational potential, including the student's interests and career objectives;
- A responsive services component to intervene on behalf of any student whose immediate personal concerns or problems put the student's continued educational, career, personal, or social development at risk;
- An individual planning system to guide a student as the student plans, monitors, and manages the student's own educational, career, personal, and social development; and
- Systems to support the efforts of teachers, staff, parents, and other members of the community in promoting the educational, career, personal, and social development of students.

The district will make a preview of the program, including all materials and curriculum, available to parents to review during school hours.

Academic Counseling

Elementary and Middle/Junior High School Grade Levels

The school counselor will provide information to students and parents about college and university admissions and the importance of planning for postsecondary education, including appropriate coursework and financial aid availability and requirements.

In either grade 7 or 8, each student will receive instruction on how best to prepare for high school, college, and a career.

Personal Counseling (All Grade Levels)

The school counselor is available to assist students with a wide range of personal, social, and family concerns, including emotional or mental health issues and substance abuse. A student who wishes to meet with the school counselor should contact a homeroom teacher or Kim Winsted, district counselor. As a parent, if you are concerned about your child's mental or emotional health, please speak with the school counselor for a list of resources that may be of assistance.

If your child has experienced trauma, contact the school counselor for more information.

[See **Mental Health Support** on page 55, and **Child Sexual Abuse, Trafficking, and Other Maltreatment of Children and Dating Violence** on page 33.]

Harleton Elementary Student Handbook

Students in Grades 1–5

A student in elementary school is eligible to accelerate to the next grade level if:

- The student scores at least an 80 on each examination in the subject areas of language arts, mathematics, science, and social studies;
- A district administrator recommends that the student be accelerated; and
- The student's parent gives written approval of the grade advancement.

Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels)

Students learn best, and their welfare is best served, in a school environment that is free from dating violence, discrimination, harassment, and retaliation.

Students are expected to treat peers and district employees with courtesy and respect, avoid offensive behaviors, and stop those behaviors as directed. District employees are likewise expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly address inappropriate and offensive behaviors that are based on a person's race, color, religion, sex, gender, national origin, disability, age, or any other basis prohibited by law. A copy of the district's policy is available in the principal's office and in the superintendent's office or on the district website www.harletonisd.net. [See policy FFH for more information.]

Dating Violence

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship or any of the person's past or subsequent partners. This type of conduct is considered harassment if it is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include, but are not limited to:

- Physical or sexual assaults;
- Name-calling;
- Put-downs;
- Threats to hurt the student, the student's family members, or members of the student's household;
- Destroying property belonging to the student;
- Threats to commit suicide or homicide if the student ends the relationship;
- Threats to harm a student's past or current dating partner;
- Attempts to isolate the student from friends and family;
- Stalking; or
- Encouraging others to engage in these behaviors.

Harleton Elementary Student Handbook

Discrimination

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, sex, gender, national origin, disability, age, or any other basis prohibited by law that negatively affects the student.

Harassment

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of harassment may include, but are not limited to:

- Offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation;
- Threatening, intimidating, or humiliating conduct;
- Offensive jokes, name-calling, slurs, or rumors;
- Physical aggression or assault;
- Graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or
- Other kinds of aggressive conduct such as theft or damage to property.

Sexual Harassment and Gender-Based Harassment

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited.

Examples of sexual harassment may include, but are not limited to:

- Touching private body parts or coercing physical contact that is sexual in nature;
- Sexual advances;
- Jokes or conversations of a sexual nature; and
- Other sexually motivated conduct, communications, or contact.

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact that a reasonable person would not construe as sexual in nature, such as comforting a child with a hug or taking the child's hand. However, romantic, sexual, and other inappropriate social relationships between students and district employees are prohibited, even if consensual.

Gender-based harassment includes physical, verbal, or nonverbal conduct based on a student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity.

Gender-based harassment can occur regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity. Examples of gender-based harassment directed against a student may include, but are not limited to:

- Offensive jokes, name-calling, slurs, or rumors;

Harleton Elementary Student Handbook

- Physical aggression or assault;
- Threatening or intimidating conduct; or
- Other kinds of aggressive conduct such as theft or damage to property.

Retaliation

Retaliation against a person who makes a good-faith report or participates in an investigation of discrimination, harassment, or dating violence is prohibited. A person who makes a false claim, offers false statements, or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline.

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

Reporting Procedures

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, school counselor, principal, or other district employee. The report may be made by the student's parent. [See policy FFH(LOCAL) and (EXHIBIT) for other appropriate district officials to whom to make a report.]

Upon receiving a report, the district will determine whether the allegations, if proven, constitute prohibited conduct as defined by policy FFH. If not, the district will refer to policy FFI to determine whether the allegations, if proven, constitute bullying, as defined by law and policy FFI. If the alleged prohibited conduct also meets the statutory and policy definitions for bullying, an investigation of bullying will also be conducted. [See **Bullying** on page 31]

The district will promptly notify the parent of any student alleged to have experienced prohibited conduct involving an adult associated with the district. In the event alleged prohibited conduct involves another student, the district will notify the parent of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy FFH.

Investigation of Report

Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated.

To the extent possible, the district will respect the privacy of the student. However, limited disclosures may be necessary to conduct a thorough investigation and comply with law.

If a law enforcement or other regulatory agency notifies the district that it is investigating the matter and requests that the district delay its investigation, the district will resume its investigation at the conclusion of the agency's investigation.

During the course of an investigation and when appropriate, the district will take interim action to address the alleged prohibited conduct.

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary action and, in some cases, corrective action will be taken to address the conduct. The district may take disciplinary and corrective action even if the conduct was not unlawful.

Harleton Elementary Student Handbook

All involved parties will be notified of the outcome of the district investigation within the parameters and limits allowed under the Family Educational Rights and Privacy Act (FERPA).

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

Discrimination

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 42.]

If a student wishes to enroll in a correspondence course or a distance learning course that is not provided through the Texas Virtual School Network (TXVSN), as described below, to earn credit in a course or subject, the student must receive permission from the principal prior to enrolling in the course or subject. If the student does not receive prior approval, the district may not recognize and apply the course or subject toward graduation requirements or subject mastery.

Distribution of Literature, Published Materials, or Other Documents (All Grade Levels)

School Materials

Publications prepared by and for the school may be posted or distributed, with the prior approval of the principal, sponsor, or teacher. Such items may include school posters, newspapers, yearbooks, brochures, flyers, etc.

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

Non-school Materials

From Students

Students must obtain prior approval from the principal before selling, posting, circulating, or distributing copies of written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any non-school material must include the name of the sponsoring person or organization. Approval will be granted or denied within two school days.

The principal has designated upper hall area by the cafeteria as the location for approved non-school materials to be placed for voluntary viewing or collection by students. [See policy FNAA for more information.]

A student may appeal a decision in accordance with policy FNG(LOCAL). Any student who sells, posts, circulates, or distributes non-school material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without approval will be removed.

[See policy FNG(LOCAL) for student complaint procedures.]

From Others

No person or group will sell, circulate, distribute, or post on any district premises written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials that is not sponsored by the district or by a district-affiliated school-support organization, except as permitted by policy GKDA.

To be considered for distribution, any non-school material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to principal will approve or reject the materials within two school days of the time the

Harleton Elementary Student Handbook

materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies DGBA or GF for more information.]

The principal has designated the upper hall near the cafeteria as the location for approved non-school materials to be placed for voluntary viewing or collection.

Prior review will not be required for:

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

All non-school materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.

Dress and Grooming (All Grade Levels)

The district's dress code teaches grooming and hygiene, prevents disruption, and minimizes safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

- No tank tops, halter-tops or spaghetti straps worn alone or in combination.
- No midriff bearing tops – no skin is to show at the waist at any time.
- Leggings may be worn under shorts or with a long shirt or dress that reaches fingertips.
- Kindergarten cannot wear flip flops.
- No earrings on male students or long, dangling earrings on female students
- No distracting haircuts or hair color.
- Male students' length of hair shall not exceed the base of their collars.
- No caps, hats or rags on the head in the building, except for special occasions to be determined by the teachers and principal.
- No bicycle shorts, sliding shorts, or other close fitting shorts. All shorts must be hemmed, neat, and free of holes. **Shorts must come to the tip of fingers.**
- **Skirts must come to tip of fingers** - no extremely short skirts, and shorts must be worn under them. Girls may want to wear leggings under shorts or skirts
- No clothing with pictures, emblems, or writings that depict or advertise tobacco, alcohol, drugs, or any other prohibited substance or is disruptive or interferes with the school program.
- No cleats or other shoes designed for sports that might damage floors or track in large amounts of dirt – save them for the game.
- Students **must** wear tennis shoes to PE class. Tennis shoes may be worn to school or brought and kept in the backpack or locker until PE.
- Even though high heels are the fashion for girls, school is not a good place to wear them. Save them for special occasions.
- A district wide policy of no cheerleading uniforms will be observed in the elementary as well as junior high and high school; however, if the girls are attending a pep rally

Harleton Elementary Student Handbook

they may change into the uniform at pep rally time. Cheerleading short sets must meet dress code standards.

- Jerseys (football, baseball, etc.), must be worn with a shirt under them
- No skate-shoes allowed at school.
- Skin must not show through holes in jeans/pants.
- **All dress will be at the judgment of the teacher and the principal with the principal making the final decision.**
- **The dress code applies to all extra-curricular activities such as Talent Show, Water Day, Field Trips, etc.**

The Dress code is in place to help ensure the optimum learning environment for all students. If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student may be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

ALL ADULTS are asked to adhere to above dress code while on campus.

*****Parent sign off required.

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student may be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

Electronic Devices and Technology Resources (All Grade Levels)

Possession and Use of Personal Telecommunications Devices, Including Cell Phones, and Other Electronic Devices

The district permits students to possess personal cell phones for safety purposes; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. [For graphing calculator applications on computing devices, see **Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials** on page 77.]

A student must have approval to possess other personal telecommunications devices such as laptops, tablets, or other portable computers.

Students are not permitted to possess or use personal electronic devices at school unless prior permission has been obtained. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

The use of cell phones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The student/parent may pick up the confiscated telecommunications device from the principal's office for a fee of \$15.

Harleton Elementary Student Handbook

Confiscated telecommunications devices that are not retrieved by the student or the student's parent will be disposed of after the notice required by law. [See policy FNCE for more information.]

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See **Searches** on page 72 and policy FNF for more information.]

Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for damaged, lost, or stolen telecommunications devices.

Instructional Use of Personal Telecommunications and Other Electronic Devices

Students must obtain prior approval to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook).

All personal devices must be turned off during the instructional day when not in use for approved instructional purposes. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Acceptable Use of District Technology Resources

District-owned technology resources may be issued to individual students for instructional purposes. Use of the district's network systems and 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 on district-owned or personally owned equipment, 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 in accordance with the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement.

This type of behavior may constitute bullying or harassment, as well as impede future endeavors of a student. We encourage parents to review with their child the ["Before You Text" Sexting Prevention Course](#), a state-developed program that addresses the consequences of sexting.

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. In some cases, the consequence may be expulsion.

English Learners (All Grade Levels)

A student who is an English learner is entitled to receive specialized services from the district. A Language Proficiency Assessment Committee (LPAC), consisting of both district personnel and

Harleton Elementary Student Handbook

at least one parent representative, will determine whether the student qualifies for services. The student's parent must consent to any services recommended by the LPAC. However, pending the receipt of parental consent or denial of services, an eligible student will receive the services to which the student is entitled and eligible.

To determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services, and once a level of proficiency has been established, the LPAC will designate instructional accommodations or additional special programs that the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program.

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR Spanish, as mentioned at **Standardized Testing** on page 75, may be administered to an English learner up to grade 5. In limited circumstances, a student's LPAC may exempt the student from an otherwise required state-mandated assessment or may waive certain graduation requirements related to the English I end-of-course (EOC) assessment. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to English learners who qualify for services.

If a student is considered an English learner and receives special education services because of a qualifying disability, the student's ARD committee will make instructional and assessment decisions in conjunction with the LPAC.

Extracurricular Activities, Clubs, and Organizations (All Grade Levels)

Participation in school-sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships.

Some extracurricular activities may include off-campus events. Students are required to use transportation provided by the district to and from the events. Exceptions may only be made with the approval of the activity's coach or sponsor. [See **Transportation** on page 77.]

Eligibility for many of these activities is governed by state law and the rules of the University Interscholastic League (UIL), a statewide association overseeing interdistrict competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. Students and parents can access the UIL Parent Information Manual at [UIL Parent Information Manual](#). A hard copy can be provided by the coach or sponsor of the activity on request.

To report alleged noncompliance with required safety training or an alleged violation of safety rules required by law and the UIL, please contact the curriculum division of TEA at (512) 463-9581 or curriculum@tea.texas.gov.

[See [UIL Texas](#) for additional information on all UIL-governed activities.]

Generally, a student who receives a grade below 70 at the end of a grading period in any academic class may not participate in extracurricular activities for at least three school weeks.

However, if a student receives a grade below 70 at the end of a grading period in an Advanced Placement (AP) or International Baccalaureate (IB) course, or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or languages other than English, the student remains eligible for participation in all extracurricular activities.

In addition, the following applies to all extracurricular activities:

Harleton Elementary Student Handbook

- A student who receives special education services and who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse but may not participate in any competitive activity.
- An absence for participation in an activity that has not been approved will be considered an unexcused absence.

Standards of Behavior

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

Offices and Elections

Certain clubs, organizations, and performing groups will hold elections for student officers. These groups include:

Student Council

Fees (All Grade Levels)

Basic educational program materials are provided at no charge to a student. However, a student is expected to provide his or her own supplies, such as pencils, paper, erasers, and notebooks. A student may also be required to pay certain other costs, fees, or deposits, including:

- Materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations.
- Admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student health and accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses.

Harleton Elementary Student Handbook

- Fees for optional courses offered for credit that require use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See **Buses and Other School Vehicles** on page 77.]
- A fee not to exceed \$50 for an educational program outside of regular school hours for a student who has lost credit or has not been awarded a final grade because of absences and whose parent chooses the program for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.
- In some cases, a fee for a course taken through the Texas Virtual School Network (TXVSN).

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

Fundraising (All Grade Levels)

Student groups or classes and/or parent groups may be permitted to conduct fundraising drives for approved school purposes in accordance with administrative regulations. [See policies FJ and GE for more information.]

Gang-Free Zones (All Grade Levels)

Certain criminal offenses, including gang-related crimes, will be enhanced to the next-highest category of offense if they are committed in a gang-free zone. Gang-free zones include a school bus and any location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

Gender-Based Harassment

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 42.]

Grading Guidelines (All Grade Levels)

Approved grading guidelines for each grade level or course will be communicated to students and their parents by the classroom teacher. These guidelines establish:

- The minimum number of assignments, projects, and examinations required for each grading period;
- How the student's mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.);
- Circumstances under which a student will be allowed to redo an assignment or retake an examination the student originally failed; and
- Procedures for a student to follow after an absence.

[See **Report Cards/Progress Reports and Conferences** on page 67 for additional information on grading guidelines.]

Harleton Elementary Student Handbook

Pre-K will receive a written report from the teacher.

Kindergarten will use the following grading procedure:

4=Mastery at least 95% of the time

3= Shows mastery 80-94% of the time

2= Shows mastery 60-79% of the time

1=Shows mastery 0-59% of the time

0=Shows no mastery

Grades 1 – 5 will receive numerical scores for all subject areas.

Harassment

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 42.]

Hazing (All Grade Levels)

Hazing is defined as an intentional, knowing, or reckless act, on or off campus, by one person alone or acting with others, directed against a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in a student organization if the act meets the elements in Education Code 37.151, including:

- Any type of physical brutality;
- An activity that subjects the student to an unreasonable risk of harm or that adversely affects the student's mental or physical health, such as sleep deprivation, exposure to the elements, confinement to small spaces, calisthenics, or consumption of food, liquids, drugs, or other substances;
- An activity that induces, causes, or requires the student to perform a duty or task that violates the Penal Code; and
- Coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated.

The district will not tolerate hazing. Disciplinary consequences for hazing will be in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal or superintendent.

[See **Bullying** on page 31 and policies FFI and FNCC for more information.]

Health—Physical and Mental

Illness (All Grade Levels)

When your child is ill, please contact the school to let us know he or she will not be attending that day.

State rules require schools to exclude students with certain illnesses from school for certain periods of time. For example, if a child has a fever over 100 degrees, he or she must stay out of school until fever-free for 24 hours without use of fever-reducing medications. Students with diarrheal illnesses must stay home until they are diarrhea-free without use of diarrhea-suppressing medications for 24 hours.

Harleton Elementary Student Handbook

A full list of conditions for which the school must exclude children can be obtained from the school nurse.

If a student becomes ill during the school day, and the school nurse determines that the child should go home, the nurse will contact the parent.

The district is required to report certain contagious (communicable) diseases or illnesses to the Texas Department of State Health Services (TDSHS) or our local/regional health authority. The school nurse can provide information from TDSHS on these notifiable conditions.

The school nurse is available to answer any questions for parents who are concerned about whether or not their child should stay home.

Immunization (All Grade Levels)

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized.

For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (DSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at [Affidavit Request for Exemption from Immunization](#). The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are:

- Diphtheria, tetanus, and pertussis;
- Rubeola (measles), mumps, and rubella;
- Polio;
- Hepatitis A;
- Hepatitis B;
- Varicella (chicken pox); and
- Meningococcal.

The school nurse can provide information on immunization requirements. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

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

As noted at **Bacterial Meningitis** on page 57, entering college students must also, with limited exception, furnish evidence of having received a bacterial meningitis vaccination within the five years prior to enrolling in and attending classes at an institution of higher education. A student wanting to enroll in a dual credit course taken off campus may be subject to this requirement.

Harleton Elementary Student Handbook

[See the DSHS website: [Texas School & Child Care Facility Immunization Requirements](#) and policy FFAB(LEGAL) for more information.]

Lice (All Grade Levels)

Head lice is very common among children. Although not an illness or a disease, it spreads easily through head-to-head contact during play, sports, nap time, and when children share things like brushes, combs, hats, and headphones.

If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to determine whether the student needs to be picked up from school and to discuss a treatment plan using an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student undergoes one treatment, the parent should contact the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments, how best to get rid of lice, and how to prevent their return.

The district will provide notice to parents of elementary school students in the affected classroom without identifying the student with lice.

More information on head lice can be obtained from the DSHS website [Managing Head Lice in School Settings and at Home](#).

[See policy FFAA for more information.]

Medicine at School (All Grade Levels)

If a student must take medication during school hours, the student's parent must provide the medication. All medication, whether prescription or nonprescription, must be kept in the nurse's office and be administered by the nurse or another authorized district employee. A student may be authorized to possess his or her own medication because of asthma or a severe allergy as described below or as otherwise allowed by law.

The district will not purchase nonprescription medication to give to a student. District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, except that authorized employees, in accordance with policy FFAC, may administer:

- Prescription medication in the original, properly labeled container, provided by the parent, along with a written request.
- Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
- Nonprescription medication in the original, properly labeled container, provided by the parent along with a written request. **Note:** Insect repellent is considered a nonprescription medication.
- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

Students whose schedules provide for regular time spent outdoors, including for recess and physical education classes, should apply sunscreen before coming to school.

At the elementary level, a student's teacher or other district personnel will apply sunscreen to the student's exposed skin if the student brings the sunscreen to school and asks for help

Harleton Elementary Student Handbook

applying it. A student at this level may apply his or her own sunscreen if the student is able to do so.

At the secondary level, a student may possess and apply sunscreen when necessary. If the student needs assistance with sunscreen application, please address the need with the school nurse.

Whether a student is at the elementary or secondary level, if sunscreen needs to be administered to treat any type of medical condition, this should be handled through communication with the school nurse so that the district is made aware of any safety and medical issues.

Asthma and Severe Allergic Reactions

A student with asthma or severe allergic reaction (anaphylaxis) may possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her health-care provider and the school nurse the ability to use the prescribed medication, including any device required to administer the medication.

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

See also **Food Allergies** on page 57.

Mental Health Support (All Grade Levels)

The district has implemented programs to address the following mental health, behavioral health, and substance abuse concerns:

- Mental health promotion and early intervention;
- Building skills to manage emotions, establish and maintain positive relationships, and engage in responsible decision-making;
- Substance abuse prevention and intervention;
- Suicide prevention, intervention, and postvention (interventions after a suicide in a community);
- Grief, trauma, and trauma-informed care;
- Positive behavior interventions and supports;
- Positive youth development; and
- Safe, supportive, and positive school climates.

The Texas Department of State Health Services (DSHS) maintains information regarding children's mental health and substance abuse intervention services on its website: [Mental Health and Substance Abuse](#)

The district is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access [Texas Suicide Prevention](#) or contact the school counselor for more information related to suicide prevention services available in your area.

Harleton Elementary Student Handbook

You may also contact the National Suicide Prevention Lifeline at 1-800-273-8255.

Information regarding the district's School Health Advisory Council (SHAC) is available from the school nurse, Shannon Hearn at (903)777-4092.

The duties of the SHAC include:

Making recommendations regarding physical and mental health curriculum to developing strategies for integrating curriculum into a coordinated school health program encompassing issues such as school health services, counseling services, a safe and healthy school environment, recess recommendations, improving student fitness, mental health concerns, substance abuse prevention, and employee wellness.

Making recommendations for increasing parents' awareness of warning signs of suicide and mental health risks and community mental health and suicide prevention services.

Harleton ISD is committed to encouraging healthy students and therefore has developed a board-adopted wellness policy at FFA (LOCAL) and corresponding plans and procedures to implement the policy. You are encouraged to contact Shannon Hearn with questions about the content or implementation of the district's wellness policy and plan.

If a student has been hospitalized or placed in residential treatment for a mental health condition or substance abuse, the district has procedures to support the student's return to school. Please contact the district's mental health liaison for further information.

Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication that is intended to alter perception, emotion, mood, or behavior.

A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [See policy FFEB for more information.]

For related information, see:

- **Consent to Conduct a Psychological Evaluation or Provide a Mental Health Care Service** on page 10 for the district's procedures for recommending a mental health intervention and the mental health liaison's contact information;
- **Counseling** on page 41 for the district's comprehensive school counseling program;
- **Physical and Mental Health Resources** on page 58 for campus and community mental and physical health resources; and
- **Policies and Procedures that Promote Student Physical and Mental Health** on page 58 for board-adopted policies and administrative procedures that promote student health.

Physical Activity Requirements

Elementary School

The district will ensure that students in full-day prekindergarten–grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week, in accordance with policies at EHAB, EHAC, EHBG, and FFA.

Harleton Elementary Student Handbook

For additional information on the district's elementary school student physical activity programs and requirements, please see the principal.

Temporary Restriction from Participation in Physical Education

Students who are temporarily restricted from participation in physical education will not actively participate in skill demonstration but will remain in class to learn the concepts of the lessons.

Physical Fitness Assessment (Grades 3–12)

Annually, the district will conduct a physical fitness assessment of students in grades 3–12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to Traci Jones to obtain the results of his or her child's physical fitness assessment conducted during the school year.

Special Health Concerns (All Grade Levels)

Bacterial Meningitis (All Grade Levels)

Please see the district's website at www.harletonisd.net for information regarding meningitis.

Note: DSHS requires at least one meningococcal vaccination on or after a student's 11th birthday, unless the student received the vaccine at age 10. Also note that entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

[See **Immunization** on page 53.]

Diabetes

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

Food Allergies (All Grade Levels)

Parents should notify the district when a student has been diagnosed with a food allergy, especially an allergy that could result in dangerous or life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

The district has developed and annually reviews a food allergy management plan, based on the Texas Department of State Health Services' (DSHS) "Guidelines for the Care of Students with Food Allergies At-Risk for Anaphylaxis" found on the DSHS website at [Allergies and Anaphylaxis](#).

When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The district's food allergy management plan can be accessed at the superintendent's office.

[See **Celebrations** on page 33 and policy FFAF for more information.]

Harleton Elementary Student Handbook

Seizures (All Grade Levels)

To address the care of a student with a seizure disorder while at school or participating in a school activity, a parent may submit a seizure management and treatment plan to the district before the beginning of the school year, upon enrollment of the student, or as soon as practicable following diagnosis of a seizure disorder.

[See **A Student with Physical or Mental Impairments Protected under Section 504** on page 26 and contact the school nurse for more information.]

Tobacco and E-Cigarettes Prohibited (All Grade Levels and All Others on School Property)

Students are prohibited from possessing or using any type of tobacco product, electronic cigarette (e-cigarette), or any other electronic vaporizing device while on school property or while attending an off-campus school-related activity.

The district and its staff strictly enforce prohibitions against the use of all tobacco products, e-cigarettes, or any other electronic vaporizing device by students and all others on school property and at school-sponsored and school-related activities. [See the Student Code of Conduct and policies FNCD and GKA for more information.]

Health-Related Resources, Policies, and Procedures

Physical and Mental Health Resources (All Grade Levels)

Parents and students in need of assistance with physical and mental health concerns may contact the following campus and community resources:

- The district full-time nurse, Shannon Hearron at 903-777-4092
- The local public health authority, Texas Health and Human Services, which may be contacted at 903-938-7751
- The local mental health authority, Community Healthcore, which may be contacted at 903-938-7721

Policies and Procedures that Promote Student Physical and Mental Health (All Grade Levels)

The district has adopted board policies that promote student physical and mental health. (LOCAL) policies on the topics below can be found in the district's policy manual, available at www.harletonisd.net

- Food and nutrition management: CO, COA, COB
- Wellness and Health Services: FFA
- Physical Examinations: FFAA
- Immunizations: FFAB
- Medical Treatment: FFAC
- Communicable Diseases: FFAD
- School-Based Health Centers: FFAE
- Care Plans: FFAF

Harleton Elementary Student Handbook

- Crisis Intervention: FFB
- Trauma-informed Care: FFBA
- Student Support Services: FFC
- Student Safety: FFF
- Child Abuse and Neglect: FFG
- Freedom from Discrimination, Harassment, and Retaliation: FFH
- Freedom from Bullying: FFI

In addition, the District Improvement Plan details the district's strategies to improve student performance through evidence-based practices that address physical and mental health.

The School Health Advisory Committee (SHAC) will meet at least four times during the year to assess and evaluate the food and nutrition program, the health education program, the sex education program, the mental health program, and the wellness program for the district.

The district has developed administrative procedures as necessary to implement the above policies and plans.

Please contact 903-777-2372 for further information regarding these procedures and access to the District Improvement Plan.

School Health Advisory Council (SHAC) (All Grade Levels)

During the preceding school year, the district's School Health Advisory Council (SHAC) held meetings. Additional information regarding the district's SHAC is available from the district nurse, Shannon Hearron, at 903-777-4092

[See **Human Sexuality Instruction** on page 14 and policies BDF and EHAA. for more information.]

Student Wellness Policy/Wellness Plan (All Grade Levels)

To encourage healthy habits in our students, the district has developed a board-adopted wellness policy at FFA(LOCAL) and corresponding plans and procedures to implement it. You are encouraged to contact Shannon Hearron with questions about the content or implementation of the district's wellness policy and plan.

Homework (All Grade Levels)

To become lifelong readers, all students must read or be read to at home daily. A reading log will be provided by the teacher for students and parents to document each day's reading whether it's an entire book or chapters / pages of a book. In addition to daily reading, teachers assign homework at all grade levels to provide students additional practice on skills taught at school. This practice is important for the student to master the skills. The assignments are checked daily and students are rewarded for having this responsibility. **All students will be required to complete all homework assignments.**

Harleton Elementary Student Handbook

Law Enforcement Agencies (All Grade Levels)

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, including without parental consent, if necessary, if it is part of a child abuse investigation. In other circumstances, the principal will:

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

Students Taken into Custody

State law requires the district to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a law enforcement officer to obtain fingerprints or photographs for comparison in an investigation.
- By a law enforcement officer to obtain fingerprints or photographs to establish a student's identity where the child may have engaged in conduct indicating a need for supervision, such as running away.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- By an authorized representative of Child Protective Services (CPS), Texas Department of Family and Protective Services (DFPS), 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.
- To comply with a properly issued directive from a juvenile court to take a student into custody.

Before a student is released to a legally authorized person, the principal will verify the person's identity and, to the best of his or her ability, will verify the person's authority to take custody of the student.

The principal will immediately notify the superintendent and will attempt to notify the parent, unless the legally authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student's release to a legally authorized person, any notification will most likely be after the fact.

Harleton Elementary Student Handbook

Notification of Law Violations

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been taken into custody, 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 is thought to have committed certain offenses or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.
- All appropriate district personnel regarding a student who is required to register as a sex offender.

[See policy FL(LEGAL) for more information.]

Leaving Campus (All Grade Levels)

Remember that student attendance is crucial. Appointments should be scheduled outside of school hours if possible. Absent extenuating circumstances, students will not regularly be released before the end of the school day.

State rules require parental consent before any student leaves campus for any part of the school day.

For students in elementary and middle school, a parent or authorized adult must come to the office and show identification to sign the student out. A campus representative will ask the student to report to the office. For safety purposes and stability of the learning environment, we cannot allow any unescorted adult to go to the classroom or other area to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student's return. Documentation regarding the reason for the absence will also be required.

The same process applies to students in high school. If the student's parent authorizes the student to leave campus unaccompanied, a note provided by the parent must be submitted to the main office no later than two hours prior to the student's need to leave campus. A phone call from the parent may be accepted, but the school may ultimately require a note for documentation purposes. The student must sign out through the main office and sign in upon his or her return if the student returns the same day.

If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school.

Unless the parent directs district personnel to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures listed above. If a student is permitted by his or her parent to leave campus unaccompanied, the nurse will document the time of day the student was released. Under no circumstances will a student in elementary or middle school be released unaccompanied.

If a student is 18 years of age or is an emancipated minor, the student may sign him- or herself out of school. Documentation regarding the reason for the absence will be required.

Harleton Elementary Student Handbook

At Any Other Time during the School Day

Students are not authorized to leave campus during regular school hours for any other reason, except with the permission of the principal.

Students who leave campus in violation of these rules will be subject to disciplinary action in accordance with the Student Code of Conduct.

Lost and Found (All Grade Levels)

A lost and found collection box is located in the campus office. A student who loses an item should check the lost and found box. The district discourages bringing personal items of high monetary value to school, as the district is not responsible for lost or stolen items. The campus will dispose of lost and found items at the end of each semester.

Makeup Work

Makeup Work Because of Absence (All Grade Levels)

A teacher may assign makeup work to a student who misses class based on instructional objectives and the needs of the student in mastering the essential knowledge and skills or meeting subject or course requirements.

The student will be responsible for obtaining and completing the makeup work within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

The student is encouraged to speak with his or her teacher if the student knows of an absence ahead of time so that the teacher and student may plan any makeup work. Please remember the importance of student attendance at school and that, even though absences may be excused or unexcused, all absences account for the 90 percent threshold regarding the state laws surrounding “attendance for credit or final grade.” [See **Attendance for Credit or Final Grade** on page 29.]

A student involved in an extracurricular activity must notify his or her teachers ahead of time about any absences.

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

In-School Suspension (ISS) and Out-of-School Suspension (OSS) Makeup Work (All Grade Levels)

Alternative Means to Receive Coursework

While a student is in ISS or OSS, the district will provide the student with all course work for the student’s foundation curriculum classes that the student misses as a result of the suspension.

Opportunity to Complete Courses

A student removed from the regular classroom to ISS or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FO(LEGAL) for more information.]

Harleton Elementary Student Handbook

Nondiscrimination Statement (All Grade Levels)

In its efforts to promote nondiscrimination and as required by law, the district does not discriminate on the basis of race, religion, color, national origin, gender, sex, disability, age, or any other basis prohibited by law in providing education services, activities, and programs, including Career and Technical Education (CTE) programs. The district provides equal access to the Boy Scouts and other designated youth groups. The following district representatives have been designated to coordinate compliance with these legal requirements:

- Title IX Coordinator for concerns regarding discrimination on the basis of sex, including sexual harassment or gender-based harassment: *Jay Ratcliff 903-777-2372*
- ADA/Section 504 Coordinator for concerns regarding discrimination on the basis of disability: *Melinda Ready 903-777-4092*
- All other concerns regarding discrimination: See the superintendent, *Jay Ratcliff 903-777-2372*

[See policies FB, FFH, and GKD for more information.]

Parent and Family Engagement (All Grade Levels)

Working Together

Experience and research tell us that a child succeeds in education with good communication and a strong partnership between home and school. A parent's involvement and engagement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the school counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements and options for graduation with your child in middle school and again while your child is enrolled in high school.
- Monitoring your child's academic progress and contacting teachers as needed. [See **Academic Counseling** on page 41.]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, school counselor, or principal, please call the school office at *903-777-4092* for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page 67.]
- Becoming a school volunteer. [See **Volunteers** on page 80 and policy GKG for more information.]
- Participating in campus parent organizations. Parent organizations include: *PTO*

Harleton Elementary Student Handbook

- Serving as a parent representative on the district-level or campus-level planning committees that develop educational goals and plans to improve student achievement. [Contact *Melinda Ready* 903-777-4092 and see policies BQA and BQB, for more information.]
- Serving on the School Health Advisory Council (SHAC) and assisting the district in aligning local community values with health education instruction and other wellness issues. [See **School Health Advisory Council (SHAC)** on page 58 and policies BDF, EHAA, FFA for more information.]
- Being aware of the school's ongoing bullying and harassment prevention efforts.
- Contacting school officials if you are concerned with your child's emotional or mental well-being.
- Attending board meetings to learn more about district operations. Regular board meetings are held on the *second Tuesday* of each month at 7:00 p. m. in the Harleton *High School Board Room*. An agenda for a regular or special meeting is posted no later than 72 hours before each meeting online at www.harletonisd.net See policies BE and BED for more information.]

Pledges of Allegiance and a Minute of Silence (All Grade Levels)

Each school day, students will recite the Pledge of Allegiance to the U.S. flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. [See **Reciting the Pledges to the U.S. and Texas Flags** on page 15.]

State law requires that one minute of silence follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others.

In addition, state law requires that each campus provide for the observance of one minute of silence in remembrance of those who lost their lives on September 11, 2001, at the beginning of the first class period when September 11 falls on a regular school day.

[See policy EC for more information.]

Prayer (All Grade Levels)

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

Promotion and Retention

A student will be promoted only on the basis of academic achievement or proficiency. In making promotion decisions, the district will consider:

- Teacher recommendation,
- Grades,
- Scores on criterion-referenced or state-mandated assessments, and
- Any other necessary academic information as determined by the district.

Harleton Elementary Student Handbook

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the State of Texas Assessments of Academic Readiness (STAAR) if the student is enrolled in a public Texas school on any day between January 1 and the date of the first administration of the STAAR.

Elementary and Middle/Junior High Grade Levels

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by the district.

Kindergarten to first grade promotion will require students to master 7 out of 10 TEKS based criteria listed below:

- 1) Identify all capital and lower case letters in print
- 2) Read 78 sight words.
- 3) Produce all 26 letter sounds
- 4) Write 52 letters with 90% accuracy
- 5) Read fluently RAZ level C
- 6) Write a 3 sentence story
- 7) Decode using phonics at a 70% accuracy rate
- 8) Identify numbers to 20
- 9) Count to 100
- 10) Complete sets of 20

In grades 1-5 promotion is based on **overall average of 70** on a scale of 100 based upon course-level, grade-level standards (TEKS-essential knowledge and skills) for all subject areas **and a grade of 70 or above in reading and mathematics.**

To be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessment in English or Spanish.

To be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessment in English.

If a student in grade 5 or 8 is enrolled in a high-school credit course with a corresponding end-of-course (EOC) assessment, the student will not be subject to the promotion requirements described above for the relevant grade 5 or 8 assessment. The student will instead take the corresponding EOC assessment.

If a student in grades 3–8 is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state-mandated assessment, the student will be required to take an applicable state-mandated assessment only for the course in which he or she is enrolled, unless otherwise required to do so by federal law.

[See **Standardized Testing** on page 75.]

A student in grade 5 or 8 will have two opportunities to retake a failed assessment. If a student fails a second time, a grade placement committee consisting of the principal or designee, the teacher, and the student's parent will determine the additional special instruction the student will

Harleton Elementary Student Handbook

receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee.

For the student to be promoted based on standards previously established by the district, the decision of the committee must be unanimous and the student must complete additional special instruction before beginning the next grade level. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policy EIE for more information.]

Certain students—some with disabilities and some classified as English learners—may be eligible for exemptions, accommodations, or deferred testing. An admission, review, and dismissal (ARD) committee meeting will be convened if a student receiving special education services in grade 5 or 8 fails to meet satisfactory performance after the first STAAR administrations in reading or math. For more information, see the principal, school counselor, or special education director.

A student at or above grade 3 who does not perform satisfactorily on his or her state-mandated examinations will participate in special instructional programs designed to improve performance. The district will notify the parent of their child's participation in this program. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year. Failure of a student to attend these programs may result in violations of required school attendance as well as the student not being promoted to the next grade level.

For a junior high student who does not perform satisfactorily on his or her state-mandated examinations, a school official will prepare a personal graduation plan (PGP). School officials will also develop a PGP for a junior high-school student who is determined by the district to be unlikely to earn a high school diploma within five years of high school enrollment. The plan will, among other items, identify the student's educational goals, address the parent's educational expectations for the student, and outline an intensive instruction program for the student. [See the principal and policy EIF(LEGAL) for more information.] For a student receiving special education services, the student's IEP may serve as the student's PGP and would therefore be developed by the student's ARD committee.

Release of Students from School

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

If a student leaves school before the end of the regular school day, he/she must be checked out through the elementary office. Students will be released only to **authorized persons**. All parents are asked to fill out a STUDENT INFORMATION SHEET for each student enrolled in Harleton Elementary. This sheet lists names and telephone numbers of persons the school is authorized to contact in case of illness or accident. ***If a person unknown to office personnel comes to pick up a student and that person is not listed on the Student Information Sheet, the student will not be released until a parent is contacted for confirmation.*** We realize that this may cause delay and inconvenience, but it may also prevent a tragedy. Please work with us and contact us in advance (in writing) if a person unfamiliar to us is to pick up your child.

Harleton Elementary Student Handbook

This same procedure is necessary if a person unfamiliar to school personnel is to pick up a student at the end of the school day. Please send a **NOTE** to your child's teacher to indicate any change in ordinary pick-up procedure. Students riding a different bus or getting off at a different stop will be allowed to do so **ONLY IF THEY HAVE A BUS PASS ISSUED BY THE OFFICE. BUS PASSES WILL BE ISSUED ONLY IF STUDENTS PRESENT A NOTE FROM A PARENT.**

Please be aware that picking your child up early does count as an absence for part of the day. (See attendance policy).

[See **Leaving Campus** on page 61.]

Report Cards/Progress Reports and Conferences (All Grade Levels)

Report cards with each student's performance and absences in each class or subject are issued at least once every 6 weeks.

At the end of the first three weeks of a grading period, parents will receive a progress report of their child's performance in all courses/subjects. If a student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be asked to schedule a conference with the teacher. [See **Working Together** on page 63 for how to schedule a conference.]

Teachers follow grading guidelines that have been approved by the principal pursuant to the board-adopted policy. Grading guidelines are designed to reflect each student's relative mastery of each assignment. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. [See **Grading Guidelines** on page 51 and policy EIA(LOCAL) for more information.]

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

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

Report cards and unsatisfactory progress reports must be signed by the parent and returned to the school the next day. The district may communicate academic information about a student electronically, including for progress reporting purposes. An electronic signature will be accepted by the district, but parents are entitled to request a handwritten signature of acknowledgment instead.

Retaliation

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 42.]

Safety (All Grade Levels)

Student safety on campus, at school-related events, and in district vehicles is a high priority of the district. The cooperation of students is essential to ensuring school safety. A student is expected to:

- Avoid conduct that is likely to put the student or others at risk.
- Follow all behavioral standards in this handbook and the Student Code of Conduct or set by district employees.

Harleton Elementary Student Handbook

- Remain alert to any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member, and promptly report any incidents to a district employee. A student may make anonymous reports about safety concerns by going to www.harletonisd.net and clicking on the “stop bullying app” this will anonymously make a report
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.
- HES Staff will wear ID badges at all times. To obtain a replacement badge, please contact Kevin Jones 903-777-2372.

Accident Insurance

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

Insurance for Career and Technical Education (CTE) Programs

If the board purchases accident, liability, or automobile insurance coverage for students or businesses involved in the district’s CTE programs, the district will notify the affected students and parents.

Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies

Periodically, the school will conduct preparedness drills of emergency procedures. When the command is given or alarm is sounded, students need to follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

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 may have to rely on previously provided written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, all parents are asked each year to complete an emergency care consent form. Parents should contact the school nurse to update emergency care information (name of doctor, emergency phone numbers, allergies, etc.).

Emergency School Closing Information

Each year, parents are asked to complete an emergency release form to provide contact information in the event that the district needs to notify parents of early dismissal, delayed opening, or restricted access to a campus because of severe weather, a security threat, or another emergency cause.

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. It is crucial to notify your child’s school when a phone number changes.

Harleton Elementary Student Handbook

If the campus must close, delay opening, or restrict access to the building because of an emergency, the district will also alert the community in the following ways:

KYKX	Longview	105.7
KWKH	Shreveport	AM 1130/FM 94.5
KLTV	Tyler	Channel 7
KFXK	Longview	Channel 51

[See **Communications-Automated, Emergency** on page 36.]

School Facilities

Asbestos Management Plan (All Grade Levels)

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's asbestos management plan is available in the central administrative office. If you have any questions or would like to examine the district's plan in more detail, please contact the district's designated asbestos coordinator, at 903-777-2372

Food and Nutrition Services (All Grade Levels)

The district participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily in accordance with standards set forth in state and federal law.

Some students are eligible for free and reduced-price meals based on financial need. Information about a student's participation is confidential. The district may share information such as a student's name and eligibility status to help enroll eligible children in Medicaid or the state children's health insurance program (CHIP) unless the student's parent requests the student's information not be disclosed.

Participating students will be offered the same meal options as their peers and will not be treated differently from their peers.

See Dusty Coleman to apply for free or reduced-price meal services.

[See policy CO for more information.]

Parents should continually monitor their child's meal account balance. When a student's meal account is depleted, the district will notify the parent. The student may continue to purchase meals according to the grace period set by the school board. The district will present the parent with a schedule of repayment for any outstanding account balance and an application for free or reduced meals.

If the district is unable to work out an agreement with the student's parent on replenishment of the meal account and payment of any outstanding balance, the student will receive a meal. The district will make every effort to avoid bringing attention to the student.

Harleton Elementary Student Handbook

Students will adhere to these guidelines in the cafeteria-

- No food will be taken from the cafeteria
- Students should clean up their area when finished eating-throw away all trash
- No glass containers are allowed
- No carbonated soft drinks or drinks containing caffeine are allowed
- Students may have only 1 outstanding charge-district policy
- Students not having the correct change while in the lunch line will have the money applied to their account – change will not be given while meals are being served.
- Elem. Students will not be served from the snack line. It is reserved for Jr. High Students only.

Menus

Weekly menus are published on the school website and menus are also printed on monthly calendars sent home with each student. Parents and students are encouraged to consult these menus and plan their lunches accordingly. Milk will be available for purchase in the cafeteria for students who choose to bring their lunches. Students are not allowed to bring glass items in their lunches to the cafeteria.

ALL STUDENTS ARE ENCOURAGED TO DRINK MILK AT LUNCH. Students in grades Pre-K-3 will be required to drink milk for lunch. *Students who bring a note from the doctor stating allergies to milk may bring their own drink at lunch provided it is within guidelines above.*

Soft Drinks and Snacks- The Texas Dept. of Agriculture has ruled that soft drinks and candy will not be purchased at school. In order to promote healthy eating habits, **carbonated drinks will not be allowed for lunch** or in the classrooms except for planned classroom parties. Non-carbonated, juice-based drinks are encouraged if your student is not drinking milk at lunch.

The Texas Public School Nutrition Policy “prohibits guest speakers and other school visitors from providing (FMNV) Foods of Minimal Nutritional Value and all other forms of candy to elementary students.” **A parent may send a snack for their own child. We will have an opportunity to provide goodies at Christmas, Valentine, and Easter parties.**

Breakfast

Breakfast is served from 7:30 to 8:00 for grades K through 5. Pre-K eats breakfast at 8:00. If you bring your K-5 child to school please allow enough time for him/her to finish breakfast before the 8:00 bell rings.

Vending Machines (All Grade Levels)

The district has adopted and implemented the state and federal policies for food service, including guidelines to restrict student access to vending machines. For more information regarding these policies and guidelines, [See policy CO FFA for more information.]

Pest Management Plan (All Grade Levels)

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, periodic indoor and outdoor pesticide use is sometimes necessary to ensure a safe, pest-free school environment.

Harleton Elementary Student Handbook

All pesticides used are registered for their intended use by the U.S. Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area.

Parents who have questions or who want to be notified of the times and types of applications prior to pesticide application inside their child's school assignment area may contact the elementary office.

Conduct Before and After School (All Grade Levels)

Teachers and administrators have full authority over student conduct at before- or after-school activities. Whether a school activity is on or off district premises, students are subject to the same rules of conduct that apply during the instructional day. Misbehavior will be subject to consequences established by the Student Code of Conduct or any stricter standards of behavior established by the sponsor for extracurricular participants.

Library (All Grade Levels)

The library is open for independent student use during the following times with a teacher permit:

- *Hours are 7:30-3:30*
- *Book check-out is 2 weeks*
- *Students with over-due books are not allowed to check out books*

Use of Hallways during Class Time (All Grade Levels)

During class times, loitering or standing in the halls is not permitted, and a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the Student Code of Conduct.

Use by Students Before and After School (All Grade Levels)

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. Elementary students may go to the cafeteria to eat breakfast or go directly to the classroom at 7:30. The library is available to students after they have checked in their homeroom and acquired a hall pass to the library.

School Hours

7:30 – Buildings open (**Do not drop off elementary students before 7:30. They are not able to enter the building.**)

7:55 – First bell – all students need to be in their homeroom

8:00 – Tardy bell - Any student not in homeroom must go to the office for a Tardy Slip

3:00 – Pre-K Dismissal – all Pre-K/Head Start children are dismissed

3:40 – K – 5 Dismissal

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

Harleton Elementary Student Handbook

After dismissal of school in the afternoon, unless a student is involved in an activity under the supervision of a teacher or other authorized employee or adult, or unless students are granted permission to remain on campus in accordance with policy FNAB, students must leave campus immediately.

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

Students must leave campus immediately after dismissal of school in the afternoon, unless the student is involved in an activity under the supervision of a teacher or other authorized employee or adult.

School-Sponsored Field Trips (All Grade Levels)

The district periodically takes students on field trips for educational purposes.

A parent must provide permission for a student to participate in a field trip.

The district may ask the parent to provide information about a student's medical provider and insurance coverage and may also ask the parent to sign a waiver allowing for emergency medical treatment in the case of a student accident or illness during the field trip.

The district may require a fee for student participation in a field trip to cover expenses such as transportation, admission, and meals; however, a student will not be denied participation because of financial need.

Searches

Searches in General (All Grade Levels)

In the interest of promoting student safety and drug-free schools, district officials may occasionally conduct searches.

District officials may search students, their belongings, and their vehicles in accordance with law and district policy. Searches of students will be conducted without discrimination, based on, for example, reasonable suspicion or voluntary consent or pursuant to district policy providing for suspicionless security procedures, including the use of metal detectors.

In accordance with the Student Code of Conduct, students are responsible for prohibited items found in their possession, including items in their personal belongings or in vehicles parked on district property.

If there is reasonable suspicion to believe that searching a student's person, belongings, or vehicle will reveal evidence of a violation of the Student Code of Conduct, a district official may conduct a search in accordance with law and district regulations.

District Property (All Grade Levels)

Desks, lockers, district-provided technology, and similar items are the property of the district and are provided for student use as a matter of convenience. District property is subject to search or inspection at any time without notice. Students have no expectation of privacy in district property.

Students are responsible for any item found in district property provided to the student that is prohibited by law, district policy, or the Student Code of Conduct.

Harleton Elementary Student Handbook

Metal Detectors (All Grade Levels)

To maintain a safe and disciplined learning environment, the district reserves the right to subject students to metal detector searches when entering a district campus and at off-campus, school-sponsored activities.

Telecommunications and Other Electronic Devices (All Grade Levels)

Use of district-owned equipment and its network systems is not private and will be monitored by the district. [See policy CQ for more information.]

Any searches of personal electronic devices will be conducted in accordance with law, and the device may be confiscated to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

[See **Electronic Devices and Technology Resources** on page 47 and policy FNF(LEGAL) for more information.]

Trained Dogs (All Grade Levels)

The district may use trained dogs to screen for concealed, prohibited items, including drugs and alcohol. Screenings conducted by trained dogs will not be announced in advance. The dogs will not be used with students, but students may be asked to leave personal belongings in an area that is going to be screened, such as a classroom, a locker, or a vehicle. If a dog alerts to an item or an area, it may be searched by district officials.

Sexual Harassment

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 42.]

Special Programs (All Grade Levels)

The district provides special programs for gifted and talented students, students who are homeless, students in foster care, bilingual students, migrant students, English learners, students diagnosed with dyslexia, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact Melinda Ready at 903-777-4092

The Texas State Library and Archives Commission's [Talking Book Program](#) provides audiobooks free of charge to qualifying Texans, including students with visual, physical, or reading disabilities such as dyslexia.

1. Content Mastery

The Content Mastery Program is designed to assist students identified as having special academic needs achieve their maximum potential in the regular classroom. It is a program that is provided for **all** students who are experiencing difficulty in any subject area in the regular classroom. There are several underlying principles of the program that are essential to its success.

- The first principle is the "All children CAN learn."
- Second, "All children should be provided the opportunity to be successful."
- Third, "School should be relevant."
- Finally, "All students should be shown respect."

The Content Mastery Program is a program that allows all students the opportunity to master the essential elements. It is a program that evaluates student progress constantly to insure

Harleton Elementary Student Handbook

academic success. This program provides students with the *least restricted* environment by allowing students to receive instruction in the regular classroom. If students have difficulty with one or more concepts during the day they may go to the content mastery room during the “independent practice” for special one-on-one assistance. All students remain in the regular classroom during the initial “teach” and “guided practice” portion of each lesson. The Content Mastery teacher will use different approaches to teach the concept, and most of the time manipulatives are used to clarify understanding.

2. RTI

The Responsive To Intervention (RTI) Program at Harleton Elementary School is designed to assist students who have been identified as having special academic needs. Our goal is to assist them to achieve their potential in the mainstream. The program is designed to assure that students needing assistance will receive it in a timely manner.

When a student consistently experiences difficulties in the classroom, the teacher meets with the assistant principal to discuss the situation and to complete an Accommodation Plan. This plan spells out strategies for the teacher to use with the student. If it is decided that more information is needed, a referral is made to the RTI Team and the parent is asked to share developmental history on the child. After collecting more information, the team meets and makes a decision regarding what steps should be taken to help the student become successful. The student’s progress is monitored throughout this procedure. Parents are kept informed of the school’s efforts to assure the student’s success.

3. Dyslexia

Students exhibiting difficulty in reading instruction are screened to determine if they show signs of dyslexia. Qualifying students are then entered in the Herman Reading Program, a multi-faceted program especially designed for teaching dyslexic students. Space is limited, and only those students showing definite signs of dyslexia are admitted.

4. Fine Arts

The Fine Arts Program includes music, drama, and art activities for all students. The primary focus of the Fine Arts Program is to build a child’s self-esteem and make learning fun. This will enhance all of the classes a student attends throughout his/her education.

5. Gifted and Talented Program

Students may be nominated for the G/T program in one of four ways:

- Parents
- Teachers
- By the student
- By a community person

Once nominated, students are screened according to certain criteria set up for this purpose. G/T students will meet weekly with their peers to engage in challenging and higher level activities.

6. School wide Title I Program

A school wide program permits the elementary school to use funds from Title I, Part A and other federal education program funds and resources to upgrade the entire educational program of the school in order to raise academic achievement for all of the students. School wide program funds are used to provide reform strategies that increase the amount and quality of learning time and help provide a high-quality curriculum for **all** children, according to a comprehensive plan to help children meet the state’s challenging standards. Questions regarding the program may be directed to Melinda Ready, Title I Coordinator.

Harleton Elementary Student Handbook

7. Special Education

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of local education agencies to meet the needs of all struggling students.

At any time, a parent is entitled to request an evaluation for special ed services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If the evaluation is needed, the parent will be notified and asked to provide informed written consent. The district must give a copy of the report to the parent.

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

8. Speech

Speech is offered for those students who meet federal and state guidelines. Teachers at all grade levels notify the speech therapist when they receive new students with possible speech problems. Pre-kindergarten children with speech disabilities diagnosed as severe enough to interfere with educational progress may also be eligible for speech.

9. Head Start

Head Start, a value based, collaborative partnership, is a community supported and family-need driven school program. Through communication and trust, it provides opportunities, services, and hope for children. The Harleton Elementary contact person is Misty Eberhart, (903)777-3766.

Standardized Testing

STAAR (State of Texas Assessments of Academic Readiness)

Grades 3–8

In addition to routine tests and other measures of achievement, students at certain grade levels are required to take the state assessment, called STAAR, in the following subjects:

- Mathematics, annually in grades 3–8
- Reading, annually in grades 3–8
- Writing, including spelling and grammar, in grades 4 and 7
- Science in grades 5 and 8
- Social Studies in grade 8

State law requires successful performance on the reading and math assessments in grades 5 and 8 for a student to be promoted to the next grade level. A student may be exempt from this requirement if:

Harleton Elementary Student Handbook

- The student is enrolled in a reading or math course intended for students above the student's current grade level; or
- The student is enrolled in a special education program and the admission, review, and dismissal (ARD) committee concludes the student has made sufficient progress in his or her individualized education plan (IEP). [See **Promotion and Retention** on page 64.]

STAAR Alternate 2 is available for eligible students receiving special education services who meet certain state-established criteria as determined by the student's ARD committee.

STAAR Spanish is available for eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

Students in Foster Care (All Grade Levels)

In an effort to provide educational stability, the district will provide enrollment and registration assistance, as well as other educational services throughout the student's enrollment, to any student who is currently placed or newly placed in foster care (temporary or permanent custody of the state, sometimes referred to as substitute care).

Please contact Melinda Ready who has been designated as the district's foster care liaison, at 903-777-4092 with any questions.

[See **Students in the Conservatorship of the State** on page 22.]

Students Who are Homeless (All Grade Levels)

A parent is encouraged to inform the district if his or her child is experiencing homelessness. District staff can share resources that may be able to assist families.

For more information on services for students who are homeless, contact the district's homeless education liaison at 903-777-2372

[See **A Student Who is Homeless** on page 23.]

Tardies (All Grade Levels)

Late Arrival to School

A warning bell sounds at 7:55, and the tardy bell rings at 8:00. All students not in class when this bell sounds will be counted **tardy**. Teachers will not admit tardy students to class unless they have first reported to the office to receive a tardy slip. Tardies are recorded and will affect perfect attendance. The office will keep records as to the number of tardies a student receives, and repeated instances of tardiness will result in the following penalties in accordance with Education Code 25.0951:

- If a student receives **3 tardies** within a four week period, he/she will receive a warning letter.
- If a student **6 tardies** the student's parent will be required to meet with the principal.
- If a student receives **10 or more tardies** within a six month period, the parent will be reported to truancy court.

These actions are in accordance with the *25.093 and 25.094 Texas Education Codes.

Harleton Elementary Student Handbook

Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials (All Grade Levels)

The district provides textbooks and other approved instructional materials to students free of charge for each subject or class. Students must treat any books with care and place covers on them, as directed by the teacher. The district may also provide electronic textbooks and technological equipment to students, depending on course objectives.

If a student needs a graphing calculator for a course and the district does not provide one, the student may use a calculator application with graphing capabilities on a phone, laptop, tablet, or other computing device.

A student who is issued a damaged item should report the damage to the teacher.

Any student who does not return an item or returns an item in an unacceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage is paid for by the parent. However, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

Transfers (All Grade Levels)

The principal is authorized to transfer a student from one classroom to another.

[See **Safety Transfers/Assignments** on page 21, **Bullying** on page 31, and **Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services** on page 23, for other transfer options.]

Transportation (All Grade Levels)

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use school-provided transportation to and from the event. However, in accordance with campus procedures, a parent may provide written consent for his or her child to ride with or be released after the event to the parent or another adult designated by the parent. [See **School-sponsored Field Trips** on page 72.]

Buses and Other School Vehicles

The district makes school bus transportation available to all students living two or more miles from school and to any students who are experiencing homelessness. This service is provided at no cost to students.

Bus routes and stops will be designated annually. Any subsequent changes will be posted at the school and on the district's website. For the safety of the driver and all passengers, students must board district vehicles only at authorized stops and drivers must unload passengers only at authorized stops.

A parent may designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated location must be an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, contact 903-777-4092

Students are expected to assist district staff in ensuring that buses and other district vehicles are clean and safe. When riding in district vehicles, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

Harleton Elementary Student Handbook

- Follow the driver's directions at all times.
- Enter and leave the vehicle in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the vehicle or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the vehicle.
- Not possess or use any form of tobacco or e-cigarettes in any district vehicle.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten their seat belts, if available.
- Wait for the driver's signal upon leaving the vehicle and before crossing in front of the vehicle.
- Follow any other rules established by the operator of the vehicle.

Misconduct will be punished in accordance with the Student Code of Conduct, including loss of the privilege to ride in a district vehicle.

To provide for uniform enforcement of the above rules, Harleton ISD has established the following procedure:

First offense – rules are reviewed and student receives a warning

Second offense – one day bus suspension

Third offense – three day suspension from bus privileges

Fourth offense – five day suspension from bus privileges

Fifth offense – bus suspension for the remainder of the year

The campus administrator shall have the discretion to determine severe offenses and will take the appropriate action in those cases.

If a suspension occurs, the parent or guardian shall be notified prior to the effective time of the suspension. Students who are referred for bus violations late in the year may be subject to continued disciplinary action the following year.

Bus drivers will not stop during a route to discuss discipline problems. Please contact your child's principal.

We appreciate your taking the time to review these rules with your children. If you have questions, please contact the principal of your child's school. By working together, we can provide the safest possible transportation for your child.

[See the Student Code of Conduct for provisions regarding transportation to the DAEP.]

Harleton Elementary Student Handbook

Vandalism (All Grade Levels)

Littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

Video Cameras (All Grade Levels)

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

The principal will review the video and audio recordings as needed and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

In accordance with state law, a parent of a student who receives special education services, a staff member (as this term is defined by law), a principal or assistant principal, or the board may make a written request for the district to place video and audio recording equipment in certain self-contained special education classrooms. The district will provide notice before placing a video camera in a classroom or other setting in which a child receives special education services. For more information or to request the installation and operation of this equipment, speak with the principal.

[See policy EHBAF(LOCAL) for more information.]

Visitors to the School (All Grade Levels)

General Visitors

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the main office and comply with all applicable district policies and procedures. All visitors should be prepared to show identification.

Individuals may visit classrooms during instructional time only with approval of the principal and teacher. Visitors may not interfere with instruction or disrupt the normal school environment. Visitors must check in at the main office first, even if their visit has been previously approved.

All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted.

Visitors at lunch will be allowed to eat with only their child in a designated area.

Unauthorized Persons

In accordance with Education Code 37.105, a school administrator, school resource officer (SRO), or district police officer has the authority to refuse entry to or eject a person from district property if the person refuses to leave peaceably on request and:

- The person poses a substantial risk of harm to any person; or
- The person behaves in a manner that is inappropriate for a school setting and persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with policies FNG(LOCAL) or GF(LOCAL).

Harleton Elementary Student Handbook

[See the Student Code of Conduct.]

Visitors Participating in Special Programs for Students

Business, Civic, and Youth Groups

The district may invite representatives from patriotic societies listed in Title 36 of the United States Code to present information to interested students about membership in the society.

Volunteers (All Grade Levels)

The district invites and appreciates the efforts of volunteers who are willing to serve our district and students.

If you are interested in volunteering, please contact Traci Jones for more information and to complete an application.

The district does not require state criminal history background checks for volunteers who are parents, guardians, or grandparents of a child enrolled in the district.

Subject to exceptions in accordance with state law and district procedures, other volunteers will be subject to a state criminal history background check, and the volunteer must pay all costs for the background check.

Withdrawing from School (All Grade Levels)

To withdraw a student under age 18 from school, the parent or guardian must submit a written request to the principal specifying the reasons for withdrawal and the final day the student will be in attendance. Withdrawal forms are available from the principal's office.

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

Please provide the school at least three days' notice of withdrawal so that records and documents may be prepared.

Glossary

Accelerated instruction is an intensive supplemental program designed to help an individual student acquire the knowledge and skills required at his or her grade level. It is required when a student does not meet the passing standard on a state-mandated assessment.

ACT, or the American College Test, is one of the two most frequently used college or university admissions examinations. The test may be required for admission to certain colleges or universities.

ACT-Aspire is designed as a preparatory and readiness assessment for the ACT. This is usually taken by students in grade 10.

ARD stands for admission, review, and dismissal. The ARD committee convenes for each student who is identified as needing a full and individual evaluation for special education services. The eligible student and his or her parents are members of the committee.

Attendance review committee is responsible for reviewing a student's absences when the student's attendance drops below 90 percent, or in some cases 75 percent, of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to

Harleton Elementary Student Handbook

complete certain conditions to master the course and regain credit or a final grade lost because of absences.

CPS stands for Child Protective Services.

DAEP stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct.

DFPS stands for the Texas Department of Family and Protective Services.

DPS stands for the Texas Department of Public Safety.

EOC (end-of-course) assessments are state-mandated and are part of the STAAR program. Successful performance on EOC assessments are required for graduation. These examinations will be given in English I, English II, Algebra I, Biology, and U.S. History.

ESSA is the federal Every Student Succeeds Act.

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

IEP stands for individualized education program and is the written record prepared by the ARD committee for a student with disabilities who is eligible for special education services. .

IGC is the individual graduation committee, formed in accordance with state law, to determine a student's eligibility to graduate when the student has failed to demonstrate satisfactory performance on no more than two of the required state assessments.

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

PGP stands for personal graduation plan, which is required for high school students and for any student in middle school who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

PSAT is the preparatory and readiness assessment for the SAT. It also serves as the basis for the awarding of National Merit Scholarships.

SAT refers to the Scholastic Aptitude Test, one of the two most frequently used college or university admissions examinations. The test may be required for admissions to certain colleges or universities.

SHAC stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to help ensure that local community values and health issues are reflected in the district's health education instruction, as well as assist with other student and employee wellness issues.

Section 504 is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

Harleton Elementary Student Handbook

STAAR is the State of Texas Assessments of Academic Readiness, the state’s system of standardized academic achievement assessments.

STAAR Alternate 2 is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student’s ARD committee.

STAAR Spanish is an alternative state-mandated assessment administered to eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

State-mandated assessments are required of students at certain grade levels and in specified subjects. Except under limited circumstances, students must perform successfully on some state-mandated assessments to be promoted and students must pass the STAAR EOC assessments to graduate. Students have multiple opportunities to take the tests, if necessary, for promotion or graduation.

Student Code of Conduct is developed with the advice of the district-level committee and adopted by the board and identifies the circumstances, consistent with law, when a student may be removed from a classroom, campus, or district vehicle; sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP; and outlines conditions for out-of-school suspension and for expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student’s violation of one of its provisions.

TAC stands for the Texas Administrative Code.

TEA stands for the Texas Education Agency, which oversees primary and secondary public education in Texas.

TELPAS stands for the Texas English Language Proficiency Assessment System, which assesses the progress that English learners make in learning the English language and is administered for those who meet the participation requirements in kindergarten–grade 12.

TSI stands for the Texas Success Initiative, an assessment designed to measure the reading, mathematics, and writing skills that entering college-level freshmen students should have if they are to be successful in undergraduate programs in Texas public colleges and universities.

TXVSN stands for the Texas Virtual School Network, which provides online courses for Texas students to supplement the instructional programs of public school districts. Courses are taught by qualified instructors and are equivalent in rigor and scope to a course taught in a traditional classroom setting.

UIL refers to the University Interscholastic League, the statewide, voluntary nonprofit organization that oversees educational extracurricular academic, athletic, and music contests.

Harleton Elementary Student Handbook

Appendix: Freedom from Bullying Policy

Note: School board policies may be revised at any time. For legal context and the most current copy of the local policy, visit [https://pol.tasb.org/Policy/Download/608?filename=FFI\(LOCAL\).html&title=STUDENT%20WELFARE&subtitle=FREEDOM%20FROM%20BULLYING](https://pol.tasb.org/Policy/Download/608?filename=FFI(LOCAL).html&title=STUDENT%20WELFARE&subtitle=FREEDOM%20FROM%20BULLYING)

Below is the text of Harleton ISD's policy FFI (LOCAL) as of the date this handbook was finalized for this school year.

Student Welfare: Freedom from Bullying

FFI(LOCAL) - STUDENT WELFARE: FREEDOM FROM BULLYING

Table of Contents

Note: This policy addresses bullying of District students. For purposes of this policy, the term bullying includes cyberbullying.

For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.

Bullying Prohibited

- The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

Examples

- Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

Retaliation

- The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

Examples

- Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

False Claim

- A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

Harleton Elementary Student Handbook

Timely Reporting

- *Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.*

Reporting Procedures

Student Report

- *To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.*

Employee Report

- *Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.*

Report Format

- *A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.*

Notice of Report

- *When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.*

Prohibited Conduct

- *The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.*

Investigation of Report

- *The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.*

Concluding the Investigation

- *Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.*
- *The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used*

Harleton Elementary Student Handbook

reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.

Notice to Parents

- *If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.*

District Action

Bullying

- *If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.*

Discipline

- *A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.*
- *The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.*

Corrective Action

- *Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.*

Transfers

- *The principal or designee shall refer to FDB for transfer provisions.*

Counseling

- *The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.*

Improper Conduct

- *If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.*

Confidentiality

- *To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.*

Harleton Elementary Student Handbook

Appeal

- *A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.*

Records Retention

- *Retention of records shall be in accordance with CPC(LOCAL).*

Access to Policy and Procedures

- *This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.*

Harleton ISD

FFI(LOCAL)-A

UPDATE 109

DATE ISSUED: 10/16/2017

Harleton Junior High Student Handbook

2020–21 School Year



Harleton ISD-Stronger Together

If you have difficulty accessing the information in this document because of disability, please contact the district at www.harletonisd.net or (903) 777-3010.

Harleton Junior High Student Handbook

Contents

Harleton Junior High Student Handbook.....	1
Preface Parents and Students:	0
Accessibility	1
Section One: Parental Rights.....	2
Consent, Opt-Out, and Refusal Rights.....	2
Consent to Conduct a Psychological Evaluation or Provide a Mental Health Care Service.....	2
Consent to Display a Student’s Original Works and Personal Information	2
Consent to Receive Parenting and Paternity Awareness Instruction if a Student is under Age 14	3
Consent to Video or Audio Record a Student when Not Already Permitted by Law	3
Prohibiting the Use of Corporal Punishment.....	3
Limiting Electronic Communications between Students and District Employees.....	3
Objecting to the Release of Directory Information.....	4
Objecting to the Release of Student Information to Military Recruiters and Institutions of Higher Education (Secondary Grade Levels Only).....	5
Participation in Third-Party Surveys	5
Consent Required Before Student Participation in a Federally Funded Survey, Analysis, or Evaluation	5
“Opting Out” of Participation in Other Types of Surveys or Screenings and the Disclosure of Personal Information.....	6
Removing a Student from Instruction or Excusing a Student from a Required Component of Instruction	6
Human Sexuality Instruction.....	6
Reciting a Portion of the Declaration of Independence in Grades 3–12	7
Reciting the Pledges to the U.S. and Texas Flags.....	7
Religious or Moral Beliefs	7
Tutoring or Test Preparation.....	8
Right of Access to Student Records, Curriculum Materials, and District Records/Policies	8
Instructional Materials.....	8
Notices of Certain Student Misconduct to Noncustodial Parent.....	8
Participation in Federally Required, State-Mandated, and District Assessments.....	8
Student Records.....	8
Accessing Student Records	8
Authorized Inspection and Use of Student Records	9
Teacher and Staff Professional Qualifications	12
A Student with Exceptionalities or Special Circumstances	12

Harleton Junior High Student Handbook

Children of Military Families	12
Parental Role in Certain Classroom and School Assignments	13
Multiple-Birth Siblings.....	13
Safety Transfers/Assignments	13
Student Use of a Service/Assistance Animal.....	14
A Student in the Conservatorship of the State (Foster Care)	14
A Student Who Is Homeless.....	14
A Student Who Has Learning Difficulties or Who Needs Special Education or Section 504 Services	15
Special Education Referrals.....	15
Contact Person for Special Education Referrals.....	16
Section 504 Referrals	16
Contact Person for Section 504 Referrals.....	16
Notification to Parents of Intervention Strategies for Learning Difficulties Provided to Students in General Education.....	17
A Student Who Receives Special Education Services with Other School-Aged Children in the Home	17
A Student Who Speaks a Primary Language Other than English.....	17
A Student with Physical or Mental Impairments Protected under Section 504.....	17
Section Two: Other Important Information for Parents and Students.....	18
Absences/Attendance.....	18
Compulsory Attendance	18
Ages 6-18.....	18
Exemptions to Compulsory Attendance.....	18
All Grade Levels	18
Secondary Grade Levels	19
Failure to Comply with Compulsory Attendance	19
All Grade Levels	19
Students with Disabilities.....	19
Ages 6-18.....	19
Age 19 and Older.....	20
Attendance for Credit or Final Grade (All Grade Levels).....	20
Official Attendance-Taking Time (All Grade Levels)	21
Documentation after an Absence (All Grade Levels).....	21
Doctor's Note after an Absence for Illness (All Grade Levels)	21

Harleton Junior High Student Handbook

Driver License Attendance Verification (Secondary Grade Levels Only)	21
Accountability under State and Federal Law (All Grade Levels).....	22
Awards and Honors (All Grade Levels).....	22
Bullying (All Grade Levels)	22
Career and Technical Education (CTE) Programs (Secondary Grade Levels Only).....	24
Celebrations (All Grade Levels)	24
Child Sexual Abuse, Trafficking, and Other Maltreatment of Children (All Grade Levels)	25
Warning Signs of Sexual Abuse.....	25
Warning Signs of Trafficking.....	25
Reporting and Responding to Sexual Abuse, Trafficking, and Other Maltreatment of Children.....	26
Further Resources on Sexual Abuse, Trafficking, and Other Maltreatment of Children	27
Class Schedules (Secondary Grade Levels Only).....	27
Communications—Automated (All Grade Levels).....	27
Emergency.....	27
Nonemergency	27
Complaints and Concerns (All Grade Levels).....	28
Conduct (All Grade Levels)	28
Applicability of School Rules	28
Campus Behavior Coordinator.....	28
Deliveries	28
Disruption of School Operations.....	29
Social Events.....	29
Counseling	29
Academic Counseling.....	30
Junior High School Grade Levels.....	30
Personal Counseling (All Grade Levels)	30
Credit by Examination—If a Student Has Taken the Course/Subject.....	30
Credit by Examination for Advancement/Acceleration—If a Student Has Not Taken the Course/Subject	31
Kindergarten Acceleration	31
Students in Grades 1–5	31
Students in Grades 6–12.....	31
Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels).....	31
Dating Violence	32
Discrimination.....	32
Harassment.....	32

Harleton Junior High Student Handbook

Sexual Harassment and Gender-Based Harassment.....	33
Retaliation	33
Reporting Procedures.....	34
Investigation of Report.....	34
Discrimination	34
Distance Learning (All Grade Levels)	34
Texas Virtual School Network (TXVSN) (Secondary Grade Levels).....	35
Distribution of Literature, Published Materials, or Other Documents (All Grade Levels).....	35
School Materials.....	35
Nonschool Materials	35
From Students	35
From Others	36
Dress and Grooming (All Grade Levels)	36
Electronic Devices and Technology Resources (All Grade Levels)	37
Possession and Use of Personal Telecommunications Devices, Including Cell Phones, and Other Electronic Devices	37
Instructional Use of Personal Telecommunications and Other Electronic Devices	38
Acceptable Use of District Technology Resources	38
Unacceptable and Inappropriate Use of Technology Resources.....	38
End-of-Course (EOC) Assessments	39
English Learners (All Grade Levels).....	39
Extracurricular Activities, Clubs, and Organizations (All Grade Levels).....	39
Standards of Behavior	40
Offices and Elections	40
Fees (All Grade Levels)	41
Fundraising (All Grade Levels).....	41
Gang-Free Zones (All Grade Levels).....	42
Gender-Based Harassment	42
Grading Guidelines (All Grade Levels)	42
Harassment	42
Hazing (All Grade Levels)	42
Health—Physical and Mental.....	43
Illness (All Grade Levels).....	43
Immunization (All Grade Levels).....	43
Lice (All Grade Levels).....	44
Medicine at School (All Grade Levels)	44

Harleton Junior High Student Handbook

Asthma and Severe Allergic Reactions	45
Steroids (Secondary Grade Levels Only).....	45
Mental Health Support (All Grade Levels)	45
Physical Activity Requirements.....	46
Junior High/Middle School.....	46
Temporary Restriction from Participation in Physical Education	47
Physical Fitness Assessment (Grades 3–12).....	47
Physical Health Screenings / Examinations	47
Athletics Participation (Secondary Grade Levels Only)	47
Spinal Screening Program	47
Other Examinations and Screenings (All Grade Levels)	47
Special Health Concerns (All Grade Levels)	48
Bacterial Meningitis (All Grade Levels)	48
Diabetes.....	48
Food Allergies (All Grade Levels).....	48
Seizures (All Grade Levels)	48
Tobacco and E-Cigarettes Prohibited (All Grade Levels and All Others on School Property)..	49
Health-Related Resources, Policies, and Procedures	49
Physical and Mental Health Resources (All Grade Levels)	49
Policies and Procedures that Promote Student Physical and Mental Health (All Grade Levels)	49
School Health Advisory Council (SHAC) (All Grade Levels).....	50
Student Wellness Policy/Wellness Plan (All Grade Levels)	50
Homework (All Grade Levels)	50
Law Enforcement Agencies (All Grade Levels).....	50
Questioning of Students.....	50
Students Taken into Custody	50
Notification of Law Violations.....	51
Leaving Campus (All Grade Levels).....	51
During Lunch.....	52
At Any Other Time during the School Day	52
Lost and Found (All Grade Levels).....	52
Makeup Work	52
Makeup Work Because of Absence (All Grade Levels)	52
DAEP Makeup Work	53
Elementary and Middle/Junior High School Grade Levels	53

Harleton Junior High Student Handbook

Grades 9–12.....	53
In-School Suspension (ISS) and Out-of-School Suspension (OSS) Makeup Work (All Grade Levels)	53
Alternative Means to Receive Coursework	53
Opportunity to Complete Courses.....	53
Nondiscrimination Statement (All Grade Levels).....	53
Parent and Family Engagement (All Grade Levels)	54
Working Together.....	54
Pledges of Allegiance and a Minute of Silence (All Grade Levels).....	55
Prayer (All Grade Levels).....	55
Promotion and Retention	56
Junior High Grade Levels.....	56
Release of Students from School	57
Report Cards/Progress Reports and Conferences (All Grade Levels).....	57
Retaliation.....	58
Safety (All Grade Levels).....	58
Accident Insurance	58
Insurance for Career and Technical Education (CTE) Programs	58
Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies	58
Preparedness Training: CPR and Stop the Bleed.....	58
Emergency Medical Treatment and Information	59
Emergency School Closing Information	59
SAT, ACT, and Other Standardized Tests	59
Schedule Changes (Middle/Junior High and High School Grade Levels).....	59
School Facilities	59
Asbestos Management Plan (All Grade Levels).....	59
Food and Nutrition Services (All Grade Levels).....	59
Vending Machines (All Grade Levels).....	60
Pest Management Plan (All Grade Levels)	60
Conduct Before and After School (All Grade Levels)	60
Library (All Grade Levels).....	60
Use of Hallways during Class Time (All Grade Levels).....	61
Use by Students Before and After School (All Grade Levels).....	61
Meetings of Noncurriculum-Related Groups (Secondary Grade Levels Only)	61
School-Sponsored Field Trips (All Grade Levels)	61
Searches.....	61

Harleton Junior High Student Handbook

Searches in General (All Grade Levels).....	61
District Property (All Grade Levels)	62
Metal Detectors (All Grade Levels).....	62
Telecommunications and Other Electronic Devices (All Grade Levels).....	62
Trained Dogs (All Grade Levels).....	62
Drug Testing (Secondary Grade Levels Only)	62
The district’s policy FNF(LOCAL) will address board authorization for drug testing of students as described in the policy, but specifics of the drug-testing program should be addressed in administrative regulations, such as this handbook or your extracurricular conduct guide.	62
Vehicles on Campus (Secondary Grade Levels Only).....	63
Sexual Harassment.....	63
Special Programs (All Grade Levels).....	63
Standardized Testing.....	63
Secondary Grade Levels.....	63
SAT/ACT (Scholastic Aptitude Test and American College Test)	63
TSI (Texas Success Initiative) Assessment.....	63
STAAR (State of Texas Assessments of Academic Readiness).....	64
Grades 3–8	64
Students in Foster Care (All Grade Levels).....	64
Students Who are Homeless (All Grade Levels).....	64
Student Speakers (All Grade Levels).....	65
Tardies (All Grade Levels)	65
Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials (All Grade Levels)	65
Transfers (All Grade Levels).....	65
Transportation (All Grade Levels)	65
School-Sponsored Trips.....	65
Buses and Other School Vehicles	65
Vandalism (All Grade Levels).....	67
Video Cameras (All Grade Levels).....	67
Visitors to the School (All Grade Levels).....	67
General Visitors.....	67
Unauthorized Persons.....	67
Visitors Participating in Special Programs for Students	68
Business, Civic, and Youth Groups	68
Career Day.....	68

Harleton Junior High Student Handbook

Volunteers (All Grade Levels)	68
Voter Registration (Secondary Grade Levels Only)	68
Withdrawing from School (All Grade Levels)	68
Glossary	68
Appendix: Freedom from Bullying Policy	72
Student Welfare: Freedom from Bullying	72
Bullying Prohibited	72
Examples	72
Retaliation	72
Examples	72
False Claim	72
Timely Reporting	72
Reporting Procedures	72
Student Report	72
Employee Report	72
Report Format	72
Notice of Report	73
Prohibited Conduct	73
Investigation of Report	73
Concluding the Investigation	73
Notice to Parents	73
District Action	73
Bullying	73
Discipline	73
Corrective Action	73
Transfers	73
Counseling	74
Improper Conduct	74
Confidentiality	74
Appeal	74
Records Retention	74
Access to Policy and Procedures	74

Preface Parents and Students:

Welcome to the new school year!

Education is a team effort. Students, parents, teachers, and other staff members working together will make this a successful year.

The Harleton Junior High Student Handbook is a general reference guide that is divided into two sections:

Section One: Parental Rights describes certain parental rights as specified in state or federal law.

Section Two: Other Important Information for Parents and Students is organized alphabetically by topic. Where applicable, the topics are further organized by grade level.

Note: Unless otherwise noted, the term “parent” refers to the parent, legal guardian, any person granted some other type of lawful control of a student, or any other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to align with law, board-adopted policy, and the Student Code of Conduct, a board-adopted document intended to promote school safety and an atmosphere for learning. The Student Handbook is not meant to be a complete statement of all policies, procedures, or rules in any given circumstance.

In case of conflicts between board policy (including the Student Code of Conduct) and any Student Handbook provision, the district will follow board policy and the Student Code of Conduct.

Therefore, parents and students should become familiar with the Harleton Junior High Student Code of Conduct. To review the Code of Conduct, visit the district’s website at www.harletonisd.net. State law requires that the Code of Conduct be prominently displayed or made available for review at each campus.

The Student Handbook is updated annually; however, policy adoption and revisions may occur throughout the year. The district encourages parents to stay informed of proposed policy changes by attending board meetings and reviewing newsletter and other communications explaining changes in policy or other rules that affect Student Handbook provisions. The district reserves the right to modify the Student Handbook at any time. Notice of revisions will be provided as is reasonably practical.

Although the Student Handbook may refer to rights established through law or district policy, it does not create additional rights for parents and students. It does not, nor is it intended to, represent a contract between any parent or student and the district.

A hard copy of either the Student Code of Conduct or Student Handbook can be requested at the junior high office.

Note: References to board policy codes are included for ease of reference. The hard copy of the district’s official policy manual is available for review in the district administration office, and an unofficial electronic copy is available at www.harletonisd.net.

The policy manual includes:

Harleton Junior High Student Handbook

- Legally referenced (LEGAL) policies that contain provisions from federal and state laws and regulations, case law, and other legal authorities that provide the legal framework for school districts.
- Board-adopted (LOCAL) policies that articulate the board's choices and values regarding district practices.

For questions about the material in this handbook, please contact Shane Wright, Principal-Harleton Junior High.

Complete and return to the student's campus the following forms (provided in the forms packet distributed at the beginning of the year or upon enrollment):

- Acknowledgment of Electronic Distribution of Student Handbook,
- Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information,
- Parent's Objection to the Release of Student Information to Military Recruiters and Institutions of Higher Education (if you choose to restrict the release of information to these entities), and
- Consent/Opt-Out Form for participation in third-party surveys.

[See **Objecting to the Release of Directory Information** and **Consent Required Before Student Participation in a Federally Funded Survey, Analysis, or Evaluation** for more information.]

Accessibility

If you have difficulty accessing the information in this document because of disability, please contact the district at www.harletonisd.net or (903) 777-301

Harleton Junior High Student Handbook

Section One: Parental Rights

This section describes certain parental rights as specified in state or federal law.

Consent, Opt-Out, and Refusal Rights

Consent to Conduct a Psychological Evaluation or Provide a Mental Health Care Service

Unless required under state or federal law, a district employee will not conduct a psychological examination, test, screening, or treatment, without obtaining prior written parental consent.

The district will not provide a mental health care service to a student except as permitted by law.

The district has established procedures for providing a parent with a recommendation for an intervention for a student with early warning signs of mental health concerns or substance abuse or who has been identified as at risk of attempting suicide. The district's mental health liaison will notify the student's parent within a reasonable amount of time after the liaison learns that a student has displayed early warning signs and a possible need for intervention and provide information about available counseling options.

The district has also established procedures for staff to notify the mental health liaison regarding a student who may need intervention.

The mental health liaison for the junior high, Kim Winsted, can be reached at winstedkim@harletonisd.net or (903) 777-3010 and can provide further information regarding these procedures as well as educational materials on identifying risk factors, accessing resources for treatment or support on- and off-campus, and accessing available student accommodations provided on campus.

For further information, see **Mental Health Support**.

Note: An evaluation may be legally required under special education rules or by the Texas Education Agency for child abuse investigations and reports.

Consent to Display a Student's Original Works and Personal Information

Teachers may display a student's work in classrooms or elsewhere on campus as recognition of student achievement without seeking prior parental consent. These displays may include personally identifiable student information. Student work includes:

- Artwork,
- Special projects,
- Photographs,
- Original videos or voice recordings, and
- Other original works.

However, the district will seek parental consent before displaying a student's work on the district's website, a website affiliated or sponsored by the district (such as a campus or classroom website), or in district publications, which may include printed materials, videos, or other methods of mass communication.

Harleton Junior High Student Handbook

Consent to Receive Parenting and Paternity Awareness Instruction if a Student is under Age 14

A student under age 14 must have parental permission to participate in the district's parenting and paternity awareness program. This program was developed by the Office of the Texas Attorney General and the State Board of Education (SBOE) to be incorporated into health education classes.

Consent to Video or Audio Record a Student when Not Already Permitted by Law

State law permits the school to make a video or voice recording without parental permission when it:

- Is to be used for school safety,
- Relates to classroom instruction or a cocurricular or extracurricular activity,
- Relates to media coverage of the school, or
- Relates to the promotion of student safety as provided by law for a student receiving special education services in certain settings.

In other circumstances, the district will seek written parental consent before making a video or voice recording of a student.

Prohibiting the Use of Corporal Punishment

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

However, in accordance with law, the district may not administer corporal punishment if a student's parent submits a signed, written statement prohibiting its use.

A parent who does not want corporal punishment administered to his or her child must a written statement to the campus principal stating this decision. This signed statement must be submitted each school year. A parent may revoke this prohibition at any time during the school year by providing a signed statement to the campus principal.

Note:

- District personnel may use discipline methods other than corporal punishment if a parent requests that corporal punishment not be used.
- If the district knows that a student is in temporary or permanent custody of the state (through foster care, kinship care, or other arrangements), corporal punishment will not be administered, even when the student's caregiver or caseworker has not submitted a signed statement prohibiting its use.

Limiting Electronic Communications between Students and District Employees

The district permits teachers and other approved employees to use electronic communications with students within the scope of professional responsibilities, as described by district guidelines.

For example, a teacher may create a social networking page for his or her class to relay information regarding class work, homework, and tests. A parent is welcome to access such a page.

Harleton Junior High Student Handbook

However, text messages sent to an individual student are only allowed if a district employee with responsibility for an extracurricular activity must communicate with a student participating in that activity.

The employee is required to include the student's parent as a recipient on all text messages.

A parent who does not want his or her child to receive one-to-one electronic communications from a district employee should contact the campus principal.

Objecting to the Release of Directory Information

The Family Educational Rights and Privacy Act, or FERPA, permits the district to disclose appropriately designated "directory information" from a student's education records without written consent.

"Directory information" is information that, if released, is generally not considered harmful or an invasion of privacy. Examples include:

- A student's photograph (for publication in the school yearbook);
- A student's name and grade level (for communicating class and teacher assignments);
- The name, weight, and height of an athlete (for publication in a school athletic program);
- A list of student birthdays (for generating schoolwide or classroom recognition),
- A student's name and photograph (posted on a district-approved and -managed social media platform); and
- The names and grade levels of students submitted by the district to a local newspaper or other community publication (to recognize the A/B honor roll for a specific grading period.)

Directory information will be released to anyone who follows procedures for requesting it.

However, a parent or eligible student may object to the release of this information. Any objection must be made in writing to the principal within ten school days of the student's first day of instruction for this school year. [See **Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information**, included in the forms packet.]

The district requests that families living in a shelter for survivors of family violence or trafficking notify district personnel that the student currently resides in such a shelter. Families may want to opt out of the release of directory information so that the district does not release any information that might reveal the location of such a shelter.

The district has identified the following as directory information according to FL(LOCAL): directory information shall include student name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, degrees, honors, awards, dates of attendance, grade level, most recent school previously attended, enrollment status, participation in officially recognized activities and sports, and weight and height of members of athletic teams. If a parent objects to the release of the student's information included on the directory information response form, this objection also applies to the use of that information for school-sponsored purposes, such as:

- Honor roll,
- School newspaper,

Harleton Junior High Student Handbook

- Yearbook,
- Recognition activities,
- News releases, and
- Athletic programs.

Note: Review **Authorized Inspection and Use of Student Records** on page 9.

Objecting to the Release of Student Information to Military Recruiters and Institutions of Higher Education (Secondary Grade Levels Only)

Unless a parent has advised the district not to release his or her student's information, the Every Student Succeeds Act (ESSA) requires the district to comply with requests from military recruiters or institutions of higher education for the student's:

- Name,
- Address, and
- Telephone listing.

[See **Parent's Objection to the Release of Student Information to Military Recruiters and Institutions of Higher Education**, included in the forms packet.]

Participation in Third-Party Surveys

Consent Required Before Student Participation in a Federally Funded Survey, Analysis, or Evaluation

The Protection of Pupil Rights Amendment (PPRA) mandates that a student will not be required to participate without parental consent in any survey, analysis, or evaluation—funded in whole or in part by the U.S. Department of Education—that concerns:

- Political affiliations or beliefs of the student or the student's parent;
- Mental or psychological problems of the student or the student's family;
- Sex behavior or attitudes;
- Illegal, antisocial, self-incriminating, or demeaning behavior;
- Critical appraisals of individuals with whom the student has a close family relationship;
- Legally recognized privileged relationships, such as with lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or parent; or
- Income, except when the information is required by law and will be used to determine the student's eligibility for a program.

A parent can inspect the survey or other instrument and any corresponding instructional materials used in connection with such a survey, analysis, or evaluation. [See policy EF(LEGAL) for more information.]

Harleton Junior High Student Handbook

“Opting Out” of Participation in Other Types of Surveys or Screenings and the Disclosure of Personal Information

The PPRA gives parents the right to receive notice and an opportunity to opt a student out of:

- Any survey concerning protected information, regardless of funding.
- Activities involving the collection, disclosure, or use of personal information gathered from the child for the purpose of marketing, selling, or otherwise disclosing that information to others.
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of the student.

Exceptions are hearing, vision, or spinal screenings, or any physical examination or screening permitted or required under state law. [See policies EF and FFAA for more information.]

A parent may inspect:

- Protected information surveys of students and surveys created by a third party;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

Removing a Student from Instruction or Excusing a Student from a Required Component of Instruction

Human Sexuality Instruction

As a part of the district’s curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) makes recommendations for course materials.

State law requires that the district provide written notice before each school year of the board’s decision to provide human sexuality instruction.

State law also requires that instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus (HIV) or acquired immune deficiency syndrome (AIDS):

- Present abstinence from sexual activity as the preferred choice in relationship to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;
- Emphasize that abstinence, if used consistently and correctly, is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted infections and the emotional trauma associated with adolescent sexual activity;
- Direct adolescents to abstain from sexual activity before marriage as the most effective way to prevent pregnancy and sexually transmitted diseases; and
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

Harleton Junior High Student Handbook

Per state law, here is a summary of the district's curriculum regarding human sexuality instruction:

The district's human sexuality curriculum is ESTEEM. ESTEEM helps students learn life skills that: aid in setting goals, help them assess modern-day media influences, increase understanding and awareness of the risks and consequences of sexual activity such as teen pregnancy and disease, strengthen communication skills, and understand risky situations to increase their awareness of hazardous distractions to help them achieve their potential as positive, productive members of society.

A parent is entitled to review the curriculum materials. In addition, a parent may remove his or her child from any part of the human sexuality instruction without academic, disciplinary, or other penalties. A parent may also choose to become more involved with the development of this curriculum by becoming a member of the district's SHAC. (See the campus principal for details.)

Reciting a Portion of the Declaration of Independence in Grades 3–12

State law designates the week of September 17 as Celebrate Freedom Week and requires all social studies classes provide:

- Instruction concerning the intent, meaning, and importance of the Declaration of Independence and the U.S. Constitution, and
- A specific recitation from the Declaration of Independence for students in grades 3–12.

Per state law, a student may be excused from recitation of a portion of the Declaration of Independence if:

- A parent provides a written statement requesting that his or her child be excused,
- The district determines that the student has a conscientious objection to the recitation, or
- A parent is a representative of a foreign government to whom the U.S. government extends diplomatic immunity.

[See policy EHBK(LEGAL) for more information.]

Reciting the Pledges to the U.S. and Texas Flags

A parent may request that his or her child be excused from participation in the daily recitation of the Pledge of Allegiance to the U.S. flag and the Pledge of Allegiance to the Texas flag. The request must be made in writing.

State law, however, requires that all students participate in one minute of silence following recitation of the pledges.

[See **Pledges of Allegiance and a Minute of Silence** and policy EC(LEGAL) for more information.]

Religious or Moral Beliefs

A parent may remove his or her child temporarily from the classroom if a scheduled instructional activity conflicts with the parent's religious or moral beliefs.

The removal may not be used to avoid a test and may not extend for an entire semester. Further, the student must satisfy grade-level and graduation requirements as determined by the school and by state law.

Harleton Junior High Student Handbook

Tutoring or Test Preparation

A teacher may determine that a student needs additional targeted assistance for the student to achieve mastery in state-developed essential knowledge and skills based on:

- Informal observations,
- Evaluative data such as grades earned on assignments or tests, or
- Results from diagnostic assessments.

The school will always attempt to provide tutoring and strategies for test-taking in ways that prevent removal from other instruction as much as possible.

In accordance with state law and policy EC, without parental permission, districts are prohibited from removing a student from a regularly scheduled class for remedial tutoring or test preparation for more than ten percent of the days the class is offered.

Under state law, students with grades below 70 for a reporting period are required to attend tutorial services—if the district offers these services.

[For questions about school-provided tutoring programs contact the student's teacher, and see policies EC and EHBC.]

Right of Access to Student Records, Curriculum Materials, and District Records/Policies

Instructional Materials

A parent has the right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered.

A parent is also entitled to request that the school allow the student to take home instructional materials the student uses. The school may ask the student to return the materials at the beginning of the next school day.

A school must provide printed versions of electronic instructional materials to a student if the student does not have reliable access to technology at home.

Notices of Certain Student Misconduct to Noncustodial Parent

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her child's misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. [See the Student Code of Conduct and policy FO(LEGAL) for more information.]

Participation in Federally Required, State-Mandated, and District Assessments

In accordance with the Every Student Succeeds Act (ESSA), a parent may request information regarding any federal, state, or district policy related to his or her child's participation in required assessments.

Student Records

Accessing Student Records

A parent may review his or her child's records. These records include:

Harleton Junior High Student Handbook

- Attendance records,
- Test scores,
- Grades,
- Disciplinary records,
- Counseling records,
- Psychological records,
- Applications for admission,
- Health and immunization information,
- Other medical records,
- Teacher and school counselor evaluations,
- Reports of behavioral patterns,
- Records relating to assistance provided for learning difficulties, including information collected regarding any intervention strategies used with the child, as the term “intervention strategy” is defined by law,
- State assessment instruments that have been administered to the child, and
- Teaching materials and tests used in the child’s classroom.

Authorized Inspection and Use of Student Records

The Family Educational Rights and Privacy Act (FERPA) affords parents and eligible students certain rights regarding student education records.

For purposes of student records, an “eligible” student is anyone age 18 or older or who attends a postsecondary educational institution. These rights, as discussed here and at **Objecting to the Release of Directory Information**, are the right to:

- Inspect and review student records within 45 days after the day the school receives a request for access;
- Request an amendment to a student record the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of FERPA;
- Provide written consent before the school discloses personally identifiable information from the student’s records, except to the extent that FERPA authorizes disclosure without consent; and
- File a complaint with the U.S. Department of Education concerning failures by the school to comply with FERPA requirements. The office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., S.W.
Washington, DC 20202

Harleton Junior High Student Handbook

Both FERPA and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy.

Before disclosing personally identifiable information from a student's records, the district must verify the identity of the person, including a parent or the student, requesting the information.

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

Inspection and release of student records is restricted to an eligible student or a student's parent—whether married, separated, or divorced—unless the school receives a copy of a court order terminating parental rights or the right to access a student's education records.

Federal law requires that control of the records goes to the student as soon as the student:

- Reaches the age of 18,
- Is emancipated by a court, or
- Enrolls in a postsecondary educational institution.

However, the parent may continue to have access to the records if the student is a dependent for tax purposes and, under limited circumstances, when there is a threat to the health and safety of the student or other individuals.

FERPA permits the disclosure of personally identifiable information from a student's education records without written consent of the parent or eligible student:

- When school officials have what federal law refers to as a "legitimate educational interest" in a student's records.
 - Legitimate educational interest may include:
 - Working with the student;
 - Considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities;
 - Compiling statistical data;
 - Reviewing an educational record to fulfill the official's professional responsibility; or
 - Investigating or evaluating programs.
 - School officials may include:
 - Board members and employees, such as the superintendent, administrators, and principals;
 - Teachers, school counselors, diagnosticians, and support staff (including district health or medical staff);
 - A person or company with whom the district has contracted or allowed to provide a specific institutional service or function (such as an attorney, consultant, third-party vendor that offers online programs or software, auditor, medical consultant, therapist, school resource officer, or volunteer);

Harleton Junior High Student Handbook

- A person appointed to serve on a team to support the district's safe and supportive school program;
- A parent or student serving on a school committee; or
- A parent or student assisting a school official in the performance of his or her duties.

FERPA also permits the disclosure of personally identifiable information without written consent:

- To authorized representatives of various governmental agencies, including juvenile service providers, the U.S. Comptroller General's office, the U.S. Attorney General's office, the U.S. Secretary of Education, the Texas Education Agency, the U.S. Secretary of Agriculture's office, and Child Protective Services (CPS) caseworkers or, in certain cases, other child welfare representatives.
- To individuals or entities granted access in response to a subpoena or court order.
- To another school, district/system, or postsecondary educational institution to which a student seeks or intends to enroll or in which the student already is enrolled.
- In connection with financial aid for which a student has applied or has received.
- To accrediting organizations to carry out accrediting functions.
- To organizations conducting studies for, or on behalf of, the school to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.
- To appropriate officials in connection with a health or safety emergency.
- When the district discloses directory information-designated details. [To prohibit this disclosure, see **Objecting to the Release of Directory Information.**]

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

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

A parent or eligible student who wants to inspect the student's records should submit a written request to the records custodian identifying the records he or she wants to inspect.

Records may be reviewed in person during regular school hours. The records custodian or designee will be available to explain the record and to answer questions.

A parent or eligible student who submits a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review the records.

The address of the superintendent's office is 17000 SH 154, Harleton, Texas 75651.

The address of the principal's office is: 17240 HWY 154 Harleton, Texas 75651.

Harleton Junior High Student Handbook

A parent or eligible student may inspect the student's records and request a correction or amendment if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights.

A request to correct a student's record should be submitted to the appropriate records custodian. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If after the hearing the records are not amended, the parent or eligible student has 30 school days to place a statement in the student's record.

Although improperly recorded grades may be challenged, contesting a student's grade in a course or on an examination is handled through the complaint process found in policy FNG(LOCAL). A grade issued by a teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading guidelines. [See **Report Cards/Progress Reports and Conferences, Complaints and Concerns**, and Finality of Grades at policy FNG(LEGAL).]

The district's student records policy is found at policy FL(LEGAL) and (LOCAL) and is available at the principal's or superintendent's office or at www.harletonisd.net.

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

Teacher and Staff Professional Qualifications

A parent may request information regarding the professional qualifications of his or her child's teachers, including whether the teacher:

- Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction,
- Has an emergency permit or other provisional status for which state requirements have been waived, and
- Is currently teaching in the field of discipline of his or her certification.

The parent also has the right to request information about the qualifications of any paraprofessional who may provide services to the child.

A Student with Exceptionalities or Special Circumstances

Children of Military Families

The Interstate Compact on Educational Opportunities for Military Children entitles children of military families to flexibility regarding certain district and state requirements, including:

- Immunization requirements;
- Grade level, course, or educational program placement;
- Eligibility requirements for participation in extracurricular activities;
- Enrollment in the Texas Virtual School Network (TXVSN); and

Harleton Junior High Student Handbook

- Graduation requirements.

The district will excuse absences related to a student visiting a parent, including a stepparent or legal guardian, who is:

- Called to active duty,
- On leave, or
- Returning from a deployment of at least four months.

The district will permit **no more than five** excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent's return from deployment.

Additional information may be found at [Military Family Resources at the Texas Education Agency](#).

Parental Role in Certain Classroom and School Assignments

Multiple-Birth Siblings

State law permits a parent of multiple-birth siblings (e.g., twins, triplets) assigned to the same grade and campus to request in writing that the children be placed in either the same classroom or separate classrooms.

Written requests must be submitted by the 14th day after the students' enrollment. [See policy FDB(LEGAL) for more information.]

Safety Transfers/Assignments

The board or its designee will honor a parent's request to transfer his or her child to another classroom or campus if the district has determined that the child has been a victim of bullying, including cyberbullying, as defined by Education Code 37.0832.

The board may transfer a student who has engaged in bullying to another classroom.

Transportation is not provided for a transfer to another campus. See the superintendent for more information.

[See **Bullying**, and policies FDB and FFI for more information.]

The district will honor a parent's request for the transfer of his or her child to a safe public school in the district if the child attends a school identified by the Texas Education Agency as persistently dangerous or if the child has been a victim of a violent criminal offense while at school or on school grounds.

[See policy FDE for more information.]

The board will honor a parent's request for the transfer of his or her child to a neighboring district if the child has been the victim of sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for the assault. In accordance with policy FDE, if the victim does not wish to transfer, the board will transfer the assailant.

Harleton Junior High Student Handbook

Student Use of a Service/Assistance Animal

A parent of a student who uses a service/assistance animal because of the student's disability must submit a written request to the principal before bringing the service/assistance animal on campus. The district will try to accommodate a request as soon as possible but will do so within ten district business days.

A Student in the Conservatorship of the State (Foster Care)

A student in the conservatorship (custody) of the state who enrolls in the district after the beginning of the school year will be allowed credit-by-examination opportunities at any point during the year.

The district will grant partial course credit by semester when the student only passes one semester of a two-semester course

A student in the conservatorship of the state who is moved outside the district's or school's attendance boundaries—or who is initially placed in the conservatorship of the state and moved outside the district's or school's boundaries—is entitled to remain at the school the student was attending prior to the placement or move until the student reaches the highest grade level at that particular school.

If a student in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, the student can request a diploma from the previous district if the student meets its graduation criteria.

For a student in the conservatorship of the state who is eligible for a tuition and fee exemption under state law and likely to be in care on the day preceding the student's 18th birthday, the district will:

- Assist the student with the completion of applications for admission or financial aid;
- Arrange and accompany the student on campus visits;
- Assist in researching and applying for private or institution-sponsored scholarships;
- Identify whether the student is a candidate for appointment to a military academy;
- Assist the student in registering and preparing for college entrance examinations, including (subject to the availability of funds) arranging for the payment of examination fees by the Texas Department of Family and Protective Services (DFPS); and
- Coordinate contact between the student and a liaison officer for students formerly in the conservatorship of the state.

[See **Credit by Examination for Advancement/Acceleration, Course Credit, and A Student in Foster Care**]

A Student Who Is Homeless

Children who are homeless will be provided flexibility regarding certain district provisions, including:

- Proof of residency requirements;
- Immunization requirements;

Harleton Junior High Student Handbook

- Educational program placement (if the student is unable to provide previous academic records or misses an application deadline during a period of homelessness);
- Credit-by-examination opportunities at any point during the year (if the student enrolled in the district after the beginning of the school year), per State Board of Education (SBOE) rules;
- Awarding partial credit when a student passes only one semester of a two-semester course;
- Eligibility requirements for participation in extracurricular activities; and
- Graduation requirements.

Federal law allows a student who is homeless to remain enrolled in the “school of origin” or to enroll in a new school in the attendance area where the student is currently residing.

If a student who is homeless in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, state law allows the student to request a diploma from the previous district if the student meets the criteria to graduate from the previous district.

A student or parent who is dissatisfied by the district’s eligibility, school selection, or enrollment decision may appeal through policy FNG(LOCAL). The district will expedite local timelines, when possible, for prompt dispute resolution.

[See **Credit by Examination for Advancement/Acceleration, Course Credit, and Students who are Homeless**]

A Student Who Has Learning Difficulties or Who Needs Special Education or Section 504 Services

For those students who are having difficulty in the regular classroom, all school districts must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individuals listed below to learn about the school’s overall general education referral or screening system for support services.

This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine whether the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals

If a parent makes a **written request** for an initial evaluation for special education services to the director of special education services or to a district administrative employee of the school district, the district must respond no later than **15 school days** after receiving the request. At that time, the district must give the parent prior written notice of whether it agrees or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the district agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Harleton Junior High Student Handbook

Note: A request for a special education evaluation may be made verbally; it does not need to be made in writing. Districts must still comply with all federal prior-written notices and procedural safeguard requirements as well as the requirements for identifying, locating, and evaluating children who are suspected of having a disability and in need of special education. However, a verbal request does not require the district to respond within the 15 school-day timeline.

If the district decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an **exception** to the 45-school-day timeline. If the district receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30 due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the school district in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

Contact Person for Special Education Referrals

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is Kim Winsted at (903) 777-3719.

Section 504 Referrals

Each school district must have standards and procedures in place for the evaluation and placement of students in the district's Section 504 program. Districts must also implement a system of procedural safeguards that includes:

- Notice,
- An opportunity for a parent or guardian to examine relevant records,
- An impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and
- A review procedure.

Contact Person for Section 504 Referrals

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is Kim Winsted at (903) 777-3719.

[See **A Student with Physical or Mental Impairments Protected under Section 504**]

Visit these websites for information regarding students with disabilities and the family:

- [Legal Framework for the Child-Centered Special Education Process](#)

Harleton Junior High Student Handbook

- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)

Notification to Parents of Intervention Strategies for Learning Difficulties Provided to Students in General Education

In accordance with state law, the district will annually notify parents if their child receives assistance for learning difficulties. Details of such assistance can include intervention strategies. This notice is not intended for those students already enrolled in a special education program.

A Student Who Receives Special Education Services with Other School-Aged Children in the Home

If a student is receiving special education services at a campus outside his or her attendance zone, state law permits the parent or guardian to request that other students residing in the household be transferred to the same campus—if the grade level for the transferring student is offered on that campus.

The student receiving special education services would be entitled to transportation; however, the district is not required to provide transportation to other children in the household.

The parent or guardian should contact the school principal regarding transportation needs prior to requesting a transfer for other children in the home. [See policy FDB(LOCAL) for more information.]

A Student Who Speaks a Primary Language Other than English

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English.

If the student qualifies for these services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

[See **English Learners** and **Special Programs**]

A Student with Physical or Mental Impairments Protected under Section 504

A student with a physical or mental impairment that substantially limits a major life activity, as defined by law—and who does not otherwise qualify for special education services—may qualify for protections under Section 504 of the Rehabilitation Act.

Section 504 is a federal law designed to prohibit discrimination against individuals with disabilities.

When an evaluation is requested, a committee will be formed to determine whether the student needs services and supports under Section 504 in order to receive a free appropriate public education (FAPE), as defined in federal law.

[See **A Student Who Has Learning Difficulties or Who Needs Special Education or Section 504 Services** and policy FB for more information.]

Harleton Junior High Student Handbook

Section Two: Other Important Information for Parents and Students

This section contains important information on academics, school activities, and school operations and requirements.

It is organized alphabetically to serve as a quick-reference guide. Where applicable, the topics are further organized by grade level.

Parents and children should take a moment together to become familiar with the issues addressed in this section. For guidance on a particular topic, please contact the junior high office at (903) 777-3010.

Absences/Attendance

Regular school attendance is essential. Absences from class may result in serious disruption of a student's education. The student and parent should avoid unnecessary absences.

Two important state laws—one dealing with compulsory attendance and the other with how attendance affects the award of a student's final grade or course credit—are discussed below.

Compulsory Attendance

Ages 6–18

State law requires that a student who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached their 19th birthday, shall attend school, as well as any applicable accelerated instruction program, extended-year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

A student will be required to attend any assigned accelerated instruction program before or after school or during the summer if the student does not meet the passing standards on the state assessment for his or her grade level and/or applicable subject area.

Exemptions to Compulsory Attendance

All Grade Levels

State law allows exemptions to the compulsory attendance requirements for the following activities and events, as long as the student makes up all work:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining U.S. citizenship;
- Documented health-care appointments for the student or a child of the student, including absences related to autism services, if the student returns to school on the same day of the appointment and brings a note from the health-care provider;
- For students in the conservatorship of the state,
 - An activity required under a court-ordered service plan; or
 - Any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

Harleton Junior High Student Handbook

For children of military families, absences of up to five days will be excused for a student to visit a parent, stepparent, or legal guardian going to, on leave from, or returning from certain deployments.

Secondary Grade Levels

The district will allow junior and senior students to be absent for up to two days per year to visit a college or university, provided this has been;

- Authorized by the board under policy FEA(LOCAL) and the student receives approval from the campus principal,
- Follows campus procedures to verify the visit, and
- Makes up any work missed.

The district will allow a student 17 years old or older to be absent for up to four days during the period the student is enrolled in high school to pursue enlistment in the U.S. armed services or Texas National Guard, provided the student verifies these activities to the district.

The district will allow a student to be absent for up to two days per school year to serve as:

- An early voting clerk, provided the district's board has authorized this in policy FEA(LOCAL), the student notifies his or her teachers, and the student receives approval from the principal prior to the absences; or
- An election clerk, if the student makes up any work missed.

The district will allow a student in grades 6–12 to be absent for the purpose of sounding “Taps” at a military honors funeral for a deceased veteran.

Failure to Comply with Compulsory Attendance

All Grade Levels

School employees must investigate and report violations of the compulsory attendance law.

A student absent without permission from school, any class, any required special program, or any required tutorial will be considered in violation of the compulsory attendance law and subject to disciplinary action.

Students with Disabilities

If a student with a disability is experiencing attendance issues, the student's ARD or Section 504 committee will determine whether the attendance issues warrant an evaluation, a reevaluation, and/or modifications to the student's individualized education program or Section 504 plan, as appropriate.

Ages 6–18

When a student ages 6–18 incurs three or more unexcused absences within a four-week period, the law requires the school to send notice to the parent.

The notice will:

- Remind the parent of his or her duty to monitor the student's attendance and require the student to attend school;
- Request a conference between school administrators and the parent; and

Harleton Junior High Student Handbook

- Inform the parent that the district will initiate truancy prevention measures, including a behavior improvement plan, school-based community service, referrals to counseling or other social services, or other appropriate measures.

The truancy prevention facilitator for the district is Jay Ratcliff. For any questions about student absences, parents should contact the facilitator or any other campus administrator.

A court of law may impose penalties against the parent if a school-aged student is deliberately not attending school. The district may file a complaint against the parent if the student incurs ten or more unexcused absences within a six-month period in the same school year.

If a student age 12–18 incurs ten or more unexcused absences within a six-month period in the same school year, the district, in most circumstances, will refer the student to truancy court.

[See policies FEA(LEGAL) and FED(LEGAL) for more information.]

Age 19 and Older

After a student age 19 or older incurs a third unexcused absence, the district is required by law to send the student a letter explaining that the district may revoke the student's enrollment for the remainder of the school year if the student has more than five unexcused absences in a semester. As an alternative to revoking a student's enrollment, the district may implement a behavior improvement plan.

Attendance for Credit or Final Grade (All Grade Levels)

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

If a student attends fewer than 75 percent of the class days or does not complete the principal-approved plan, then the attendance review committee will determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade. [See policy FEC for more information.]

All absences, excused or unexcused, may be held against a student's attendance requirement. To determine whether there were extenuating circumstances for any absences, the attendance committee will use the following guidelines:

- If makeup work is completed, absences listed under **Exemptions to Compulsory Attendance** will be considered extenuating circumstances.
- A transfer or migrant student incurs absences only after he or she has enrolled in the district.
- Absences incurred due to the student's participation in board-approved extracurricular activities will be considered by the attendance committee as extenuating circumstances if the student makes up the work missed in each class.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences
- The committee will consider whether the student or student's parent had any control over the absences.

Harleton Junior High Student Handbook

- 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 discuss ways to earn or regain credit or a final grade.

The student or parent may appeal the committee's decision to the board by following policy FNG(LOCAL).

Official Attendance-Taking Time (All Grade Levels)

The district will take official attendance every day at 9:00 a.m.

A student absent for any portion of the day, should follow the procedures below to provide documentation of the absence.

Documentation after an Absence (All Grade Levels)

A parent must provide an explanation for any absence upon the student's arrival or return to school. The student must submit a note signed by the parent. The campus may accept a phone call from the parent but reserves the right to require a written note.

A note signed by the student will not be accepted unless the student is age 18 or older or is an emancipated minor under state law.

The campus will document in its attendance records whether the absence is excused or unexcused.

Note: The district is not required to excuse any absence, even if the parent provides a note explaining the absence, unless the absence is an exemption under compulsory attendance laws.

Doctor's Note after an Absence for Illness (All Grade Levels)

Within 3 days of returning to school, a student absent for more than 3 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the absence. Otherwise, the absence may be considered unexcused and in violation of compulsory attendance laws.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the absence to determine whether an absence will be excused or unexcused.

[See policy FEC(LOCAL) for more information.]

Driver License Attendance Verification (Secondary Grade Levels Only)

A currently enrolled student seeking a driver's license shall submit the Texas Department of Public Safety Verification of Enrollment and Attendance Form (VOE), signed by the parent, to the campus central office at least 10 days before it is needed. The district will issue a VOE only if the student meets class credit or attendance requirements. The VOE form is available at: <https://www.tdlr.texas.gov/driver/forms/VOE.pdf>.

Further information may be found on the Texas Department of Public Safety website: <https://www.dps.texas.gov/driverlicense/teendriver.htm>.

Harleton Junior High Student Handbook

Accountability under State and Federal Law (All Grade Levels)

Harleton ISD and each of its campuses are held to certain standards of accountability under state and federal law. A key component of accountability is the dissemination and publication of certain reports and information, including:

- The Texas Academic Performance Report (TAPR) for the district, compiled by the Texas Education Agency (TEA), based on academic factors and ratings;
- A School Report Card (SRC) for each campus in the district, compiled by TEA;
- The district's financial management report, which includes the financial accountability rating assigned to the district by TEA; and
- Information compiled by TEA for the submission of a federal report card that is required by federal law.

Accountability information can be found on the district's website at www.harletonisd.net. Hard copies of any reports are available upon request to the district's administration office.

TEA maintains additional accountability and accreditation information at [TEA Performance Reporting Division](#) and the [TEA homepage](#).

Awards and Honors (All Grade Levels)

Honor Rolls

A Honor Roll

Those students who receive all A's (90 or above) on their report cards will be listed on a six-week's honor roll for academic excellence.

A-B Honor Roll

Those students who receive A's and B's (80 or above) will be listed on the A-B Honor Roll recognizing commendable achievement.

Recognition awards will be given at the end of each year to recognize honor students. Awards for attendance and academic achievement will be given at the end of each year.

An Eighth Grade Awards Ceremony will be held annually to recognize the accomplishment of Eighth grade students in academic subject areas, UIL contest, attendance, athletics, and other areas of accomplishments.

Bullying (All Grade Levels)

Bullying is defined in state law as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or

Harleton Junior High Student Handbook

- Infringes on the rights of the victim at school.

Bullying includes cyberbullying. Cyberbullying is defined in state law as bullying that is done through the use of any electronic communication device, including through the use of:

- A cellular or other type of telephone
- A computer
- A camera
- Electronic mail
- Instant messaging
- Text messaging
- A social media application
- An internet website
- Any other internet-based communication tool.

Bullying is prohibited by the district and could include:

- Hazing
- Threats
- Taunting
- Teasing
- Confinement
- Assault
- Demands for money
- Destruction of property
- Theft of valued possessions
- Name-calling
- Rumor-spreading
- Ostracism.

If a student believes that he or she has experienced bullying or witnesses the bullying of another student, the student or parent should notify a teacher, school counselor, principal, or another district employee as soon as possible. Procedures for reporting allegations of bullying may be found on the district's website.

A student may anonymously report an alleged incident of bullying online at www.harletonisd.net.

The administration will investigate any allegations of bullying and related misconduct. The district will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying.

Harleton Junior High Student Handbook

If an investigation determines that bullying occurred, the administration will take appropriate disciplinary action and may, in certain circumstances, notify law enforcement. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying.

Available counseling options will be provided to the affected individuals, including any student who witnessed the bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

Upon recommendation of the administration, the board may transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the student may also be transferred to another campus in the district.

The parent of a student who has been determined to be a victim of bullying may request that the student be transferred to another classroom or campus within the district. [See **Safety Transfers/Assignments**]

A copy of the district's bullying policy is available in the principal's office, superintendent's office, and on the district's website, and is included at the end of this handbook as an appendix.

A student or parent who is dissatisfied with the outcome of an investigation may appeal through policy FNG(LOCAL).

[See **Safety Transfers/Assignments, Dating Violence, Discrimination, Harassment, and Retaliation, Hazing**, policy FFI, the district's Student Code of Conduct, and the district improvement plan, a copy of which can be viewed in the campus office.

Career and Technical Education (CTE) Programs (Secondary Grade Levels Only)

The district offers career and technical education programs at high school.

District policy prohibits discrimination on the basis of race, color, national origin, sex, or handicap in its vocational programs, services, and activities, as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973 as amended.

District policy also prohibits discrimination on the basis of race, color, national origin, sex, or handicap in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

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

[See **Nondiscrimination Statement** for the name and contact information for the Title IX coordinator and ADA/Section 504 coordinator, who will address certain allegations of discrimination.]

Celebrations (All Grade Levels)

Although a parent or grandparent may provide food to share for a school-designated function or for a student's birthday, please be aware that children in the school may have severe allergies to certain food products. Therefore, it is imperative to discuss any classroom allergies with the teacher before bringing food to share.

Harleton Junior High Student Handbook

Occasionally, the school or a class may host functions or celebrations tied to the curriculum that involve food. The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers to provide food.

[See **Food Allergies**]

Child Sexual Abuse, Trafficking, and Other Maltreatment of Children (All Grade Levels)

The district has established a plan for addressing child sexual abuse, trafficking, and other maltreatment of children, which may be accessed at www.harletonisd.net. Trafficking includes both sex and labor trafficking.

Warning Signs of Sexual Abuse

Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child.

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, to report the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

A child who has been or is being sexually abused may exhibit physical, behavioral, or emotional warning signs, including:

- Difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches;
- Verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior; or
- Withdrawal, depression, sleeping and eating disorders, and problems in school.

Be aware that children and adolescents who have experienced dating violence may show similar physical, behavioral, and emotional warning signs. [See **Dating Violence, Discrimination, Harassment, and Retaliation**]

Warning Signs of Trafficking

Child trafficking of any sort is prohibited by the Penal Code. Sex trafficking involves forcing a person, including a child, into sexual abuse, assault, indecency, prostitution, or pornography. Labor trafficking involves forcing a person, including a child, to engage in forced labor or services.

Traffickers are often trusted members of a child's community, such as friends, romantic partners, family members, mentors, and coaches, although traffickers frequently make contact with victims online.

Possible warning signs of sexual trafficking in children include:

- Changes in school attendance, habits, friend groups, vocabulary, demeanor, and attitude;
- Sudden appearance of expensive items (for example, manicures, designer clothes, purses, technology);

Harleton Junior High Student Handbook

- Tattoos or branding;
- Refillable gift cards;
- Frequent runaway episodes;
- Multiple phones or social media accounts;
- Provocative pictures posted online or stored on the phone;
- Unexplained injuries;
- Isolation from family, friends, and community; and
- Older boyfriends or girlfriends.

Additional warning signs of labor trafficking in children include:

- Being unpaid, paid very little, or paid only through tips;
- Being employed but not having a school-authorized work permit;
- Being employed and having a work permit but clearly working outside the permitted hours for students;
- Owning a large debt and being unable to pay it off;
- Not being allowed breaks at work or being subjected to excessively long work hours;
- Being overly concerned with pleasing an employer and/or deferring personal or educational decisions to a boss;
- Not being in control of his or her own money;
- Living with an employer or having an employer listed as a student's caregiver; and
- A desire to quit a job but not being allowed to do so.

Reporting and Responding to Sexual Abuse, Trafficking, and Other Maltreatment of Children

Anyone who suspects that a child has been or may be abused, trafficked, or neglected has a legal responsibility, under state law, to report the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

A child who has experienced sexual abuse or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Children may be more reluctant to disclose sexual abuse than physical abuse and neglect and may only disclose sexual abuse indirectly. As a parent or trusted adult, it is important to be calm and comforting if your child or another child confides in you. Reassure the child that he or she did the right thing by telling you.

If your child is a victim of sexual abuse, trafficking, or other maltreatment, the school counselor or principal will provide information on counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (DFPS) also manages early intervention counseling programs.

To find out what services may be available in your county, see [Texas Department of Family and Protective Services, Programs Available in Your County](#).

Harleton Junior High Student Handbook

Reports of abuse, trafficking, or neglect may be made to the CPS division of the DFPS at 1-800-252-5400 or on the web at [Texas Abuse Hotline Website](#)).

Further Resources on Sexual Abuse, Trafficking, and Other Maltreatment of Children

The following websites might help you become more aware of child abuse and neglect, sexual abuse, trafficking, and other maltreatment of children:

- [Child Welfare Information Gateway Factsheet](#)
- [KidsHealth, For Parents, Child Abuse](#)
- [Office of the Texas Governor's Child Sex Trafficking Team](#)
- [Human Trafficking of School-aged Children](#)
- [Child Sexual Abuse: A Parental Guide from the Texas Association Against Sexual Assault](#)
- [National Center of Safe Supportive Learning Environments: Child Labor Trafficking](#)

Class Schedules (Secondary Grade Levels Only)

All students are expected to attend school for the entire school day and maintain a full class schedule.

[See **Schedule Changes** for information related to student requests to revise their course schedule.]

Communications—Automated (All Grade Levels)

Emergency

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. An emergency situation may include early dismissal, delayed opening, or restricted access to the campus due to severe weather, another emergency, or a security threat. It is crucial to notify your child's school when a phone number changes.

[See **Safety** for information regarding contact with parents during an emergency situation.]

Nonemergency

Your child's school will request that you provide contact information for the school to send information specific to your child, your child's school, or the district. If you provide a phone number for this purpose, please notify the school's administration office immediately if your number changes.

The district or school may generate automated or pre-recorded messages, text messages, or real-time phone or email communications that are closely related to the school's mission, so prompt notification of any change in contact information will be crucial.

Standard messaging rates of your wireless phone carrier may apply.

If you have specific requests or needs related to how the district contacts you, please contact your child's principal. [See **Safety** for information regarding contact with parents during an emergency.]

Harleton Junior High Student Handbook

Complaints and Concerns (All Grade Levels)

Usually student or parent complaints or concerns can be addressed informally by a phone call or a conference with the teacher or principal.

For those complaints and concerns that cannot be resolved informally, the board has adopted a Student and Parent Complaints/Grievances policy FNG(LOCAL). This policy can be viewed in the district's policy manual, available online at www.harletonisd.net. The complaint forms can be accessed at www.harletonisd.net or at the principal's or superintendent's office.

- To file a formal complaint a parent or student should complete and submit the complaint form.
- In general, the written complaint form should be completed and submitted to the campus principal in a timely manner.
- If the concern is not resolved, a parent or student may request a conference with the superintendent.
- If the concern is still unresolved, the district provides a process for parents and students to appeal to the board of trustees.

Conduct (All Grade Levels)

Applicability of School Rules

The board has adopted a Student Code of Conduct that defines standards of acceptable behavior—both on and off campus, as well as on district vehicles—and outlines consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

During summer instruction, the Student Handbook and Student Code of Conduct in place for the school year immediately preceding the summer period shall apply, unless the district amends either or both documents for the purposes of summer instruction.

Campus Behavior Coordinator

Each campus has a campus behavior coordinator to apply discipline management techniques and administer consequences for certain student misconduct, as well as provide a point of contact for student misconduct. The contact information for the campus behavior coordinator is available on the district's website at www.harletonisd.net and is listed below:

Shane Wright-Harleton Junior High Principal

wrightshane@harletonid.net

(903) 777-3010.

Deliveries

Except in emergencies, delivery of messages or packages to students will not be allowed during instructional time. A parent may leave a message or a package, such as a forgotten lunch, for the student to pick up from the front office during a passing period or lunch.

Harleton Junior High Student Handbook

Disruption of School Operations

Disruption of school operations is not tolerated and may constitute a misdemeanor offense. As identified by state law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.

Disruption of classes or other school activities while on or within 500 feet of district property includes:

- Making loud noises;
- Trying to entice a student away from, or to prevent a student from attending, a required class or activity; and
- Entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.

Interference with the transportation of students in vehicles owned or operated by the district is also considered a disruption.

Social Events

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest.

A student attending a social event will be asked to sign out when leaving before the end of the event and will not be readmitted.

A parent interested in serving as a chaperone for any school social events should contact the campus principal.

Counseling

The district has a comprehensive school counseling program that includes:

- A guidance curriculum to help students develop their full educational potential, including the student's interests and career objectives;
- A responsive services component to intervene on behalf of any student whose immediate personal concerns or problems put the student's continued educational, career, personal, or social development at risk;

Harleton Junior High Student Handbook

- An individual planning system to guide a student as the student plans, monitors, and manages the student's own educational, career, personal, and social development; and
- Systems to support the efforts of teachers, staff, parents, and other members of the community in promoting the educational, career, personal, and social development of students.

The district will make a preview of the program, including all materials and curriculum, available to parents to review during school hours.

Academic Counseling

Junior High School Grade Levels

The school counselor will provide information to students and parents about college and university admissions and the importance of planning for postsecondary education, including appropriate coursework and financial aid availability and requirements.

In either grade 7 or 8, each student will receive instruction on how best to prepare for high school, college, and a career.

Personal Counseling (All Grade Levels)

The school counselor is available to assist students with a wide range of personal, social, and family concerns, including emotional or mental health issues and substance abuse. A student who wishes to meet with the school counselor should visit Mrs. Winsted. As a parent, if you are concerned about your child's mental or emotional health, please speak with the school counselor for a list of resources that may be of assistance.

If your child has experienced trauma, contact the school counselor for more information.

[See **Mental Health Support**, and **Child Sexual Abuse, Trafficking, and Other Maltreatment of Children and Dating Violence**]

Credit by Examination—If a Student Has Taken the Course/Subject (Grades 6–12)

A student who has previously taken a course or subject but did not receive credit or a final grade for it may, in circumstances determined by the principal or attendance committee, be permitted to earn credit or a final grade by passing an examination approved by the district's board of trustees on the essential knowledge and skills defined for that course or subject.

Examples of prior instruction include incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a student transferring from a nonaccredited school. The opportunity to earn credit by examination after the student has had prior instruction is sometimes referred to as "credit recovery."

If the student is granted approval to take an examination for this purpose, the student must score at least 70 on the examination to receive credit for the course or subject.

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an examination.

[See the school counselor and policy EHDB(LOCAL) for more information.]

Harleton Junior High Student Handbook

Credit by Examination for Advancement/Acceleration—If a Student Has Not Taken the Course/Subject

A student will be permitted to earn credit by examination for an academic course or subject area for which the student had no prior instruction for advancement or to accelerate to the next grade level.

The examinations offered by the district are approved by the district's board of trustees. Testing windows for these examinations will be published in district publications and on the district's website. A student may take a specific examination only once per testing window.

The only exceptions to the published testing windows will be for examinations administered by another entity or to accommodate a student experiencing homelessness or a student involved in the foster care system.

When another entity administers an examination, the student and the district must comply with the testing schedule of the other entity.

If a student plans to take an examination, the student or parent must register with the school counselor no later than 30 days prior to the scheduled testing date. [See policy EHDC for more information.]

Kindergarten Acceleration

Students in Grades 1–5

A student in elementary school is eligible to accelerate to the next grade level if:

- The student scores at least an 80 on each examination in the subject areas of language arts, mathematics, science, and social studies;
- A district administrator recommends that the student be accelerated; and
- The student's parent gives written approval of the grade advancement.

Students in Grades 6–12

A student in grade 6 or above is eligible to earn course credit with;

- A passing score of at least 80 on an examination approved by the board; or
- A scaled score of 50 or higher on an examination administered through the College Level Examination Program (CLEP), or
- A score of 3 or higher on an AP examination, as applicable.

A student may take an examination to earn high school course credit no more than twice. If a student fails to achieve the designated score on the applicable exam before the beginning of the school year in which the student would need to enroll in the course according to the school's high school course sequence, the student must complete the course.

Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels)

Students learn best, and their welfare is best served, in a school environment that is free from dating violence, discrimination, harassment, and retaliation.

Harleton Junior High Student Handbook

Students are expected to treat peers and district employees with courtesy and respect, avoid offensive behaviors, and stop those behaviors as directed. District employees are likewise expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly address inappropriate and offensive behaviors that are based on a person's race, color, religion, sex, gender, national origin, disability, age, or any other basis prohibited by law. A copy of the district's policy is available in the principal's office and in the superintendent's office. [See policy FFH for more information.]

Dating Violence

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship or any of the person's past or subsequent partners. This type of conduct is considered harassment if it is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include, but are not limited to:

- Physical or sexual assaults;
- Name-calling;
- Put-downs;
- Threats to hurt the student, the student's family members, or members of the student's household;
- Destroying property belonging to the student;
- Threats to commit suicide or homicide if the student ends the relationship;
- Threats to harm a student's past or current dating partner;
- Attempts to isolate the student from friends and family;
- Stalking; or
- Encouraging others to engage in these behaviors.

Discrimination

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, sex, gender, national origin, disability, age, or any other basis prohibited by law that negatively affects the student.

Harassment

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of harassment may include, but are not limited to:

Harleton Junior High Student Handbook

- Offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation;
- Threatening, intimidating, or humiliating conduct;
- Offensive jokes, name-calling, slurs, or rumors;
- Physical aggression or assault;
- Graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or
- Other kinds of aggressive conduct such as theft or damage to property.

Sexual Harassment and Gender-Based Harassment

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited.

Examples of sexual harassment may include, but are not limited to:

- Touching private body parts or coercing physical contact that is sexual in nature;
- Sexual advances;
- Jokes or conversations of a sexual nature; and
- Other sexually motivated conduct, communications, or contact.

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact that a reasonable person would not construe as sexual in nature, such as comforting a child with a hug or taking the child's hand. However, romantic, sexual, and other inappropriate social relationships between students and district employees are prohibited, even if consensual.

Gender-based harassment includes physical, verbal, or nonverbal conduct based on a student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity.

Gender-based harassment can occur regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity. Examples of gender-based harassment directed against a student may include, but are not limited to:

- Offensive jokes, name-calling, slurs, or rumors;
- Physical aggression or assault;
- Threatening or intimidating conduct; or
- Other kinds of aggressive conduct such as theft or damage to property.

Retaliation

Retaliation against a person who makes a good-faith report or participates in an investigation of discrimination, harassment, or dating violence is prohibited. A person who makes a false claim, offers false statements, or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline.

Harleton Junior High Student Handbook

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

Reporting Procedures

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, school counselor, principal, or other district employee. The report may be made by the student's parent. [See policy FFH(LOCAL) and (EXHIBIT) for other appropriate district officials to whom to make a report.]

Upon receiving a report, the district will determine whether the allegations, if proven, constitute prohibited conduct as defined by policy FFH. If not, the district will refer to policy FFI to determine whether the allegations, if proven, constitute bullying, as defined by law and policy FFI. If the alleged prohibited conduct also meets the statutory and policy definitions for bullying, an investigation of bullying will also be conducted. [See **Bullying**]

The district will promptly notify the parent of any student alleged to have experienced prohibited conduct involving an adult associated with the district. In the event alleged prohibited conduct involves another student, the district will notify the parent of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy FFH.

Investigation of Report

Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated.

To the extent possible, the district will respect the privacy of the student. However, limited disclosures may be necessary to conduct a thorough investigation and comply with law.

If a law enforcement or other regulatory agency notifies the district that it is investigating the matter and requests that the district delay its investigation, the district will resume its investigation at the conclusion of the agency's investigation.

During the course of an investigation and when appropriate, the district will take interim action to address the alleged prohibited conduct.

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary action and, in some cases, corrective action will be taken to address the conduct. The district may take disciplinary and corrective action even if the conduct was not unlawful.

All involved parties will be notified of the outcome of the district investigation within the parameters and limits allowed under the Family Educational Rights and Privacy Act (FERPA).

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

Discrimination

[See **Dating Violence, Discrimination, Harassment, and Retaliation**]

Distance Learning (All Grade Levels)

Distance learning and correspondence courses include courses that encompass the state-required essential knowledge and skills but are taught through multiple technologies and

Harleton Junior High Student Handbook

alternative methodologies such as mail, satellite, internet, video-conferencing, and instructional television.

If a student wishes to enroll in a correspondence course or a distance learning course that is not provided through the Texas Virtual School Network (TXVSN), as described below, to earn credit in a course or subject, the student must receive permission from the principal prior to enrolling in the course or subject. If the student does not receive prior approval, the district may not recognize and apply the course or subject toward graduation requirements or subject mastery.

Texas Virtual School Network (TXVSN) (Secondary Grade Levels)

The Texas Virtual School Network (TXVSN) has been established by the state as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TXVSN to earn course credit for graduation.

Depending on the TXVSN course in which a student enrolls, the course may be subject to the “no pass, no play” rules. [See **Extracurricular Activities, Clubs, and Organizations**] In addition, a student who enrolls in a TXVSN course for which an end-of-course (EOC) assessment is required must still take the corresponding EOC assessment.

A parent may ask questions or request that their child be enrolled in a TXVSN course by contacting the school counselor. Unless an exception is made by the principal, a student will not be allowed to enroll in a TXVSN course if the school offers the same or a similar course.

A copy of policy EHDE addressing distance learning will be distributed to parents of middle and high school students at least once each year. If you do not receive a copy or have questions about this policy, please contact the junior high at (903) 777-3010.

Distribution of Literature, Published Materials, or Other Documents (All Grade Levels)

School Materials

Publications prepared by and for the school may be posted or distributed, with the prior approval of the principal, sponsor, or teacher. Such items may include school posters, newspapers, yearbooks, brochures, flyers, etc.

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

Nonschool Materials

From Students

Students must obtain prior approval from the principal before selling, posting, circulating, or distributing more than 20 copies of written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any nonschool material must include the name of the sponsoring person or organization. Approval will be granted or denied within two school days.

The principal has designated the office window ledge as the location for approved nonschool materials to be placed for voluntary viewing or collection by students. [See policy FNAA for more information.]

A student may appeal a decision in accordance with policy FNG(LOCAL). Any student who sells, posts, circulates, or distributes nonschool material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without approval will be removed.

Harleton Junior High Student Handbook

[See policy FNG(LOCAL) for student complaint procedures.]

From Others

No person or group will sell, circulate, distribute, or post on any district premises written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials that is not sponsored by the district or by a district-affiliated school-support organization, except as permitted by policy GKDA.

To be considered for distribution, any nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the principal for prior review. The principal will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies DGBA or GF for more information.]

The principal has designated the office window ledge as the location for approved nonschool materials to be placed for voluntary viewing or collection.

Prior review will not be required for:

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

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

Dress and Grooming (All Grade Levels)

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

- Students will be required to wear their hair above their eyes, well-groomed and clean at all times. Mohawks and grossly unnatural styles or colors that create a disruption will be considered in violation of this code. Male students' length of hair shall not exceed the base of their collars.
- Pants, jeans, dresses, skirts and shorts are appropriate. All styles of apparel (i.e., dresses, skirts, shorts, etc.) shall be in close proximity of the knee (within fingertip length when arms are extended naturally at each side of the body). Tight fitting apparel shall not be worn.
- Pajama pants are not considered appropriate attire and will not be allowed to be worn.
- Yoga pants, leggings, tights or similar clothing are not considered appropriate attire and will not be allowed to be worn unless accompanied by over garments to include shorts, a dress, or a skirt that meet dress code (within fingertip length when arms are extended naturally at each side of the body).

Harleton Junior High Student Handbook

- Beards, goatees, mustaches shall not be permitted. Sideburns shall not be worn that extend beyond the ear lobes.
- Earrings shall not be permitted for male students. No visible facial/body piercing shall be allowed (except for female earrings). No bandages covering body piercing will be allowed. A male student may not use studs or other material to keep a new piercing open.
- Articles of clothing shall be worn as they are designed to be worn, such as suspenders on the shoulders, waist bands on the waist, and no house shoes.
- Articles of clothing or tattoos advertising, depicting, or implying sex, tobacco, alcohol, weapons, drugs, profanity, obscene writing or painting, or any other emblems or writing that may be reasonably expected to substantially disrupt or cause interference with the regular school program shall not be permitted.
- Hats, caps, rakes, picks, bandanas, toboggans, or headbands are not permitted inside the building or on the campus for males or females. Students are not permitted to wear hats on buses. The exception is when the outside temperature is below 50 degrees head coverings may be worn outside.
- Roller shoes will not be allowed on campus.
- Sunglasses shall not be permitted unless a physician's prescription is provided to the junior high school office.
- Shirts and pants/skirts must overlap when sitting down. Students shall not wear shirts or tops that are strapless, backless, off-shoulder halters, transparent tubes, tank tops, or low-cut clothing (neck or underarm). Midriffs must be fully covered when arms are extended above the student's head or the student is seated. Sleeveless shirts or dresses shall be at least 3" wide at the shoulder.
- Excessively cut, torn, or shredded clothing shall not be worn. Un-patched holes in clothing in close proximity of the knee or below the knee that are not excessively large or ragged are acceptable. Holes near the pocket area, patched or not, are not acceptable.
- Apparel designed as underwear may not be worn as outer garments.
- Students shall not wear clothes depicting a particular race or power, such as a glove, arm band, or any other insignia that might disrupt order and discipline.

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student may be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

Electronic Devices and Technology Resources (All Grade Levels)

Possession and Use of Personal Telecommunications Devices, Including Cell Phones, and Other Electronic Devices

The district permits students to possess personal cell phones for safety purposes; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. [For graphing calculator applications on computing devices, see **Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials**]

A student must have approval to possess other personal telecommunications devices such as laptops, tablets, or other portable computers.

Harleton Junior High Student Handbook

Students are not permitted to possess or use personal electronic devices at school unless prior permission has been obtained. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

The use of cell phones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated with the following consequences.

- 1st offense – confiscated until the end of the school day
- 2nd offense – confiscated overnight until the end of the next school day
- 3rd and subsequent offenses – confiscated until end of day and \$15 retrieval fee (parents must retrieve phone)

Confiscated telecommunications devices that are not retrieved by the student or the student's parent will be disposed of after the notice required by law. [See policy FNCE for more information.]

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See **Searches** and policy FNF for more information.]

Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for damaged, lost, or stolen telecommunications devices.

Instructional Use of Personal Telecommunications and Other Electronic Devices

Students must obtain prior approval to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook).

All personal devices must be turned off during the instructional day when not in use for approved instructional purposes. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Acceptable Use of District Technology Resources

District-owned technology resources may be issued to individual students for instructional purposes. Use of the district's network systems and 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 on district-owned or personally owned equipment, 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 in accordance with the Student Code of Conduct, may be required

Harleton Junior High Student Handbook

to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement.

This type of behavior may constitute bullying or harassment, as well as impede future endeavors of a student. We encourage parents to review with their child the ["Before You Text" Sexting Prevention Course](#), a state-developed program that addresses the consequences of sexting.

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. In some cases, the consequence may be expulsion.

End-of-Course (EOC) Assessments

[See **Graduation** and **Standardized Testing**]

English Learners (All Grade Levels)

A student who is an English learner is entitled to receive specialized services from the district. A Language Proficiency Assessment Committee (LPAC), consisting of both district personnel and at least one parent representative, will determine whether the student qualifies for services. The student's parent must consent to any services recommended by the LPAC. However, pending the receipt of parental consent or denial of services, an eligible student will receive the services to which the student is entitled and eligible.

To determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services, and once a level of proficiency has been established, the LPAC will designate instructional accommodations or additional special programs that the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program.

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR Spanish, as mentioned at **Standardized Testing**, may be administered to an English learner up to grade 5. In limited circumstances, a student's LPAC may exempt the student from an otherwise required state-mandated assessment or may waive certain graduation requirements related to the English I end-of-course (EOC) assessment. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to English learners who qualify for services.

If a student is considered an English learner and receives special education services because of a qualifying disability, the student's ARD committee will make instructional and assessment decisions in conjunction with the LPAC.

Extracurricular Activities, Clubs, and Organizations (All Grade Levels)

Participation in school-sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships.

Some extracurricular activities may include off-campus events. Students are required to use transportation provided by the district to and from the events. Exceptions may only be made with the approval of the activity's coach or sponsor. [See **Transportation**]

Eligibility for many of these activities is governed by state law and the rules of the University Interscholastic League (UIL), a statewide association overseeing interdistrict competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and

Harleton Junior High Student Handbook

parent are expected to know and follow all rules of the UIL organization. Students and parents can access the UIL Parent Information Manual at [UIL Parent Information Manual](#). A hard copy can be provided by the coach or sponsor of the activity on request.

To report alleged noncompliance with required safety training or an alleged violation of safety rules required by law and the UIL, please contact the curriculum division of TEA at (512) 463-9581 or curriculum@tea.texas.gov.

[See [UIL Texas](#) for additional information on all UIL-governed activities.]

Student safety in extracurricular activities is a priority of the district. Parents are entitled to review the district's records regarding the age of each football helmet used by the campus, including when a helmet has been reconditioned.

Generally, a student who receives a grade below 70 at the end of a grading period in any academic class may not participate in extracurricular activities for at least three school weeks.

However, if a student receives a grade below 70 at the end of a grading period in an Advanced Placement (AP) or International Baccalaureate (IB) course, or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or languages other than English, the student remains eligible for participation in all extracurricular activities.

In addition, the following applies to all extracurricular activities:

- A student who receives special education services and who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse but may not participate in any competitive activity.
- A student is allowed in a school year up to 15 absences not related to post-district competition, a maximum of 5 absences for post-district competition prior to state, and a maximum of 2 absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will be considered an unexcused absence.

Standards of Behavior

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

Offices and Elections

Certain clubs, organizations, and performing groups will hold elections for student officers. These groups include Junior High Student Council.

Harleton Junior High Student Handbook

Fees (All Grade Levels)

Basic educational program materials are provided at no charge to a student. However, a student is expected to provide his or her own supplies, such as pencils, paper, erasers, and notebooks. A student may also be required to pay certain other costs, fees, or deposits, including:

- Materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations.
- Admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student health and accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See **Buses and Other School Vehicles**]
- A fee not to exceed \$50 for an educational program outside of regular school hours for a student who has lost credit or has not been awarded a final grade because of absences and whose parent chooses the program for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.
- In some cases, a fee for a course taken through the Texas Virtual School Network (TXVSN).

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

Fundraising (All Grade Levels)

Student groups or classes and/or parent groups may be permitted to conduct fundraising drives for approved school purposes in accordance with administrative regulations. [See policies FJ and GE for more information.]

Harleton Junior High Student Handbook

Gang-Free Zones (All Grade Levels)

Certain criminal offenses, including gang-related crimes, will be enhanced to the next-highest category of offense if they are committed in a gang-free zone. Gang-free zones include a school bus and any location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

Gender-Based Harassment

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 31.]

Grading Guidelines (All Grade Levels)

Approved grading guidelines for each grade level or course will be communicated to students and their parents by the classroom teacher. These guidelines establish:

- The minimum number of assignments, projects, and examinations required for each grading period;
- How the student's mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.);
- Circumstances under which a student will be allowed to redo an assignment or retake an examination the student originally failed; and
- Procedures for a student to follow after an absence.

[See **Report Cards/Progress Reports and Conferences** on page 57 for additional information on grading guidelines.]

Harassment

[See **Dating Violence, Discrimination, Harassment, and Retaliation**

Hazing (All Grade Levels)

Hazing is defined as an intentional, knowing, or reckless act, on or off campus, by one person alone or acting with others, directed against a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in a student organization if the act meets the elements in Education Code 37.151, including:

- Any type of physical brutality;
- An activity that subjects the student to an unreasonable risk of harm or that adversely affects the student's mental or physical health, such as sleep deprivation, exposure to the elements, confinement to small spaces, calisthenics, or consumption of food, liquids, drugs, or other substances;
- An activity that induces, causes, or requires the student to perform a duty or task that violates the Penal Code; and
- Coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated.

The district will not tolerate hazing. Disciplinary consequences for hazing will be in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an

Harleton Junior High Student Handbook

incident of hazing being planned or having occurred and fails to report this to the principal or superintendent.

[See **Bullying** and policies FFI and FNCC for more information.]

Health—Physical and Mental

Illness (All Grade Levels)

When your child is ill, please contact the school to let us know he or she will not be attending that day.

State rules require schools to exclude students with certain illnesses from school for certain periods of time. For example, if a child has a fever over 100 degrees, he or she must stay out of school until fever-free for 24 hours without use of fever-reducing medications. Students with diarrheal illnesses must stay home until they are diarrhea-free without use of diarrhea-suppressing medications for 24 hours.

A full list of conditions for which the school must exclude children can be obtained from the school nurse.

If a student becomes ill during the school day, and the school nurse determines that the child should go home, the nurse will contact the parent.

The district is required to report certain contagious (communicable) diseases or illnesses to the Texas Department of State Health Services (TDSHS) or our local/regional health authority. The school nurse can provide information from TDSHS on these notifiable conditions.

The school nurse is available to answer any questions for parents who are concerned about whether or not their child should stay home.

Immunization (All Grade Levels)

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized.

For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (DSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at [Affidavit Request for Exemption from Immunization](#). The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are:

- Diphtheria, tetanus, and pertussis;
- Rubeola (measles), mumps, and rubella;
- Polio;
- Hepatitis A;
- Hepatitis B;
- Varicella (chicken pox); and

Harleton Junior High Student Handbook

- Meningococcal.

The school nurse can provide information on immunization requirements. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

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

As noted at **Bacterial Meningitis**, entering college students must also, with limited exception, furnish evidence of having received a bacterial meningitis vaccination within the five years prior to enrolling in and attending classes at an institution of higher education. A student wanting to enroll in a dual credit course taken off campus may be subject to this requirement.

[See the DSHS website: [Texas School & Child Care Facility Immunization Requirements](#) and policy FFAB(LEGAL) for more information.]

Lice (All Grade Levels)

Head lice is very common among children. Although not an illness or a disease, it spreads easily through head-to-head contact during play, sports, nap time, and when children share things like brushes, combs, hats, and headphones.

If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to determine whether the student needs to be picked up from school and to discuss a treatment plan using an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student undergoes one treatment, the parent should contact the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments, how best to get rid of lice, and how to prevent their return.

The district will provide notice to parents of elementary school students in the affected classroom without identifying the student with lice.

More information on head lice can be obtained from the DSHS website [Managing Head Lice in School Settings and at Home](#).

[See policy FFAA for more information.]

Medicine at School (All Grade Levels)

If a student must take medication during school hours, the student's parent must provide the medication. All medication, whether prescription or nonprescription, must be kept in the nurse's office and be administered by the nurse or another authorized district employee. A student may be authorized to possess his or her own medication because of asthma or a severe allergy as described below or as otherwise allowed by law.

The district will not purchase nonprescription medication to give to a student. District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, except that authorized employees, in accordance with policy FFAC, may administer:

Harleton Junior High Student Handbook

- Prescription medication in the original, properly labeled container, provided by the parent, along with a written request.
- Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
- Nonprescription medication in the original, properly labeled container, provided by the parent along with a written request. **Note:** Insect repellent is considered a nonprescription medication.
- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

Students whose schedules provide for regular time spent outdoors, including for recess and physical education classes, should apply sunscreen before coming to school.

At the elementary level, a student's teacher or other district personnel will apply sunscreen to the student's exposed skin if the student brings the sunscreen to school and asks for help applying it. A student at this level may apply his or her own sunscreen if the student is able to do so.

At the secondary level, a student may possess and apply sunscreen when necessary. If the student needs assistance with sunscreen application, please address the need with the school nurse.

Whether a student is at the elementary or secondary level, if sunscreen needs to be administered to treat any type of medical condition, this should be handled through communication with the school nurse so that the district is made aware of any safety and medical issues.

Asthma and Severe Allergic Reactions

A student with asthma or severe allergic reaction (anaphylaxis) may possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her health-care provider and the school nurse the ability to use the prescribed medication, including any device required to administer the medication.

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

See also **Food Allergies**.

Steroids (Secondary Grade Levels Only)

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for physician-prescribed medical use only.

Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

Mental Health Support (All Grade Levels)

The district has implemented programs to address the following mental health, behavioral health, and substance abuse concerns:

Harleton Junior High Student Handbook

- Mental health promotion and early intervention;
- Building skills to manage emotions, establish and maintain positive relationships, and engage in responsible decision-making;
- Substance abuse prevention and intervention;
- Suicide prevention, intervention, and postvention (interventions after a suicide in a community);
- Grief, trauma, and trauma-informed care;
- Positive behavior interventions and supports;
- Positive youth development; and
- Safe, supportive, and positive school climates.

If a student has been hospitalized or placed in residential treatment for a mental health condition or substance abuse, the district has procedures to support the student's return to school. Please contact the district's mental health liaison for further information.

Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication that is intended to alter perception, emotion, mood, or behavior.

A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [See policy FFEB for more information.]

For related information, see:

- **Consent to Conduct a Psychological Evaluation or Provide a Mental Health Care Service** for the district's procedures for recommending a mental health intervention and the mental health liaison's contact information;
- **Counseling** for the district's comprehensive school counseling program;
- **Physical and Mental Health Resources** for campus and community mental and physical health resources; and
- **Policies and Procedures that Promote Student Physical and Mental Health** on for board-adopted policies and administrative procedures that promote student health.

Physical Activity Requirements

Junior High/Middle School

The district will ensure that students in middle or junior high school will engage in 30 minutes of moderate or vigorous physical activity per day for at least four semesters in accordance with policies at EHAB, EHAC, EHBG, and FFA.

For additional information on the district's junior high and middle school student physical activity programs and requirements, please see the principal.

Harleton Junior High Student Handbook

Temporary Restriction from Participation in Physical Education

Students who are temporarily restricted from participation in physical education will not actively participate in skill demonstration but will remain in class to learn the concepts of the lessons.

Physical Fitness Assessment (Grades 3–12)

Annually, the district will conduct a physical fitness assessment of students in grades 3–12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to the junior high office to obtain the results of his or her child's physical fitness assessment conducted during the school year.

Physical Health Screenings / Examinations

Athletics Participation (Secondary Grade Levels Only)

For certain extracurricular activities, a student must submit certification from an authorized health-care provider. The certification must state that the student has been examined and is physically able to participate in the relevant program, including:

- A district athletics program.
- District marching band.
- Any district extracurricular program identified by the superintendent.

This examination is required in the first year of middle school competition and the first and third years of high school competition. During the alternate years, the student must complete a medical appraisal form, and the results of this appraisal may prompt the district to require a physical examination.

Students should be aware of the rare possibility of sudden cardiac arrest, which in athletes is usually caused by a previously unsuspected heart disease or disorder. A student may request an electrocardiogram (ECG or EKG) to screen for such disorders, in addition to his or her required physical examination.

See the UIL's explanation of [sudden cardiac arrest](#) for more information.

Spinal Screening Program

School-based spinal screening helps identify adolescents with abnormal spinal curvature at an early stage, when the curve is mild and may go unnoticed. Early detection is key to controlling spinal deformities. Spinal screening is non-invasive and conducted in accordance with the most recent, nationally accepted and peer-reviewed standards.

All students who meet the Texas Department of State Health Services criteria will be screened for abnormal spinal curvature before the end of the school year. As appropriate, students will be referred for follow-up with their physician.

For information on spinal screening by an outside professional or exemption from spinal screening based on religious beliefs, contact the superintendent or see policy FFAA(LEGAL).

Other Examinations and Screenings (All Grade Levels)

Students are required to undergo screens for hearing and vision issues and for abnormal spinal curvatures.

Harleton Junior High Student Handbook

[See policy FFAA for more information.]

Special Health Concerns (All Grade Levels)

Bacterial Meningitis (All Grade Levels)

Please see the district's website at www.harletonisd.net for information regarding meningitis.

Note: DSHS requires at least one meningococcal vaccination on or after a student's 11th birthday, unless the student received the vaccine at age 10. Also note that entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

[See **Immunization**]

Diabetes

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

Food Allergies (All Grade Levels)

Parents should notify the district when a student has been diagnosed with a food allergy, especially an allergy that could result in dangerous or life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

The district has developed and annually reviews a food allergy management plan, based on the Texas Department of State Health Services' (DSHS) "Guidelines for the Care of Students with Food Allergies At-Risk for Anaphylaxis" found on the DSHS website at [Allergies and Anaphylaxis](#).

When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The district's food allergy management plan can be accessed at www.harletonisd.net.

[See **Celebrations** and policy FFAF for more information.]

Seizures (All Grade Levels)

To address the care of a student with a seizure disorder while at school or participating in a school activity, a parent may submit a seizure management and treatment plan to the district before the beginning of the school year, upon enrollment of the student, or as soon as practicable following diagnosis of a seizure disorder.

[See **A Student with Physical or Mental Impairments Protected under Section 504** on page 17 and contact the school nurse for more information.]

Harleton Junior High Student Handbook

Tobacco and E-Cigarettes Prohibited (All Grade Levels and All Others on School Property)

Students are prohibited from possessing or using any type of tobacco product, electronic cigarette (e-cigarette), or any other electronic vaporizing device while on school property or while attending an off-campus school-related activity.

The district and its staff strictly enforce prohibitions against the use of all tobacco products, e-cigarettes, or any other electronic vaporizing device by students and all others on school property and at school-sponsored and school-related activities. [See the Student Code of Conduct and policies FNCD and GKA for more information.]

Health-Related Resources, Policies, and Procedures

Physical and Mental Health Resources (All Grade Levels)

Parents and students in need of assistance with physical and mental health concerns may contact the following campus and community resources:

- The district nurse, Shannon Hearn, (903) 777-1540.
- The campus school counselor, (903) 777-3010.

Policies and Procedures that Promote Student Physical and Mental Health (All Grade Levels)

The district has adopted board policies that promote student physical and mental health. (LOCAL) policies on the topics below can be found in the district's policy manual, available at www.harletonisd.net.

- Food and nutrition management: CO, COA, COB
- Wellness and Health Services: FFA
- Physical Examinations: FFAA
- Immunizations: FFAB
- Medical Treatment: FFAC
- Communicable Diseases: FFAD
- School-Based Health Centers: FFAE
- Care Plans: FFAF
- Crisis Intervention: FFB
- Trauma-informed Care: FFBA
- Student Support Services: FFC
- Student Safety: FFF
- Child Abuse and Neglect: FFG
- Freedom from Discrimination, Harassment, and Retaliation: FFH
- Freedom from Bullying: FFI

Harleton Junior High Student Handbook

In addition, the District Improvement Plan details the district's strategies to improve student performance through evidence-based practices that address physical and mental health.

The district has developed administrative procedures as necessary to implement the above policies and plans.

Please contact Jay Ratcliff, Superintendent at (903) 777-2372 or ratcliffjay@harletonisd.net for further information regarding these procedures and access to the District Improvement Plan.

School Health Advisory Council (SHAC) (All Grade Levels)

During the preceding school year, the district's School Health Advisory Council (SHAC) held meetings. Additional information regarding the district's SHAC is available from the school nurse Shannon Hearn, (903) 777-1540.

[See **Human Sexuality Instruction** and policies BDF and EHAA. for more information.]

Student Wellness Policy/Wellness Plan (All Grade Levels)

To encourage healthy habits in our students, the district has developed a board-adopted wellness policy at FFA(LOCAL) and corresponding plans and procedures to implement it. You are encouraged to contact school nurse, Shannon Hearn, (903) 777-1540 with questions about the content or implementation of the district's wellness policy and plan.

Homework (All Grade Levels)

Homework plays an integral part of coursework and is required. Homework may count as a daily or test grade according to assignment by the teacher.

Law Enforcement Agencies (All Grade Levels)

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, including without parental consent, if necessary, if it is part of a child abuse investigation. In other circumstances, the principal will:

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

Students Taken into Custody

State law requires the district to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.

Harleton Junior High Student Handbook

- By a law enforcement officer to obtain fingerprints or photographs for comparison in an investigation.
- By a law enforcement officer to obtain fingerprints or photographs to establish a student's identity where the child may have engaged in conduct indicating a need for supervision, such as running away.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- By an authorized representative of Child Protective Services (CPS), Texas Department of Family and Protective Services (DFPS), 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.
- To comply with a properly issued directive from a juvenile court to take a student into custody.

Before a student is released to a legally authorized person, the principal will verify the person's identity and, to the best of his or her ability, will verify the person's authority to take custody of the student.

The principal will immediately notify the superintendent and will attempt to notify the parent, unless the legally authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student's release to a legally authorized person, any notification will most likely be after the fact.

Notification of Law Violations

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been taken into custody, 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 is thought to have committed certain offenses or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.
- All appropriate district personnel regarding a student who is required to register as a sex offender.

[See policy FL(LEGAL) for more information.]

Leaving Campus (All Grade Levels)

Remember that student attendance is crucial. Appointments should be scheduled outside of school hours if possible. Absent extenuating circumstances, students will not regularly be released before the end of the school day.

State rules require parental consent before any student leaves campus for any part of the school day.

For students in elementary and middle school, a parent or authorized adult must come to the office and show identification to sign the student out. A campus representative will ask the

Harleton Junior High Student Handbook

student to report to the office. For safety purposes and stability of the learning environment, we cannot allow any unescorted adult to go to the classroom or other area to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student's return. Documentation regarding the reason for the absence will also be required.

The same process applies to students in high school. If the student's parent authorizes the student to leave campus unaccompanied, a note provided by the parent must be submitted to the main office no later than two hours prior to the student's need to leave campus. A phone call from the parent may be accepted, but the school may ultimately require a note for documentation purposes. The student must sign out through the main office and sign in upon his or her return if the student returns the same day.

If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school.

Unless the parent directs district personnel to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures listed above. If a student is permitted by his or her parent to leave campus unaccompanied, the nurse will document the time of day the student was released. Under no circumstances will a student in elementary or middle school be released unaccompanied.

If a student is 18 years of age or is an emancipated minor, the student may sign him- or herself out of school. Documentation regarding the reason for the absence will be required.

During Lunch

Harleton Junior High is a closed campus. Students are not allowed to leave during lunch unless checked out by a parent or guardian. Students checked out of school during lunch or any other time will be counted tardy/absent for any class time missed.

At Any Other Time during the School Day

Students are not authorized to leave campus during regular school hours for any other reason, except with the permission of the principal.

Students who leave campus in violation of these rules will be subject to disciplinary action in accordance with the Student Code of Conduct.

Lost and Found (All Grade Levels)

A lost and found collection box is located in the campus office. A student who loses an item should check the lost and found box. The district discourages bringing personal items of high monetary value to school, as the district is not responsible for lost or stolen items. The campus will dispose of lost and found items at the end of each semester.

Makeup Work

Makeup Work Because of Absence (All Grade Levels)

A teacher may assign makeup work to a student who misses class based on instructional objectives and the needs of the student in mastering the essential knowledge and skills or meeting subject or course requirements.

Harleton Junior High Student Handbook

The student will be responsible for obtaining and completing the makeup work within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

The student is encouraged to speak with his or her teacher if the student knows of an absence ahead of time so that the teacher and student may plan any makeup work. Please remember the importance of student attendance at school and that, even though absences may be excused or unexcused, all absences account for the 90 percent threshold regarding the state laws surrounding “attendance for credit or final grade.” [See **Attendance for Credit or Final Grade**]

A student involved in an extracurricular activity must notify his or her teachers ahead of time about any absences.

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

DAEP Makeup Work

Elementary and Middle/Junior High School Grade Levels

Grades 9–12

If a high school student is enrolled in a foundation curriculum course at the time of removal to a disciplinary alternative education program (DAEP), he or she will have an opportunity to complete the course before the beginning of the next school year. The district may provide the opportunity to complete the course through an alternative method, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA(LEGAL) for more information.]

In-School Suspension (ISS) and Out-of-School Suspension (OSS) Makeup Work (All Grade Levels)

Alternative Means to Receive Coursework

While a student is in ISS or OSS, the district will provide the student with all course work for the student’s foundation curriculum classes that the student misses as a result of the suspension.

Opportunity to Complete Courses

A student removed from the regular classroom to ISS or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FO(LEGAL) for more information.]

Nondiscrimination Statement (All Grade Levels)

In its efforts to promote nondiscrimination and as required by law, the district does not discriminate on the basis of race, religion, color, national origin, gender, sex, disability, age, or any other basis prohibited by law in providing education services, activities, and programs, including Career and Technical Education (CTE) programs. The district provides equal access to the Boy Scouts and other designated youth groups.

Harleton Junior High Student Handbook

In accordance with Title IX, the district does not and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to admission and employment. Inquiries about the application of Title IX may be referred to the district's Title IX Coordinator (see below), to the Assistant Secretary for Civil Rights of the Department of Education, or both.

Other federal laws that prohibit discrimination include Title VI, Section 504, the Age Discrimination Act, the Boy Scouts Act, and Title II.

The district has designated and authorized the following employee as the Title IX Coordinator to address concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, or gender-based harassment: Jay Ratcliff, Superintendent, 17000 SH 154, Harleton, TX 75651, (903) 777-2372, ratcliffjay@harletonisd.net. Reports can be made at any time and by any person, including during non-business hours, by mail, phone, or email. During district business hours, reports may also be made in person. Upon the district receiving notice or an allegation of sex-based harassment, the Title IX Coordinator will promptly respond in accordance with the process described at FFH(LOCAL).

The following district representatives have been designated to address concerns or inquiries about other kinds of discrimination:

- For concerns regarding discrimination on the basis of disability, see the ADA/Section 504 Coordinator: Jay Ratcliff, Superintendent, 17000 SH 154, Harleton, TX 75651, (903) 777-2372, ratcliffjay@harletonisd.net
- For all other concerns regarding discrimination, see the superintendent: Jay Ratcliff, Superintendent, 17000 SH 154, Harleton, TX 75651, (903) 777-2372, ratcliffjay@harletonisd.net [See policies FB, FFH, and GKD for more information.]

Parent and Family Engagement (All Grade Levels)

Working Together

Experience and research tell us that a child succeeds in education with good communication and a strong partnership between home and school. A parent's involvement and engagement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the school counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements and options for graduation with your child in middle school and again while your child is enrolled in high school.
- Monitoring your child's academic progress and contacting teachers as needed. [See **Academic Counseling**.]

Harleton Junior High Student Handbook

- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, school counselor, or principal, please call the school office at (903) 777-3010 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences**]
- Becoming a school volunteer. [See **Volunteers** and policy GKG for more information.]
- Participating in campus parent organizations. Parent organizations include: Athletic and Band Booster clubs.
- Serving as a parent representative on the district-level or campus-level planning committees that develop educational goals and plans to improve student achievement. [See policies BQA and BQB, for more information.]
- Serving on the School Health Advisory Council (SHAC) and assisting the district in aligning local community values with health education instruction and other wellness issues. [See **School Health Advisory Council (SHAC)** and policies BDF, EHAA, FFA for more information.]
- Being aware of the school's ongoing bullying and harassment prevention efforts.
- Contacting school officials if you are concerned with your child's emotional or mental well-being.
- Attending board meetings to learn more about district operations. Regular board meetings are held on the second Tuesday of each month at 7 p. m. at Harleton High School in the Board Room, located at 17000 SH 154, Harleton, TX 75651. An agenda for a regular or special meeting is posted no later than 72 hours before each meeting at 17000 SH 154, Harleton, TX 75651 and online at www.harletonisd.net. See policies BE and BED for more information.]

Pledges of Allegiance and a Minute of Silence (All Grade Levels)

Each school day, students will recite the Pledge of Allegiance to the U.S. flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. [See **Reciting the Pledges to the U.S. and Texas Flags**]

State law requires that one minute of silence follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others.

In addition, state law requires that each campus provide for the observance of one minute of silence in remembrance of those who lost their lives on September 11, 2001, at the beginning of the first class period when September 11 falls on a regular school day.

[See policy EC for more information.]

Prayer (All Grade Levels)

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

Harleton Junior High Student Handbook

Promotion and Retention

A student will be promoted only on the basis of academic achievement or proficiency. In making promotion decisions, the district will consider:

- Teacher recommendation,
- Grades,
- Scores on criterion-referenced or state-mandated assessments, and
- Any other necessary academic information as determined by the district.

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the State of Texas Assessments of Academic Readiness (STAAR) if the student is enrolled in a public Texas school on any day between January 1 and the date of the first administration of the STAAR.

Junior High Grade Levels

In grades 6–8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in three of the following areas: language arts, mathematics, science, and social studies.

To be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessment in English or Spanish.

To be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessment in English.

If a student in grade 5 or 8 is enrolled in a high-school credit course with a corresponding end-of-course (EOC) assessment, the student will not be subject to the promotion requirements described above for the relevant grade 5 or 8 assessment. The student will instead take the corresponding EOC assessment.

If a student in grades 3–8 is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state-mandated assessment, the student will be required to take an applicable state-mandated assessment only for the course in which he or she is enrolled, unless otherwise required to do so by federal law.

[See **Standardized Testing**]

A student in grade 5 or 8 will have two opportunities to retake a failed assessment. If a student fails a second time, a grade placement committee consisting of the principal or designee, the teacher, and the student's parent will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee.

For the student to be promoted based on standards previously established by the district, the decision of the committee must be unanimous and the student must complete additional special instruction before beginning the next grade level. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policy EIE for more information.]

Certain students—some with disabilities and some classified as English learners—may be eligible for exemptions, accommodations, or deferred testing. An admission, review, and

Harleton Junior High Student Handbook

dismissal (ARD) committee meeting will be convened if a student receiving special education services in grade 5 or 8 fails to meet satisfactory performance after the first STAAR administrations in reading or math. For more information, see the principal, school counselor, or special education director.

A student at or above grade 3 who does not perform satisfactorily on his or her state-mandated examinations will participate in special instructional programs designed to improve performance. The district will notify the parent of their child's participation in this program. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year. Failure of a student to attend these programs may result in violations of required school attendance as well as the student not being promoted to the next grade level.

For a junior high student who does not perform satisfactorily on his or her state-mandated examinations, a school official will prepare a personal graduation plan (PGP). School officials will also develop a PGP for a junior high student who is determined by the district to be unlikely to earn a high school diploma within five years of high school enrollment. The plan will, among other items, identify the student's educational goals, address the parent's educational expectations for the student, and outline an intensive instruction program for the student. [See the principal and policy EIF(LEGAL) for more information.] For a student receiving special education services, the student's IEP may serve as the student's PGP and would therefore be developed by the student's ARD committee.

[See **Personal Graduation Plans** for information related to the development of personal graduation plans for high school students.]

Release of Students from School

[See **Leaving Campus**]

Report Cards/Progress Reports and Conferences (All Grade Levels)

Report cards with each student's performance and absences in each class or subject are issued at least once every 6 weeks.

At the end of the first three weeks of a grading period, parents will receive a progress report if their child's performance in any course/subject area is near or below 70 or is below the expected level of performance. If a student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be asked to schedule a conference with the teacher. [See **Working Together** for how to schedule a conference.]

Teachers follow grading guidelines that have been approved by the principal pursuant to the board-adopted policy. Grading guidelines are designed to reflect each student's relative mastery of each assignment. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. [See **Grading Guidelines** and policy EIA(LOCAL) for more information.]

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

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

Harleton Junior High Student Handbook

The district may communicate academic information about a student electronically, including for progress reporting purposes. An electronic signature will be accepted by the district, but parents are entitled to request a handwritten signature of acknowledgment instead.

Retaliation

[See **Dating Violence, Discrimination, Harassment, and Retaliation**]

Safety (All Grade Levels)

Student safety on campus, at school-related events, and in district vehicles is a high priority of the district. The cooperation of students is essential to ensuring school safety. A student is expected to:

- Avoid conduct that is likely to put the student or others at risk.
- Follow all behavioral standards in this handbook and the Student Code of Conduct or set by district employees.
- Remain alert to any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member, and promptly report any incidents to a district employee. A student may make anonymous reports about safety concerns at www.harletonisd.net.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

Accident Insurance

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

Insurance for Career and Technical Education (CTE) Programs

If the board purchases accident, liability, or automobile insurance coverage for students or businesses involved in the district's CTE programs, the district will notify the affected students and parents.

Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies

Periodically, the school will conduct preparedness drills of emergency procedures. When the command is given or alarm is sounded, students need to follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Preparedness Training: CPR and Stop the Bleed

The district will annually offer instruction in CPR at least once to students enrolled in grades 7–12. The instruction can be provided as part of any course and is not required to result in CPR certification.

The district will annually offer students in grades 7–12 instruction on the use of bleeding control stations to respond to traumatic injury. For more information, see [Homeland Security's Stop the Bleed](#) and [Stop the Bleed Texas](#).

Harleton Junior High Student Handbook

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 may have to rely on previously provided written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, all parents are asked each year to complete an emergency care consent form. Parents should contact the school nurse to update emergency care information (name of doctor, emergency phone numbers, allergies, etc.).

Emergency School Closing Information

Each year, parents are asked to complete an emergency release form to provide contact information in the event that the district needs to notify parents of early dismissal, delayed opening, or restricted access to a campus because of severe weather, a security threat, or another emergency cause.

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. It is crucial to notify your child's school when a phone number changes.

If the campus must close, delay opening, or restrict access to the building because of an emergency, the district will also alert the community in the following ways:

- KLTV, Channel 7, Tyler
- KMHT 103.9 FM
- Skyward Messenger
- Campus Facebook page

[See **Communications-Automated, Emergency**]

SAT, ACT, and Other Standardized Tests

[See **Standardized Testing**]

Schedule Changes (Middle/Junior High and High School Grade Levels)

A student may request a schedule change through the counselor's office. All schedule changes must be approved by the principal. Parents/guardians of junior high students are contacted regarding schedule changes.

School Facilities

Asbestos Management Plan (All Grade Levels)

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's asbestos management plan is available in the central administrative office. If you have any questions or would like to examine the district's plan in more detail, please contact Jay Ratcliff, the district's designated asbestos coordinator, at (903) 777-2372.

Food and Nutrition Services (All Grade Levels)

The district participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily in accordance with standards set forth in state and federal law.

Harleton Junior High Student Handbook

Some students are eligible for free and reduced-price meals based on financial need. Information about a student's participation is confidential. The district may share information such as a student's name and eligibility status to help enroll eligible children in Medicaid or the state children's health insurance program (CHIP) unless the student's parent requests the student's information not be disclosed.

Participating students will be offered the same meal options as their peers and will not be treated differently from their peers.

See the campus office to apply for free or reduced-price meal services.

[See policy CO for more information.]

Parents should continually monitor their child's meal account balance. When a student's meal account is depleted, the district will notify the parent. The student may continue to purchase meals according to the grace period set by the school board. The district will present the parent with a schedule of repayment for any outstanding account balance and an application for free or reduced meals.

If the district is unable to work out an agreement with the student's parent on replenishment of the meal account and payment of any outstanding balance, the student will receive a meal. The district will make every effort to avoid bringing attention to the student.

Vending Machines (All Grade Levels)

The district has adopted and implemented the state and federal policies for food service, including guidelines to restrict student access to vending machines. For more information regarding these policies and guidelines, see the school superintendent. [See policy FFA for more information.]

Pest Management Plan (All Grade Levels)

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, periodic indoor and outdoor pesticide use is sometimes necessary to ensure a safe, pest-free school environment.

All pesticides used are registered for their intended use by the U.S. Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area.

Parents who have questions or who want to be notified of the times and types of applications prior to pesticide application inside their child's school assignment area may contact Mike Harper, the district's IPM coordinator, at (903) 777-1597.

Conduct Before and After School (All Grade Levels)

Teachers and administrators have full authority over student conduct at before- or after-school activities. Whether a school activity is on or off district premises, students are subject to the same rules of conduct that apply during the instructional day. Misbehavior will be subject to consequences established by the Student Code of Conduct or any stricter standards of behavior established by the sponsor for extracurricular participants.

Library (All Grade Levels)

The library is open for independent student use during the following times with a teacher permit:

Harleton Junior High Student Handbook

- During the school day from 8 a.m. to 3:40 p.m.

Use of Hallways during Class Time (All Grade Levels)

During class times, loitering or standing in the halls is not permitted, and a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the Student Code of Conduct.

Use by Students Before and After School (All Grade Levels)

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

The following areas are open to students before school, beginning at 7:30 a.m.

- Gym
- Cafeteria

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

Students must leave campus immediately after dismissal of school in the afternoon, unless the student is involved in an activity under the supervision of a teacher or other authorized employee or adult.

Meetings of Noncurriculum-Related Groups (Secondary Grade Levels Only)

Student-organized, student-led noncurriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of policy FNAB(LOCAL).

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

School-Sponsored Field Trips (All Grade Levels)

The district periodically takes students on field trips for educational purposes.

A parent must provide permission for a student to participate in a field trip.

The district may ask the parent to provide information about a student's medical provider and insurance coverage and may also ask the parent to sign a waiver allowing for emergency medical treatment in the case of a student accident or illness during the field trip.

The district may require a fee for student participation in a field trip to cover expenses such as transportation, admission, and meals; however, a student will not be denied participation because of financial need.

Searches

Searches in General (All Grade Levels)

In the interest of promoting student safety and drug-free schools, district officials may occasionally conduct searches.

District officials may search students, their belongings, and their vehicles in accordance with law and district policy. Searches of students will be conducted without discrimination, based on, for

Harleton Junior High Student Handbook

example, reasonable suspicion or voluntary consent or pursuant to district policy providing for suspicionless security procedures, including the use of metal detectors.

In accordance with the Student Code of Conduct, students are responsible for prohibited items found in their possession, including items in their personal belongings or in vehicles parked on district property.

If there is reasonable suspicion to believe that searching a student's person, belongings, or vehicle will reveal evidence of a violation of the Student Code of Conduct, a district official may conduct a search in accordance with law and district regulations.

District Property (All Grade Levels)

Desks, lockers, district-provided technology, and similar items are the property of the district and are provided for student use as a matter of convenience. District property is subject to search or inspection at any time without notice. Students have no expectation of privacy in district property.

Students are responsible for any item found in district property provided to the student that is prohibited by law, district policy, or the Student Code of Conduct.

Metal Detectors (All Grade Levels)

To maintain a safe and disciplined learning environment, the district reserves the right to subject students to metal detector searches when entering a district campus and at off-campus, school-sponsored activities.

Telecommunications and Other Electronic Devices (All Grade Levels)

Use of district-owned equipment and its network systems is not private and will be monitored by the district. [See policy CQ for more information.]

Any searches of personal electronic devices will be conducted in accordance with law, and the device may be confiscated to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

[See **Electronic Devices and Technology Resources** and policy FNF(LEGAL) for more information.]

Trained Dogs (All Grade Levels)

The district may use trained dogs to screen for concealed, prohibited items, including drugs and alcohol. Screenings conducted by trained dogs will not be announced in advance. The dogs will not be used with students, but students may be asked to leave personal belongings in an area that is going to be screened, such as a classroom, a locker, or a vehicle. If a dog alerts to an item or an area, it may be searched by district officials.

Drug Testing (Secondary Grade Levels Only)

The district's policy FNF(LOCAL) will address board authorization for drug testing of students as described in the policy, but specifics of the drug-testing program should be addressed in administrative regulations, such as this handbook or your extracurricular conduct guide.

[See **Steroids**]

Harleton Junior High Student Handbook

Vehicles on Campus (Secondary Grade Levels Only)

If a vehicle subject to search is locked, the student will be asked to unlock the vehicle. If the student refuses, the district will contact the student's parents. If the parents also refuse to permit the vehicle to be searched, the district may turn the matter over to law enforcement. The district may contact law enforcement even if permission to search is granted.

Sexual Harassment

[See **Dating Violence, Discrimination, Harassment, and Retaliation**]

Special Programs (All Grade Levels)

The district provides special programs for gifted and talented students, students who are homeless, students in foster care, bilingual students, migrant students, English learners, students diagnosed with dyslexia, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact Jay Ratcliff (903) 777-2372.

The Texas State Library and Archives Commission's [Talking Book Program](#) provides audiobooks free of charge to qualifying Texans, including students with visual, physical, or reading disabilities such as dyslexia.

Standardized Testing

Secondary Grade Levels

SAT/ACT (Scholastic Aptitude Test and American College Test)

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. These assessments are usually taken at the end of the junior year. Students are encouraged to talk with the school counselor early during their junior year to learn about these assessments and determine the appropriate examination to take. The Preliminary SAT (PSAT) and ACT-Aspire are the corresponding preparatory and readiness assessments for the SAT and ACT.

Note: These assessments may qualify a student to receive a performance acknowledgment on the student's transcript under the foundation graduation program and may qualify as a substitute for an end-of-course testing requirement in certain circumstances. A student's performance at a certain level on the SAT or ACT also makes the student eligible for automatic admission to a Texas public institution of higher education.

TSI (Texas Success Initiative) Assessment

Prior to enrollment in a Texas public college or university, most students must take a standardized test called the Texas Success Initiative (TSI) assessment. The TSI assesses the reading, mathematics, and writing skills that freshmen-level students need to perform effectively as undergraduates in Texas public colleges and universities. This assessment may also be required before a student enrolls in a dual credit course offered through the district. Achieving certain benchmark scores on this assessment may also waive certain end-of-course assessment requirements in limited circumstances.

Harleton Junior High Student Handbook

STAAR (State of Texas Assessments of Academic Readiness)

Grades 3–8

In addition to routine tests and other measures of achievement, students at certain grade levels are required to take the state assessment, called STAAR, in the following subjects:

- Mathematics, annually in grades 3–8
- Reading, annually in grades 3–8
- Writing, including spelling and grammar, in grades 4 and 7
- Science in grades 5 and 8
- Social Studies in grade 8

State law requires successful performance on the reading and math assessments in grades 5 and 8 for a student to be promoted to the next grade level. A student may be exempt from this requirement if:

- The student is enrolled in a reading or math course intended for students above the student's current grade level; or
- The student is enrolled in a special education program and the admission, review, and dismissal (ARD) committee concludes the student has made sufficient progress in his or her individualized education plan (IEP). [See **Promotion and Retention**]

STAAR Alternate 2 is available for eligible students receiving special education services who meet certain state-established criteria as determined by the student's ARD committee.

STAAR Spanish is available for eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

Students in Foster Care (All Grade Levels)

In an effort to provide educational stability, the district will provide enrollment and registration assistance, as well as other educational services throughout the student's enrollment, to any student who is currently placed or newly placed in foster care (temporary or permanent custody of the state, sometimes referred to as substitute care).

Please contact Jay Ratcliff who has been designated as the district's foster care liaison, at (903) 777-2372 with any questions.

[See **Students in the Conservatorship of the State**]

Students Who are Homeless (All Grade Levels)

A parent is encouraged to inform the district if his or her child is experiencing homelessness. District staff can share resources that may be able to assist families.

For more information on services for students who are homeless, contact the district's homeless education liaison, Jay Ratcliff at (903) 777-2372.

[See **A Student Who is Homeless**]

Harleton Junior High Student Handbook

Student Speakers (All Grade Levels)

The district provides students the opportunity to introduce at school events. If a student meets the eligibility criteria and wishes to introduce one of the school events listed above, the student should submit his or her name in accordance with policy FNA(LOCAL).

[See **Graduation** for information related to student speakers at graduation ceremonies and policy FNA(LOCAL) regarding other speaking opportunities.]

Tardies (All Grade Levels)

A student who is tardy to class may be assigned to detention hall or given another appropriate consequence.

Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials (All Grade Levels)

The district provides textbooks and other approved instructional materials to students free of charge for each subject or class. Students must treat any books with care and place covers on them, as directed by the teacher. The district may also provide electronic textbooks and technological equipment to students, depending on course objectives.

If a student needs a graphing calculator for a course and the district does not provide one, the student may use a calculator application with graphing capabilities on a phone, laptop, tablet, or other computing device.

A student who is issued a damaged item should report the damage to the teacher.

Any student who does not return an item or returns an item in an unacceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage is paid for by the parent. However, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

Transfers (All Grade Levels)

The principal is authorized to transfer a student from one classroom to another.

[See **Safety Transfers/Assignments, Bullying, and Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services**, for other transfer options.]

Transportation (All Grade Levels)

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use school-provided transportation to and from the event. However, in accordance with campus procedures, a parent may provide written consent for his or her child to ride with or be released after the event to the parent or another adult designated by the parent. [See **School-sponsored Field Trips**]

Buses and Other School Vehicles

The district makes school bus transportation available to all students living two or more miles from school and any students who are homeless. This service is provided at no cost to students.

Bus routes and stops will be designated annually, and any subsequent changes will be posted at the school and on the district's website. For the safety of the operator of the vehicle and all

Harleton Junior High Student Handbook

passengers, students must board buses or other vehicles only at authorized stops, and drivers must unload passengers only at authorized stops.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact Mike Harper at (903) 777-2721.

A parent may designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated location must be an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, contact Mike Harper, (903) 777-2721

Students are expected to assist district staff in ensuring that buses and other district vehicles are clean and safe. When riding in district vehicles, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- Follow the driver's directions at all times.
- Enter and leave the vehicle in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the vehicle or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the vehicle.
- Not possess or use any form of tobacco or e-cigarettes in any district vehicle.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten their seat belts, if available.
- Wait for the driver's signal upon leaving the vehicle and before crossing in front of the vehicle.
- Follow any other rules established by the operator of the vehicle.

Misconduct will be punished in accordance with the Student Code of Conduct, including loss of the privilege to ride in a district vehicle.

To provide for uniform enforcement of the rules, Harleton ISD has established the following guidelines:

- First offense: rules are reviewed and student receives warning.
- Second offense: one day suspension from bus privileges
- Third offense: three day suspension from bus privileges
- Fourth offense: five day suspension from bus privileges
- Fifth offense: ten day suspension from bus privileges or longer if principal deems necessary; student may be suspended from bus privileges the remainder of semester or school year.

If a suspension occurs, the parent/guardian shall be notified. Students who are referred for bus violations late in the year may be subject to continued disciplinary action the following year.

Harleton Junior High Student Handbook

[See the Student Code of Conduct for provisions regarding transportation to the DAEP.]

Vandalism (All Grade Levels)

Littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

Video Cameras (All Grade Levels)

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

The principal will review the video and audio recordings as needed and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

In accordance with state law, a parent of a student who receives special education services, a staff member (as this term is defined by law), a principal or assistant principal, or the board may make a written request for the district to place video and audio recording equipment in certain self-contained special education classrooms. The district will provide notice before placing a video camera in a classroom or other setting in which a child receives special education services. For more information or to request the installation and operation of this equipment, speak with the principal, who the district has designated to coordinate the implementation of and compliance with this law.

[See policy EHBAF(LOCAL) for more information.]

Visitors to the School (All Grade Levels)

General Visitors

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the main office and comply with all applicable district policies and procedures. All visitors should be prepared to show identification.

Individuals may visit classrooms during instructional time only with approval of the principal and teacher. Visitors may not interfere with instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted.

Unauthorized Persons

In accordance with Education Code 37.105, a school administrator, school resource officer (SRO), or district police officer has the authority to refuse entry to or eject a person from district property if the person refuses to leave peaceably on request and:

- The person poses a substantial risk of harm to any person; or
- The person behaves in a manner that is inappropriate for a school setting and persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

Harleton Junior High Student Handbook

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with policies FNG(LOCAL) or GF(LOCAL).

[See the Student Code of Conduct.]

Visitors Participating in Special Programs for Students

Business, Civic, and Youth Groups

The district may invite representatives from patriotic societies listed in Title 36 of the United States Code to present information to interested students about membership in the society.

Career Day

The district may invite representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

Volunteers (All Grade Levels)

The district invites and appreciates the efforts of volunteers who are willing to serve our district and students.

If you are interested in volunteering, please contact the campus principal for more information and to complete an application.

The district does not require state criminal history background checks for volunteers who are parents, guardians, or grandparents of a child enrolled in the district.

Subject to exceptions in accordance with state law and district procedures, other volunteers will be subject to a state criminal history background check, and the volunteer must pay all costs for the background check.

Voter Registration (Secondary Grade Levels Only)

A student who is eligible to vote in any local, state, or federal election may obtain a voter registration application at the main campus office.

Withdrawing from School (All Grade Levels)

To withdraw a student under age 18 from school, the parent or guardian must submit a written request to the principal specifying the reasons for withdrawal and the final day the student will be in attendance. Withdrawal forms are available from the principal's office.

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

Please provide the school at least three days' notice of withdrawal so that records and documents may be prepared.

Glossary

Accelerated instruction is an intensive supplemental program designed to help an individual student acquire the knowledge and skills required at his or her grade level. It is required when a student does not meet the passing standard on a state-mandated assessment.

Harleton Junior High Student Handbook

ACT, or the American College Test, is one of the two most frequently used college or university admissions examinations. The test may be required for admission to certain colleges or universities.

ACT-Aspire is designed as a preparatory and readiness assessment for the ACT. This is usually taken by students in grade 10.

ARD stands for admission, review, and dismissal. The ARD committee convenes for each student who is identified as needing a full and individual evaluation for special education services. The eligible student and his or her parents are members of the committee.

Attendance review committee is responsible for reviewing a student's absences when the student's attendance drops below 90 percent, or in some cases 75 percent, of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit or a final grade lost because of absences.

CPS stands for Child Protective Services.

DAEP stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct.

DFPS stands for the Texas Department of Family and Protective Services.

DPS stands for the Texas Department of Public Safety.

EOC (end-of-course) assessments are state-mandated and are part of the STAAR program. Successful performance on EOC assessments are required for graduation. These examinations will be given in English I, English II, Algebra I, Biology, and U.S. History.

ESSA is the federal Every Student Succeeds Act.

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

IEP stands for individualized education program and is the written record prepared by the ARD committee for a student with disabilities who is eligible for special education services.

IGC is the individual graduation committee, formed in accordance with state law, to determine a student's eligibility to graduate when the student has failed to demonstrate satisfactory performance on no more than two of the required state assessments.

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

PGP stands for personal graduation plan, which is required for high school students and for any student in middle school who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

PSAT is the preparatory and readiness assessment for the SAT. It also serves as the basis for the awarding of National Merit Scholarships.

Harleton Junior High Student Handbook

SAT refers to the Scholastic Aptitude Test, one of the two most frequently used college or university admissions examinations. The test may be required for admissions to certain colleges or universities.

SHAC stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to help ensure that local community values and health issues are reflected in the district's health education instruction, as well as assist with other student and employee wellness issues.

Section 504 is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

STAAR is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments.

STAAR Alternate 2 is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student's ARD committee.

STAAR Spanish is an alternative state-mandated assessment administered to eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

State-mandated assessments are required of students at certain grade levels and in specified subjects. Except under limited circumstances, students must perform successfully on some state-mandated assessments to be promoted and students must pass the STAAR EOC assessments to graduate. Students have multiple opportunities to take the tests, if necessary, for promotion or graduation.

Student Code of Conduct is developed with the advice of the district-level committee and adopted by the board and identifies the circumstances, consistent with law, when a student may be removed from a classroom, campus, or district vehicle; sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP; and outlines conditions for out-of-school suspension and for expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

TAC stands for the Texas Administrative Code.

TEA stands for the Texas Education Agency, which oversees primary and secondary public education in Texas.

TELPAS stands for the Texas English Language Proficiency Assessment System, which assesses the progress that English learners make in learning the English language and is administered for those who meet the participation requirements in kindergarten–grade 12.

TSI stands for the Texas Success Initiative, an assessment designed to measure the reading, mathematics, and writing skills that entering college-level freshmen students should have if they are to be successful in undergraduate programs in Texas public colleges and universities.

TXVSN stands for the Texas Virtual School Network, which provides online courses for Texas students to supplement the instructional programs of public school districts. Courses are taught

Harleton Junior High Student Handbook

by qualified instructors and are equivalent in rigor and scope to a course taught in a traditional classroom setting.

UIL refers to the University Interscholastic League, the statewide, voluntary nonprofit organization that oversees educational extracurricular academic, athletic, and music contests.

Harleton Junior High Student Handbook

Appendix: Freedom from Bullying Policy

Note: School board policies may be revised at any time. For legal context and the most current copy of the local policy, visit <https://pol.tasb.org/Policy/Code/608?filter=FFI> Below is the text of Harleton ISD's policy FFI(LOCAL) as of the date this handbook was finalized for this school year.

Student Welfare: Freedom from Bullying

Policy FFI(LOCAL) adopted on 10/16/2017

Bullying Prohibited	The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.
Examples	Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.
Retaliation	The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.
Examples	Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.
False Claim	A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.
Timely Reporting	Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.
Reporting Procedures	To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.
Student Report	
Employee Report	Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.
Report Format	A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.

Harleton Junior High Student Handbook

Notice of Report

When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.

Prohibited Conduct

The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.

Investigation of Report

The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.

Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.

The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.

Notice to Parents

If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

District Action Bullying

If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.

Discipline

A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.

The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

Corrective Action

Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.

Transfers

The principal or designee shall refer to FDB for transfer provisions.

Harleton Junior High Student Handbook

Counseling

The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.

Improper Conduct

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.

Confidentiality

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

Appeal

A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.

Records Retention

Retention of records shall be in accordance with CPC(LOCAL).

Access to Policy and Procedures

This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

Harleton High School Student Handbook



2020 - 2021

If you have difficulty accessing the information in this document because of disability, please contact the Harleton High School Assistant Principal of Student Services by email at: Chandleradam@Harletonisd.net or by phone at 903-777-2711.

Harleton High School Student Handbook

Contents

Harleton High School Student Handbook.....	Error! Bookmark not defined.
Preface Parents and Students:	10
Accessibility	11
Section One: Parental Rights.....	12
Consent, Opt-Out, and Refusal Rights.....	12
Consent to Conduct a Psychological Evaluation or Provide a Mental Health Care Service.....	12
Consent to Display a Student’s Original Works and Personal Information	12
Consent to Receive Parenting and Paternity Awareness Instruction if a Student is under Age 14	13
Consent to Video or Audio Record a Student when Not Already Permitted by Law	13
Prohibiting the Use of Corporal Punishment.....	13
Limiting Electronic Communications between Students and District Employees	14
Objecting to the Release of Directory Information	14
Objecting to the Release of Student Information to Military Recruiters and Institutions of Higher Education (Secondary Grade Levels Only).....	15
Participation in Third-Party Surveys	16
Consent Required Before Student Participation in a Federally Funded Survey, Analysis, or Evaluation	16
“Opting Out” of Participation in Other Types of Surveys or Screenings and the Disclosure of Personal Information.....	16
Removing a Student from Instruction or Excusing a Student from a Required Component of Instruction	17
Human Sexuality Instruction.....	17
Reciting a Portion of the Declaration of Independence in Grades 3–12	17
Reciting the Pledges to the U.S. and Texas Flags.....	18
Religious or Moral Beliefs	18
Tutoring or Test Preparation.....	18
Right of Access to Student Records, Curriculum Materials, and District Records/Policies	19
Instructional Materials.....	19
Notices of Certain Student Misconduct to Noncustodial Parent.....	19
Participation in Federally Required, State-Mandated, and District Assessments.....	19
Student Records	19
Accessing Student Records	19
Authorized Inspection and Use of Student Records	20
Teacher and Staff Professional Qualifications	23
A Student with Exceptionalities or Special Circumstances	23

Harleton High School Student Handbook

Children of Military Families	23
Parental Role in Certain Classroom and School Assignments	24
Multiple-Birth Siblings	24
Safety Transfers/Assignments	24
Student Use of a Service/Assistance Animal.....	24
A Student in the Conservatorship of the State (Foster Care)	24
A Student Who Is Homeless.....	25
A Student Who Has Learning Difficulties or Who Needs Special Education or Section 504 Services	26
Special Education Referrals	26
Contact Person for Special Education Referrals.....	27
Section 504 Referrals	27
Contact Person for Section 504 Referrals	27
Notification to Parents of Intervention Strategies for Learning Difficulties Provided to Students in General Education.....	27
A Student Who Receives Special Education Services with Other School-Aged Children in the Home	28
A Student Who Speaks a Primary Language Other than English.....	28
A Student with Physical or Mental Impairments Protected under Section 504.....	28
Section Two: Other Important Information for Parents and Students.....	29
Absences/Attendance	29
Compulsory Attendance	29
Prekindergarten and Kindergarten.....	29
Ages 6–18.....	29
Age 19 and Older	29
Exemptions to Compulsory Attendance.....	29
All Grade Levels	29
Secondary Grade Levels	30
Failure to Comply with Compulsory Attendance	30
All Grade Levels	30
Students with Disabilities.....	31
Ages 6–18.....	31
Age 19 and Older	31
Attendance for Credit or Final Grade (All Grade Levels).....	31
Official Attendance-Taking Time (All Grade Levels)	32

Harleton High School Student Handbook

Documentation after an Absence (All Grade Levels).....	32
Doctor’s Note after an Absence for Illness (All Grade Levels).....	32
Driver License Attendance Verification (Secondary Grade Levels Only).....	33
Accountability under State and Federal Law (All Grade Levels).....	33
Armed Services Vocational Aptitude Battery Test (Grades 10–12).....	33
Awards and Honors (All Grade Levels).....	33
Bullying (All Grade Levels).....	34
Career and Technical Education (CTE) Programs (Secondary Grade Levels Only).....	35
Celebrations (All Grade Levels).....	36
Child Sexual Abuse, Trafficking, and Other Maltreatment of Children (All Grade Levels).....	36
Warning Signs of Sexual Abuse.....	36
Warning Signs of Trafficking.....	37
Reporting and Responding to Sexual Abuse, Trafficking, and Other Maltreatment of Children.....	38
Further Resources on Sexual Abuse, Trafficking, and Other Maltreatment of Children.....	38
Class Rank/Highest-Ranking Student (Secondary Grade Levels Only).....	38
Class Schedules (Secondary Grade Levels Only).....	41
College and University Admissions and Financial Aid (All Grade Levels).....	41
College Credit Courses (Secondary Grade Levels Only).....	42
Communications—Automated (All Grade Levels).....	42
Emergency.....	42
Nonemergency.....	42
Complaints and Concerns (All Grade Levels).....	43
Conduct (All Grade Levels).....	43
Applicability of School Rules.....	43
Campus Behavior Coordinator.....	43
Deliveries.....	44
Disruption of School Operations.....	44
Social Events.....	48
Counseling.....	48
Academic Counseling.....	49
Elementary and Middle/Junior High School Grade Levels.....	49
High School Grade Levels.....	49
Personal Counseling (All Grade Levels).....	50
Course Credit (Secondary Grade Levels Only).....	50
Credit by Examination—If a Student Has Taken the Course/Subject (Grades 6–12).....	50

Harleton High School Student Handbook

Credit by Examination for Advancement/Acceleration—If a Student Has Not Taken the Course/Subject	50
Kindergarten Acceleration	Error! Bookmark not defined.
Students in Grades 1–5	Error! Bookmark not defined.
Students in Grades 6–12.....	51
Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels)	51
Dating Violence	51
Discrimination.....	52
Harassment.....	52
Sexual Harassment and Gender-Based Harassment.....	52
Retaliation	53
Reporting Procedures.....	53
Investigation of Report.....	54
Discrimination	54
Distance Learning (All Grade Levels)	54
Texas Virtual School Network (TXVSN) (Secondary Grade Levels).....	54
Distribution of Literature, Published Materials, or Other Documents (All Grade Levels).....	55
School Materials.....	55
Nonschool Materials	55
From Students	55
From Others	55
Dress and Grooming (All Grade Levels)	56
Electronic Devices and Technology Resources (All Grade Levels)	58
Possession and Use of Personal Telecommunications Devices, Including Cell Phones, and Other Electronic Devices.....	58
Instructional Use of Personal Telecommunications and Other Electronic Devices	58
Acceptable Use of District Technology Resources	59
Unacceptable and Inappropriate Use of Technology Resources.....	59
End-of-Course (EOC) Assessments	60
English Learners (All Grade Levels).....	60
Extracurricular Activities, Clubs, and Organizations (All Grade Levels).....	60
Standards of Behavior	61
Offices and Elections	61
Fees (All Grade Levels)	61
Fundraising (All Grade Levels).....	62
Gang-Free Zones (All Grade Levels).....	62

Harleton High School Student Handbook

Gender-Based Harassment	63
Grade-Level Classification (Grades 9–12 Only).....	63
Grading Guidelines (All Grade Levels)	63
Graduation (Secondary Grade Levels Only).....	65
Requirements for a Diploma.....	65
Testing Requirements for Graduation	65
Foundation Graduation Program	65
Credits Required.....	67
Available Endorsements	68
Personal Graduation Plans	68
Available Course Options for All Graduation Programs	68
Certificates of Coursework Completion	69
Students with Disabilities	69
Graduation Activities	70
Graduation Speakers.....	70
Graduation Expenses	70
Scholarships and Grants.....	70
Harassment	71
Hazing (All Grade Levels)	71
Health—Physical and Mental.....	71
Illness (All Grade Levels).....	71
Immunization (All Grade Levels).....	72
Lice (All Grade Levels).....	72
Medicine at School (All Grade Levels)	73
Asthma and Severe Allergic Reactions	74
Steroids (Secondary Grade Levels Only).....	74
Mental Health Support (All Grade Levels)	74
Physical Activity Requirements.....	75
Elementary School.....	Error! Bookmark not defined.
Junior High/Middle School.....	Error! Bookmark not defined.
Temporary Restriction from Participation in Physical Education.....	Error! Bookmark not defined.
Physical Fitness Assessment (Grades 3–12).....	75
Physical Health Screenings / Examinations	75
Athletics Participation (Secondary Grade Levels Only)	75
Spinal Screening Program	75

Harleton High School Student Handbook

Other Examinations and Screenings (All Grade Levels)	76
Special Health Concerns (All Grade Levels)	76
Bacterial Meningitis (All Grade Levels)	76
Diabetes.....	76
Food Allergies (All Grade Levels).....	76
Seizures (All Grade Levels)	77
Tobacco and E-Cigarettes Prohibited (All Grade Levels and All Others on School Property)..	77
Health-Related Resources, Policies, and Procedures	77
Physical and Mental Health Resources (All Grade Levels)	77
Policies and Procedures that Promote Student Physical and Mental Health (All Grade Levels)	77
School Health Advisory Council (SHAC) (All Grade Levels).....	78
Student Wellness Policy/Wellness Plan (All Grade Levels)	78
Homework (All Grade Levels)	78
Law Enforcement Agencies (All Grade Levels).....	78
Questioning of Students.....	78
Students Taken into Custody	79
Notification of Law Violations.....	79
Leaving Campus (All Grade Levels).....	80
During Lunch.....	80
At Any Other Time during the School Day	81
Lost and Found (All Grade Levels).....	81
Makeup Work	81
Makeup Work Because of Absence (All Grade Levels).....	81
DAEP Makeup Work	81
Elementary and Middle/Junior High School Grade Levels ... Error! Bookmark not defined.	
Grades 9–12.....	81
In-School Suspension (ISS) and Out-of-School Suspension (OSS) Makeup Work (All Grade Levels)	
.....	82
Alternative Means to Receive Coursework	82
Opportunity to Complete Courses.....	82
Nondiscrimination Statement (All Grade Levels).....	82
Nontraditional Academic Programs (All Grade Levels)	83
Parent and Family Engagement (All Grade Levels)	83
Working Together.....	83
Parking and Parking Permits (Secondary Grade Levels Only)	84

Harleton High School Student Handbook

Pledges of Allegiance and a Minute of Silence (All Grade Levels).....	85
Prayer (All Grade Levels).....	85
Promotion and Retention.....	85
Elementary and Middle/Junior High Grade Levels	Error! Bookmark not defined.
High School Grade Levels.....	85
Release of Students from School	86
Report Cards/Progress Reports and Conferences (All Grade Levels).....	86
Retaliation.....	86
Safety (All Grade Levels).....	86
Accident Insurance	87
Insurance for Career and Technical Education (CTE) Programs.....	87
Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies	87
Preparedness Training: CPR and Stop the Bleed.....	87
Emergency Medical Treatment and Information.....	87
Emergency School Closing Information.....	87
SAT, ACT, and Other Standardized Tests.....	88
Schedule Changes (Middle/Junior High and High School Grade Levels).....	88
School Facilities.....	88
Asbestos Management Plan (All Grade Levels).....	88
Food and Nutrition Services (All Grade Levels).....	88
Vending Machines (All Grade Levels).....	89
Pest Management Plan (All Grade Levels)	89
Conduct Before and After School (All Grade Levels)	89
Library (All Grade Levels).....	89
Use of Hallways during Class Time (All Grade Levels).....	89
Use by Students Before and After School (All Grade Levels).....	89
Meetings of Noncurriculum-Related Groups (Secondary Grade Levels Only)	90
School-Sponsored Field Trips (All Grade Levels).....	90
Searches.....	90
Searches in General (All Grade Levels).....	90
District Property (All Grade Levels)	90
Metal Detectors (All Grade Levels).....	91
Telecommunications and Other Electronic Devices (All Grade Levels).....	91
Trained Dogs (All Grade Levels).....	91
Drug Testing (Secondary Grade Levels Only)	91
Vehicles on Campus (Secondary Grade Levels Only).....	91

Harleton High School Student Handbook

Sexual Harassment.....	91
Special Programs (All Grade Levels).....	92
Standardized Testing.....	92
Secondary Grade Levels.....	92
SAT/ACT (Scholastic Aptitude Test and American College Test).....	92
TSI (Texas Success Initiative) Assessment.....	92
STAAR (State of Texas Assessments of Academic Readiness).....	92
Grades 3–8	Error! Bookmark not defined.
High School Courses End-of-Course (EOC) Assessments.....	92
Students in Foster Care (All Grade Levels).....	93
Students Who are Homeless (All Grade Levels).....	93
Student Speakers (All Grade Levels).....	93
Summer School (All Grade Levels)	93
Tardies (All Grade Levels).....	93
Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials (All Grade Levels).....	94
Transfers (All Grade Levels).....	94
Transportation (All Grade Levels)	94
School-Sponsored Trips.....	94
Buses and Other School Vehicles	94
Vandalism (All Grade Levels).....	95
Video Cameras (All Grade Levels).....	95
Visitors to the School (All Grade Levels).....	96
General Visitors.....	96
Unauthorized Persons.....	96
Visitors Participating in Special Programs for Students	96
Business, Civic, and Youth Groups	96
Career Day.....	96
Volunteers (All Grade Levels)	96
Voter Registration (Secondary Grade Levels Only)	97
Withdrawing from School (All Grade Levels)	97
Glossary	98
Appendix: Freedom from Bullying Policy	101
Student Welfare: Freedom from Bullying	101

Harleton High School Student Handbook

Preface Parents and Students:

Welcome to the new school year!

Education is a team effort. Students, parents, teachers, and other staff members working together will make this a successful year.

The Harleton High School Student Handbook is a general reference guide that is divided into two sections:

Section One: Parental Rights describes certain parental rights as specified in state or federal law.

Section Two: Other Important Information for Parents and Students is organized alphabetically by topic. Where applicable, the topics are further organized by grade level.

Note: Unless otherwise noted, the term “parent” refers to the parent, legal guardian, any person granted some other type of lawful control of a student, or any other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to align with law, board-adopted policy, and the Student Code of Conduct, a board-adopted document intended to promote school safety and an atmosphere for learning. The Student Handbook is not meant to be a complete statement of all policies, procedures, or rules in any given circumstance.

In case of conflicts between board policy (including the Student Code of Conduct) and any Student Handbook provision, the district will follow board policy and the Student Code of Conduct.

Therefore, parents and students should become familiar with the Harleton High School Student Code of Conduct. To review the Code of Conduct, visit the district’s website: www.Harletonisd.net State law requires that the Code of Conduct be prominently displayed or made available for review at each campus.

The Student Handbook is updated annually; however, policy adoption and revisions may occur throughout the year. The district encourages parents to stay informed of proposed policy changes by attending board meetings and reviewing newsletter and other communications explaining changes in policy or other rules that affect Student Handbook provisions. The district reserves the right to modify the Student Handbook at any time. Notice of revisions will be provided as is reasonably practical.

Although the Student Handbook may refer to rights established through law or district policy, it does not create additional rights for parents and students. It does not, nor is it intended to, represent a contract between any parent or student and the district.

A hard copy of either the Student Code of Conduct or Student Handbook can be requested at the Harleton High School Office.

Note: References to board policy codes are included for ease of reference. The hard copy of the district’s official policy manual is available for review in the Harleton ISD Central Office.

The policy manual includes:

- Legally referenced (LEGAL) policies that contain provisions from federal and state laws and regulations, case law, and other legal authorities that provide the legal framework for school districts.

Harleton High School Student Handbook

- Board-adopted (LOCAL) policies that articulate the board's choices and values regarding district practices.

For questions about the material in this handbook, please contact Assistant Principal of Student Services Adam Chandler by phone at 903-777-2711 or email ChandlerAdam@Harletonisd.net

Complete and return to the student's campus the following forms (provided in the forms packet distributed at the beginning of the year or upon enrollment):

- Acknowledgment Forms **Or** Acknowledgment of Electronic Distribution of Student Handbook,
- Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information,
- Parent's Objection to the Release of Student Information to Military Recruiters and Institutions of Higher Education (if you choose to restrict the release of information to these entities), and
- Consent/Opt-Out Form for participation in third-party surveys.

[See **Objecting to the Release of Directory Information** on page 14 and **Consent Required Before Student Participation in a Federally Funded Survey, Analysis, or Evaluation** on page 16 for more information.]

Accessibility

If you have difficulty accessing this handbook because of a disability, please contact the Assistant Principal of Student Services Adam Chandler by phone at 903-777-2711 or email ChandlerAdam@Harletonisd.net.

Section One: Parental Rights

This section describes certain parental rights as specified in state or federal law.

Consent, Opt-Out, and Refusal Rights

For information concerning parental rights to “opt-out”, contact either the High School Principal Crystal Brock or Assistant Principal of Student Services Adam Chandler at 903-777-2711.

Consent to Conduct a Psychological Evaluation or Provide a Mental Health Care Service

Unless required under state or federal law, a district employee will not conduct a psychological examination, test, screening, or treatment, without obtaining prior written parental consent.

The district will not provide a mental health care service to a student except as permitted by law.

The district has established procedures for providing a parent with a recommendation for an intervention for a student with early warning signs of mental health concerns or substance abuse or who has been identified as at risk of attempting suicide. The district’s mental health liaison will notify the student’s parent within a reasonable amount of time after the liaison learns that a student has displayed early warning signs and a possible need for intervention and provide information about available counseling options.

The district has also established procedures for staff to notify the mental health liaison regarding a student who may need intervention.

The mental health liaison for Harleton High School is High School Principal Crystal Brock and can be reached at 903-777-2711 or BrockCrystal@Harletonisd.net. Further information regarding these procedures as well as educational materials on identifying risk factors, accessing resources for treatment or support on- and off-campus, and accessing available student accommodations provided on campus.

For further information, see **Mental Health Support** on page 74.

Note: An evaluation may be legally required under special education rules or by the Texas Education Agency for child abuse investigations and reports.

Consent to Display a Student’s Original Works and Personal Information

Teachers may display a student’s work in classrooms or elsewhere on campus as recognition of student achievement without seeking prior parental consent. These displays may include personally identifiable student information. Student work includes:

- Artwork,
- Special projects,
- Photographs,
- Original videos or voice recordings, and
- Other original works.

Harleton High School Student Handbook

However, the district will seek parental consent before displaying a student's work on the district's website, a website affiliated or sponsored by the district (such as a campus or classroom website), or in district publications, which may include printed materials, videos, or other methods of mass communication.

Consent to Receive Parenting and Paternity Awareness Instruction if a Student is under Age 14

A student under age 14 must have parental permission to participate in the district's parenting and paternity awareness program. This program was developed by the Office of the Texas Attorney General and the State Board of Education (SBOE) to be incorporated into health education classes.

Consent to Video or Audio Record a Student when Not Already Permitted by Law

State law permits the school to make a video or voice recording without parental permission when it:

- Is to be used for school safety,
- Relates to classroom instruction or a co-curricular or extracurricular activity,
- Relates to media coverage of the school, or
- Relates to the promotion of student safety as provided by law for a student receiving special education services in certain settings.

In other circumstances, the district will seek written parental consent before making a video or voice recording of a student.

Prohibiting the Use of Corporal Punishment

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

However, in accordance with law, the district may not administer corporal punishment if a student's parent submits a signed, written statement prohibiting its use.

A parent who does not want corporal punishment administered to his or her child must return the form included in the forms packet **Or** submit a written statement to the campus principal stating this decision. This signed statement must be submitted each school year. A parent may revoke this prohibition at any time during the school year by providing a signed statement to the campus principal.

Note:

- District personnel may use discipline methods other than corporal punishment if a parent requests that corporal punishment not be used.
- If the district knows that a student is in temporary or permanent custody of the state (through foster care, kinship care, or other arrangements), corporal punishment will not be administered, even when the student's caregiver or caseworker has not submitted a signed statement prohibiting its use.

Harleton High School Student Handbook

Limiting Electronic Communications between Students and District Employees

The district permits teachers and other approved employees to use electronic communications with students within the scope of professional responsibilities, as described by district guidelines.

For example, a teacher may create a social networking page for his or her class to relay information regarding class work, homework, and tests. A parent is welcome to access such a page.

However, text messages sent to an individual student are only allowed if a district employee with responsibility for an extracurricular activity must communicate with a student participating in that activity.

The employee is required to include his or her immediate supervisor as recipients on all text messages.

Messages relating to academic or non-coaching activities include Mrs. Brock.

Messages relating to athletic events / coaching activities include Coach Little.

A parent who does not want his or her child to receive one-to-one electronic communications from a district employee should contact the campus principal.

Objecting to the Release of Directory Information

The Family Educational Rights and Privacy Act, or FERPA, permits the district to disclose appropriately designated "directory information" from a student's education records without written consent.

"Directory information" is information that, if released, is generally not considered harmful or an invasion of privacy. Examples include:

- A student's photograph (for publication in the school yearbook);
- A student's name and grade level (for communicating class and teacher assignments);
- The name, weight, and height of an athlete (for publication in a school athletic program);
- A list of student birthdays (for generating schoolwide or classroom recognition),
- A student's name and photograph (posted on a district-approved and -managed social media platform); and
- The names and grade levels of students submitted by the district to a local newspaper or other community publication (to recognize the A/B honor roll for a specific grading period.)

Directory information will be released to anyone who follows procedures for requesting it.

However, a parent or eligible student may object to the release of this information. Any objection must be made in writing to the principal within ten school days of the student's first day of instruction for this school year. [See **Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information**, included in the forms packet.]

Harleton High School Student Handbook

The district requests that families living in a shelter for survivors of family violence or trafficking notify district personnel that the student currently resides in such a shelter. Families may want to opt out of the release of directory information so that the district does not release any information that might reveal the location of such a shelter.

The district has identified the following as directory information:

- A student's photograph (for publication in the school yearbook);
- A student's name and grade level (for communicating class and teacher assignments);
- The name, weight, and height of an athlete (for publication in a school athletic program);
- A list of student birthdays (for generating school wide or classroom recognition);
- A student's name and photograph (posted on a district-approved and -managed social media platform); and
- The names and grade levels of students submitted by the district to a local newspaper or other community publication (to recognize the A/B honor roll for a specific grading period.)

If a parent objects to the release of the student's information included on the directory information response form, this objection also applies to the use of that information for school-sponsored purposes, such as:

- Honor roll,
- School newspaper,
- Yearbook,
- Recognition activities,
- News releases, and
- Athletic programs.

Note: Review **Authorized Inspection and Use of Student Records** on page 20.

Objecting to the Release of Student Information to Military Recruiters and Institutions of Higher Education

Unless a parent has advised the district not to release his or her student's information, the Every Student Succeeds Act (ESSA) requires the district to comply with requests from military recruiters or institutions of higher education for the student's:

- Name,
- Address, and
- Telephone listing.

[See **Parent's Objection to the Release of Student Information to Military Recruiters and Institutions of Higher Education**, included in the forms packet.]

Participation in Third-Party Surveys

Consent Required Before Student Participation in a Federally Funded Survey, Analysis, or Evaluation

The Protection of Pupil Rights Amendment (PPRA) mandates that a student will not be required to participate without parental consent in any survey, analysis, or evaluation—funded in whole or in part by the U.S. Department of Education—that concerns:

- Political affiliations or beliefs of the student or the student’s parent;
- Mental or psychological problems of the student or the student’s family;
- Sex behavior or attitudes;
- Illegal, antisocial, self-incriminating, or demeaning behavior;
- Critical appraisals of individuals with whom the student has a close family relationship;
- Legally recognized privileged relationships, such as with lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or parent; or
- Income, except when the information is required by law and will be used to determine the student’s eligibility for a program.

A parent can inspect the survey or other instrument and any corresponding instructional materials used in connection with such a survey, analysis, or evaluation. [See policy EF(LEGAL) for more information.]

“Opting Out” of Participation in Other Types of Surveys or Screenings and the Disclosure of Personal Information

The PPRA gives parents the right to receive notice and an opportunity to opt a student out of:

- Any survey concerning protected information, regardless of funding.
- Activities involving the collection, disclosure, or use of personal information gathered from the child for the purpose of marketing, selling, or otherwise disclosing that information to others.
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of the student.

Exceptions are hearing, vision, or spinal screenings, or any physical examination or screening permitted or required under state law. [See policies EF and FFAA for more information.]

A parent may inspect:

- Protected information surveys of students and surveys created by a third party;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

Harleton High School Student Handbook

Removing a Student from Instruction or Excusing a Student from a Required Component of Instruction

Human Sexuality Instruction

As a part of the district's curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) makes recommendations for course materials.

State law requires that the district provide written notice before each school year of the board's decision to provide human sexuality instruction.

State law also requires that instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus (HIV) or acquired immune deficiency syndrome (AIDS):

- Present abstinence from sexual activity as the preferred choice in relationship to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;
- Emphasize that abstinence, if used consistently and correctly, is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted infections and the emotional trauma associated with adolescent sexual activity;
- Direct adolescents to abstain from sexual activity before marriage as the most effective way to prevent pregnancy and sexually transmitted diseases; and
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

Per state law, here is a summary of the district's curriculum regarding human sexuality instruction:

Harleton ISD currently embeds human sexuality curriculum throughout our science courses that include: the significance of body changes during adolescence, analysis of the importance and benefits of abstinence [as it relates to emotional health and the prevention of pregnancy], and risk factors associated with communicable and non-communicable diseases

A parent is entitled to review the curriculum materials. In addition, a parent may remove his or her child from any part of the human sexuality instruction without academic, disciplinary, or other penalties. A parent may also choose to become more involved with the development of this curriculum by becoming a member of the district's SHAC. (See the campus principal for details.)

Reciting a Portion of the Declaration of Independence in Grades 3–12

State law designates the week of September 17 as Celebrate Freedom Week and requires all social studies classes provide:

- Instruction concerning the intent, meaning, and importance of the Declaration of Independence and the U.S. Constitution, and
- A specific recitation from the Declaration of Independence for students in grades 3–12.

Per state law, a student may be excused from recitation of a portion of the Declaration of Independence if:

- A parent provides a written statement requesting that his or her child be excused,

Harleton High School Student Handbook

- The district determines that the student has a conscientious objection to the recitation, or
- A parent is a representative of a foreign government to whom the U.S. government extends diplomatic immunity.

[See policy EHBK(LEGAL) for more information.]

Reciting the Pledges to the U.S. and Texas Flags

A parent may request that his or her child be excused from participation in the daily recitation of the Pledge of Allegiance to the U.S. flag and the Pledge of Allegiance to the Texas flag. The request must be made in writing to the High School Campus Principal Crystal Brock.

State law, however, requires that all students participate in one minute of silence following recitation of the pledges.

[See **Pledges of Allegiance and a Minute of Silence** on page 85 and policy EC(LEGAL) for more information.]

Religious or Moral Beliefs

A parent may remove his or her child temporarily from the classroom if a scheduled instructional activity conflicts with the parent's religious or moral beliefs.

The removal may not be used to avoid a test and may not extend for an entire semester. Further, the student must satisfy grade-level and graduation requirements as determined by the school and by state law.

Tutoring or Test Preparation

A teacher may determine that a student needs additional targeted assistance for the student to achieve mastery in state-developed essential knowledge and skills based on:

- Informal observations,
- Evaluative data such as grades earned on assignments or tests, or
- Results from diagnostic assessments.

The high school will always attempt to provide tutoring and strategies for test-taking in ways that prevent removal from other instruction as much as possible.

In accordance with state law and policy EC, without parental permission, districts are prohibited from removing a student from a regularly scheduled class for remedial tutoring or test preparation for more than ten percent of the days the class is offered.

Under state law, students with grades below 70 for a reporting period are required to attend tutorial services—if the district offers these services.

[For questions about school-provided tutoring programs contact the student's teacher, and see policies EC and EHBC.]

Harleton High School Student Handbook

Right of Access to Student Records, Curriculum Materials, and District Records/Policies

Instructional Materials

A parent has the right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered.

A parent is also entitled to request that the school allow the student to take home instructional materials the student uses. The school may ask the student to return the materials at the beginning of the next school day.

A school must provide printed versions of electronic instructional materials to a student if the student does not have reliable access to technology at home.

Notices of Certain Student Misconduct to Noncustodial Parent

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her child's misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. [See the Student Code of Conduct and policy FO(LLEGAL) for more information.]

Participation in Federally Required, State-Mandated, and District Assessments

In accordance with the Every Student Succeeds Act (ESSA), a parent may request information regarding any federal, state, or district policy related to his or her child's participation in required assessments.

Student Records

Accessing Student Records

A parent may review his or her child's records. These records include:

- Attendance records,
- Test scores,
- Grades,
- Disciplinary records,
- Counseling records,
- Psychological records,
- Applications for admission,
- Health and immunization information,
- Other medical records,
- Teacher and school counselor evaluations,
- Reports of behavioral patterns,

Harleton High School Student Handbook

- Records relating to assistance provided for learning difficulties, including information collected regarding any intervention strategies used with the child, as the term “intervention strategy” is defined by law,
- State assessment instruments that have been administered to the child, and
- Teaching materials and tests used in the child’s classroom.

Authorized Inspection and Use of Student Records

The Family Educational Rights and Privacy Act (FERPA) affords parents and eligible students certain rights regarding student education records.

For purposes of student records, an “eligible” student is anyone age 18 or older or who attends a postsecondary educational institution. These rights, as discussed here and at **Objecting to the Release of Directory Information** on page 14, are the right to:

- Inspect and review student records within 45 days after the day the school receives a request for access;
- Request an amendment to a student record the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of FERPA;
- Provide written consent before the school discloses personally identifiable information from the student’s records, except to the extent that FERPA authorizes disclosure without consent; and
- File a complaint with the U.S. Department of Education concerning failures by the school to comply with FERPA requirements. The office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., S.W.
Washington, DC 20202

Both FERPA and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy.

Before disclosing personally identifiable information from a student’s records, the district must verify the identity of the person, including a parent or the student, requesting the information.

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

Inspection and release of student records is restricted to an eligible student or a student’s parent—whether married, separated, or divorced—unless the school receives a copy of a court order terminating parental rights or the right to access a student’s education records.

Federal law requires that control of the records goes to the student as soon as the student:

- Reaches the age of 18,
- Is emancipated by a court, or
- Enrolls in a postsecondary educational institution.

Harleton High School Student Handbook

However, the parent may continue to have access to the records if the student is a dependent for tax purposes and, under limited circumstances, when there is a threat to the health and safety of the student or other individuals.

FERPA permits the disclosure of personally identifiable information from a student's education records without written consent of the parent or eligible student:

- When school officials have what federal law refers to as a "legitimate educational interest" in a student's records.
 - Legitimate educational interest may include:
 - Working with the student;
 - Considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities;
 - Compiling statistical data;
 - Reviewing an educational record to fulfill the official's professional responsibility; or
 - Investigating or evaluating programs.
 - School officials may include:
 - Board members and employees, such as the superintendent, administrators, and principals;
 - Teachers, school counselors, diagnosticians, and support staff (including district health or medical staff);
 - A person or company with whom the district has contracted or allowed to provide a specific institutional service or function (such as an attorney, consultant, third-party vendor that offers online programs or software, auditor, medical consultant, therapist, school resource officer, or volunteer);
 - A person appointed to serve on a team to support the district's safe and supportive school program;
 - A parent or student serving on a school committee; or
 - A parent or student assisting a school official in the performance of his or her duties.

FERPA also permits the disclosure of personally identifiable information without written consent:

- To authorized representatives of various governmental agencies, including juvenile service providers, the U.S. Comptroller General's office, the U.S. Attorney General's office, the U.S. Secretary of Education, the Texas Education Agency, the U.S. Secretary of Agriculture's office, and Child Protective Services (CPS) caseworkers or, in certain cases, other child welfare representatives.
- To individuals or entities granted access in response to a subpoena or court order.
- To another school, district/system, or postsecondary educational institution to which a student seeks or intends to enroll or in which the student already is enrolled.

Harleton High School Student Handbook

- In connection with financial aid for which a student has applied or has received.
- To accrediting organizations to carry out accrediting functions.
- To organizations conducting studies for, or on behalf of, the school to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.
- To appropriate officials in connection with a health or safety emergency.
- When the district discloses directory information-designated details. [To prohibit this disclosure, see **Objecting to the Release of Directory Information** on page 14.]

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

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

A parent or eligible student who wants to inspect the student's records should submit a written request to the records custodian identifying the records he or she wants to inspect.

Records may be reviewed in person during regular school hours. The records custodian or designee will be available to explain the record and to answer questions.

A parent or eligible student who submits a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review the records.

The address of the superintendent's office is PO Box 510, Harleton TX 75651

The address of the principal's office is: PO Box 710, Harleton TX, 75651

A parent or eligible student may inspect the student's records and request a correction or amendment if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights.

A request to correct a student's record should be submitted to the appropriate records custodian. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If after the hearing the records are not amended, the parent or eligible student has 30 school days to place a statement in the student's record.

Although improperly recorded grades may be challenged, contesting a student's grade in a course or on an examination is handled through the complaint process found in policy FNG(LOCAL). A grade issued by a teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading guidelines. [See **Report Cards/Progress Reports and Conferences** on page 86, **Complaints and Concerns** on page 43, and **Finality of Grades** at policy FNG(LEGAL).]

The district's student records policy is found at policy FL(LEGAL) and (LOCAL) and is available at the principal's or superintendent's office.

Harleton High School Student Handbook

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

Teacher and Staff Professional Qualifications

A parent may request information regarding the professional qualifications of his or her child's teachers, including whether the teacher:

- Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction,
- Has an emergency permit or other provisional status for which state requirements have been waived, and
- Is currently teaching in the field of discipline of his or her certification.

The parent also has the right to request information about the qualifications of any paraprofessional who may provide services to the child.

A Student with Exceptionalities or Special Circumstances

Children of Military Families

The Interstate Compact on Educational Opportunities for Military Children entitles children of military families to flexibility regarding certain district and state requirements, including:

- Immunization requirements;
- Grade level, course, or educational program placement;
- Eligibility requirements for participation in extracurricular activities;
- Enrollment in the Texas Virtual School Network (TXVSN); and
- Graduation requirements.

The district will excuse absences related to a student visiting a parent, including a stepparent or legal guardian, who is:

- Called to active duty,
- On leave, or
- Returning from a deployment of at least four months.

The district will permit **no more than five** excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent's return from deployment.

Additional information may be found at [Military Family Resources at the Texas Education Agency](#).

Harleton High School Student Handbook

Parental Role in Certain Classroom and School Assignments

Multiple-Birth Siblings

State law permits a parent of multiple-birth siblings (e.g., twins, triplets) assigned to the same grade and campus to request in writing that the children be placed in either the same classroom or separate classrooms.

Written requests must be submitted by the 14th day after the students' enrollment. [See policy FDB(LEGAL) for more information.]

Safety Transfers/Assignments

The board or its designee will honor a parent's request to transfer his or her child to another classroom or campus if the district has determined that the child has been a victim of bullying, including cyberbullying, as defined by Education Code 37.0832.

The board may transfer a student who has engaged in bullying to another classroom or campus.

Transportation is not provided for a transfer to another campus. See the Harleton High School Principal for more information.

[See **Bullying** on page 34, and policies FDB and FFI for more information.]

The district will honor a parent's request for the transfer of his or her child to a safe public school in the district if the child attends a school identified by the Texas Education Agency as persistently dangerous or if the child has been a victim of a violent criminal offense while at school or on school grounds.

[See policy FDE for more information.]

The board will honor a parent's request for the transfer of his or her child to a neighboring district if the child has been the victim of sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for the assault. In accordance with policy FDE, if the victim does not wish to transfer, the board will transfer the assailant.

Student Use of a Service/Assistance Animal

A parent of a student who uses a service/assistance animal because of the student's disability must submit a written request to the principal before bringing the service/assistance animal on campus. The district will try to accommodate a request as soon as possible but will do so within ten district business days.

A Student in the Conservatorship of the State (Foster Care)

A student in the conservatorship (custody) of the state who enrolls in the district after the beginning of the school year will be allowed credit-by-examination opportunities at any point during the year.

The district will grant partial course credit by semester when the student only passes one semester of a two-semester course

A student in the conservatorship of the state who is moved outside the district's or school's attendance boundaries—or who is initially placed in the conservatorship of the state and moved outside the district's or school's boundaries—is entitled to remain at the school the student was

Harleton High School Student Handbook

attending prior to the placement or move until the student reaches the highest grade level at that particular school.

If a student in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, the student can request a diploma from the previous district if the student meets its graduation criteria.

For a student in the conservatorship of the state who is eligible for a tuition and fee exemption under state law and likely to be in care on the day preceding the student's 18th birthday, the district will:

- Assist the student with the completion of applications for admission or financial aid;
- Arrange and accompany the student on campus visits;
- Assist in researching and applying for private or institution-sponsored scholarships;
- Identify whether the student is a candidate for appointment to a military academy;
- Assist the student in registering and preparing for college entrance examinations, including (subject to the availability of funds) arranging for the payment of examination fees by the Texas Department of Family and Protective Services (DFPS); and
- Coordinate contact between the student and a liaison officer for students formerly in the conservatorship of the state.

[See **Credit by Examination for Advancement/Acceleration** on page 50, **Course Credit** on page 50, and **A Student in Foster Care** on page 93.]

A Student Who Is Homeless

Children who are homeless will be provided flexibility regarding certain district provisions, including:

- Proof of residency requirements;
- Immunization requirements;
- Educational program placement (if the student is unable to provide previous academic records or misses an application deadline during a period of homelessness);
- Credit-by-examination opportunities at any point during the year (if the student enrolled in the district after the beginning of the school year), per State Board of Education (SBOE) rules;
- Awarding partial credit when a student passes only one semester of a two-semester course;
- Eligibility requirements for participation in extracurricular activities; and
- Graduation requirements.

Federal law allows a student who is homeless to remain enrolled in the "school of origin" or to enroll in a new school in the attendance area where the student is currently residing.

If a student who is homeless in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, state law allows the student to request a

Harleton High School Student Handbook

diploma from the previous district if the student meets the criteria to graduate from the previous district.

A student or parent who is dissatisfied by the district's eligibility, school selection, or enrollment decision may appeal through policy FNG(LOCAL). The district will expedite local timelines, when possible, for prompt dispute resolution.

[See **Credit by Examination for Advancement/Acceleration** on page 50, **Course Credit** on page 50, and **Students who are Homeless** on page 93.]

A Student Who Has Learning Difficulties or Who Needs Special Education or Section 504 Services

For those students who are having difficulty in the regular classroom, all school districts must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individuals listed below to learn about the school's overall general education referral or screening system for support services.

This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine whether the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals

If a parent makes a **written request** for an initial evaluation for special education services to the director of special education services or to a district administrative employee of the school district, the district must respond no later than **15 school days** after receiving the request. At that time, the district must give the parent prior written notice of whether it agrees or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the district agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Note: A request for a special education evaluation may be made verbally; it does not need to be made in writing. Districts must still comply with all federal prior-written notices and procedural safeguard requirements as well as the requirements for identifying, locating, and evaluating children who are suspected of having a disability and in need of special education. However, a verbal request does not require the district to respond within the 15 school-day timeline.

If the district decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an **exception** to the 45-school-day timeline. If the district receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more

Harleton High School Student Handbook

days during the evaluation period, the June 30 due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the school district in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

Contact Person for Special Education Referrals

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is Crystal Brock at 903-777-2711

Section 504 Referrals

Each school district must have standards and procedures in place for the evaluation and placement of students in the district's Section 504 program. Districts must also implement a system of procedural safeguards that includes:

- Notice,
- An opportunity for a parent or guardian to examine relevant records,
- An impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and
- A review procedure.

Contact Person for Section 504 Referrals

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is Adam Chandler at 903-777-2711

[See **A Student with Physical or Mental Impairments Protected under Section 504** on page 28.]

Visit these websites for information regarding students with disabilities and the family:

- [Legal Framework for the Child-Centered Special Education Process](#)
- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)

Notification to Parents of Intervention Strategies for Learning Difficulties Provided to Students in General Education

In accordance with state law, the district will annually notify parents if their child receives assistance for learning difficulties. Details of such assistance can include intervention strategies. This notice is not intended for those students already enrolled in a special education program.

Harleton High School Student Handbook

A Student Who Receives Special Education Services with Other School-Aged Children in the Home

If a student is receiving special education services at a campus outside his or her attendance zone, state law permits the parent or guardian to request that other students residing in the household be transferred to the same campus—if the grade level for the transferring student is offered on that campus.

The student receiving special education services would be entitled to transportation; however, the district is not required to provide transportation to other children in the household.

The parent or guardian should contact the school principal regarding transportation needs prior to requesting a transfer for other children in the home. [See policy FDB(LOCAL) for more information.]

A Student Who Speaks a Primary Language Other than English

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English.

If the student qualifies for these services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

[See **English Learners** on page 60 and **Special Programs** on page 92 .]

A Student with Physical or Mental Impairments Protected under Section 504

A student with a physical or mental impairment that substantially limits a major life activity, as defined by law—and who does not otherwise qualify for special education services—may qualify for protections under Section 504 of the Rehabilitation Act.

Section 504 is a federal law designed to prohibit discrimination against individuals with disabilities.

When an evaluation is requested, a committee will be formed to determine whether the student needs services and supports under Section 504 in order to receive a free appropriate public education (FAPE), as defined in federal law.

[See **A Student Who Has Learning Difficulties or Who Needs Special Education or Section 504 Services** on page 26 and policy FB for more information.]

Harleton High School Student Handbook

Section Two: Other Important Information for Parents and Students

This section contains important information on academics, school activities, and school operations and requirements.

It is organized alphabetically to serve as a quick-reference guide. Where applicable, the topics are further organized by grade level.

Parents and children should take a moment together to become familiar with the issues addressed in this section. For guidance on a particular topic, please contact *Kathrine Bates* at 903-777-2711

Absences/Attendance

Regular school attendance is essential. Absences from class may result in serious disruption of a student's education. The student and parent should avoid unnecessary absences.

Two important state laws—one dealing with compulsory attendance and the other with how attendance affects the award of a student's final grade or course credit—are discussed below.

Compulsory Attendance

Prekindergarten and Kindergarten

Students enrolled in kindergarten are required to attend school and are subject to the compulsory attendance requirements as long as they remain enrolled.

Ages 6–18

State law requires that a student who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached their 19th birthday, shall attend school, as well as any applicable accelerated instruction program, extended-year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

State law requires a student in kindergarten–grade 2 to attend any assigned accelerated reading instruction program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program based on a diagnostic reading instrument.

A student will be required to attend any assigned accelerated instruction program before or after school or during the summer if the student does not meet the passing standards on the state assessment for his or her grade level and/or applicable subject area.

Age 19 and Older

A student who voluntarily attends or enrolls after his or her 19th birthday is required to attend each school day until the end of the school year. If the student incurs more than five unexcused absences in a semester, the district may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing. [See policy FEA for more information.]

Exemptions to Compulsory Attendance

All Grade Levels

State law allows exemptions to the compulsory attendance requirements for the following activities and events, as long as the student makes up all work:

Harleton High School Student Handbook

- Religious holy days;
- Required court appearances;
- Activities related to obtaining U.S. citizenship;
- Documented health-care appointments for the student or a child of the student, including absences related to autism services, if the student returns to school on the same day of the appointment and brings a note from the health-care provider;
- For students in the conservatorship of the state,
 - An activity required under a court-ordered service plan; or
 - Any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

For children of military families, absences of up to five days will be excused for a student to visit a parent, stepparent, or legal guardian going to, on leave from, or returning from certain deployments.

Secondary Grade Levels

The district will allow junior and senior students to be absent for up to two days per year to visit a college or university, provided this has been;

- Authorized by the board under policy FEA(LOCAL) and the student receives approval from the campus principal,
- Follows campus procedures to verify the visit, and
- Makes up any work missed.

The district will allow a student 17 years old or older to be absent for up to four days during the period the student is enrolled in high school to pursue enlistment in the U.S. armed services or Texas National Guard, provided the student verifies these activities to the district.

The district will allow a student to be absent for up to two days per school year to serve as:

- An early voting clerk, provided the district's board has authorized this in policy FEA(LOCAL), the student notifies his or her teachers, and the student receives approval from the principal prior to the absences; or
- An election clerk, if the student makes up any work missed.

The district will allow a student in grades 6–12 to be absent for the purpose of sounding "Taps" at a military honors funeral for a deceased veteran.

Failure to Comply with Compulsory Attendance

All Grade Levels

School employees must investigate and report violations of the compulsory attendance law.

A student absent without permission from school, any class, any required special program, or any required tutorial will be considered in violation of the compulsory attendance law and subject to disciplinary action.

Harleton High School Student Handbook

Students with Disabilities

If a student with a disability is experiencing attendance issues, the student's ARD or Section 504 committee will determine whether the attendance issues warrant an evaluation, a reevaluation, and/or modifications to the student's individualized education program or Section 504 plan, as appropriate.

Ages 6–18

When a student ages 6–18 incurs three or more unexcused absences within a four-week period, the law requires the school to send notice to the parent.

The notice will:

- Remind the parent of his or her duty to monitor the student's attendance and require the student to attend school;
- Request a conference between school administrators and the parent; and
- Inform the parent that the district will initiate truancy prevention measures, including a behavior improvement plan, school-based community service, referrals to counseling or other social services, or other appropriate measures.

The truancy prevention facilitator for Harleton High School is Adam Chandler. For any questions about student absences, parents should contact the facilitator at 903-777-2711.

A court of law may impose penalties against the parent if a school-aged student is deliberately not attending school. The district may file a complaint against the parent if the student incurs ten or more unexcused absences within a six-month period in the same school year.

If a student age 12–18 incurs ten or more unexcused absences within a six-month period in the same school year, the district, in most circumstances, will refer the student to truancy court.

[See policies FEA(LEGAL) and FED(LEGAL) for more information.]

Age 19 and Older

After a student age 19 or older incurs a third unexcused absence, the district is required by law to send the student a letter explaining that the district may revoke the student's enrollment for the remainder of the school year if the student has more than five unexcused absences in a semester. As an alternative to revoking a student's enrollment, the district may implement a behavior improvement plan.

Attendance for Credit or Final Grade (High School)

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

If a student attends fewer than 75 percent of the class days or does not complete the principal-approved plan, then the attendance review committee will determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade. [See policy FEC for more information.]

Harleton High School Student Handbook

All absences, excused or unexcused, may be held against a student's attendance requirement. To determine whether there were extenuating circumstances for any absences, the attendance committee will use the following guidelines:

- If makeup work is completed, absences listed under **Exemptions to Compulsory Attendance** on page 29 will be considered extenuating circumstances.
- A transfer or migrant student incurs absences only after he or she has enrolled in the district.
- Absences incurred due to the student's participation in board-approved extracurricular activities will be considered by the attendance committee as extenuating circumstances if the student makes up the work missed in each class.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences
- The committee will consider whether the student or student's parent had any control over the absences.
- 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 discuss ways to earn or regain credit or a final grade.

The student or parent may appeal the committee's decision to the board by following policy FNG(LOCAL).

Official Attendance-Taking Time (High School)

The district will take official attendance every day at 9:00 a.m.

A student absent for any portion of the day, should follow the procedures below to provide documentation of the absence.

Documentation after an Absence (High School)

A parent must provide an explanation for any absence upon the student's arrival or return to school. The student must submit a note signed by the parent. The campus may accept a phone call from the parent but reserves the right to require a written note.

A note signed by the student will not be accepted unless the student is age 18 or older or is an emancipated minor under state law.

The campus will document in its attendance records whether the absence is excused or unexcused.

Note: The district is not required to excuse any absence, even if the parent provides a note explaining the absence, unless the absence is an exemption under compulsory attendance laws.

Doctor's Note after an Absence for Illness (High School)

Upon returning to school, a student absent for more than 5 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or

Harleton High School Student Handbook

condition that caused the absence. Otherwise, the absence may be considered unexcused and in violation of compulsory attendance laws.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the absence to determine whether an absence will be excused or unexcused.

[See policy FEC(LOCAL) for more information.]

Driver License Attendance Verification (Secondary Grade Levels Only)

A currently enrolled student seeking a driver's license shall submit the Texas Department of Public Safety Verification of Enrollment and Attendance Form (VOE), signed by the parent, to the campus central office at least 10 days before it is needed. The district will issue a VOE only if the student meets class credit or attendance requirements. The VOE form is available at: <https://www.tdlr.texas.gov/driver/forms/VOE.pdf>.

Further information may be found on the Texas Department of Public Safety website: <https://www.dps.texas.gov/driverlicense/teedriver.htm>.

Accountability under State and Federal Law (All Grade Levels)

Harleton ISD and each of its campuses are held to certain standards of accountability under state and federal law. A key component of accountability is the dissemination and publication of certain reports and information, including:

- The Texas Academic Performance Report (TAPR) for the district, compiled by the Texas Education Agency (TEA), based on academic factors and ratings;
- A School Report Card (SRC) for each campus in the district, compiled by TEA;
- The district's financial management report, which includes the financial accountability rating assigned to the district by TEA; and
- Information compiled by TEA for the submission of a federal report card that is required by federal law.

Accountability information can be found on the district's website at www.Harletonisd.net. Hard copies of any reports are available upon request to the district's administration office.

TEA maintains additional accountability and accreditation information at [TEA Performance Reporting Division](#) and the [TEA homepage](#).

Armed Services Vocational Aptitude Battery Test (Grades 10–12)

A student in grades 10–12 will be offered an opportunity to take the Armed Services Vocational Aptitude Battery test and consult with a military recruiter.

The test shall be offered during the Fall semester on the high school campus.

Contact the Assistant Principal of Student Services for information about this opportunity.

Awards and Honors (High School)

Harleton High School believes in and is committed to celebrating the success and achievements of our students. For more information concerning awards, contact the high school office.

Harleton High School Student Handbook

Bullying (High School)

Bullying is defined in state law as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- Infringes on the rights of the victim at school.

Bullying includes cyberbullying. Cyberbullying is defined in state law as bullying that is done through the use of any electronic communication device, including through the use of:

- A cellular or other type of telephone
- A computer
- A camera
- Electronic mail
- Instant messaging
- Text messaging
- A social media application
- An internet website
- Any other internet-based communication tool.

Bullying is prohibited by the district and could include:

- Hazing
- Threats
- Taunting
- Teasing
- Confinement
- Assault
- Demands for money
- Destruction of property
- Theft of valued possessions

Harleton High School Student Handbook

- Name-calling
- Rumor-spreading
- Ostracism.

If a student believes that he or she has experienced bullying or witnesses the bullying of another student, the student or parent should notify a teacher, school counselor, principal, or another district employee as soon as possible. Procedures for reporting allegations of bullying may be found on the district's website.

A student may anonymously report an alleged incident of bullying by accessing the Crisis Go Anonymous Alerts link, on the school Harleton High School website.

The administration will investigate any allegations of bullying and related misconduct. The district will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying.

If an investigation determines that bullying occurred, the administration will take appropriate disciplinary action and may, in certain circumstances, notify law enforcement. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying.

Available counseling options will be provided to the affected individuals, including any student who witnessed the bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

Upon recommendation of the administration, the board may transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the student may also be transferred to another campus in the district.

The parent of a student who has been determined to be a victim of bullying may request that the student be transferred to another classroom or campus within the district. [See **Safety Transfers/Assignments** on page 24.]

A copy of the district's bullying policy is available in the principal's office, superintendent's office, and on the district's website, and is included at the end of this handbook as an appendix.

A student or parent who is dissatisfied with the outcome of an investigation may appeal through policy FNG(LOCAL).

[See **Safety Transfers/Assignments** on page 24, **Dating Violence, Discrimination, Harassment, and Retaliation** on page 51, **Hazing** on page 71, policy FFI, the district's Student Code of Conduct, and the district improvement plan, a copy of which can be viewed in the campus office.

Career and Technical Education (CTE) Programs (Secondary Grade Levels Only)

The district offers career and technical education programs in the following areas:

Agricultural Science, Audio Visual, Business, Health Sciences, Printing & Imaging, and Engineering. Admission to these programs is based on student interest and availability.

Harleton High School Student Handbook

District policy prohibits discrimination on the basis of race, color, national origin, sex, or handicap in its vocational programs, services, and activities, as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973 as amended.

District policy also prohibits discrimination on the basis of race, color, national origin, sex, or handicap in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

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

[See **Nondiscrimination Statement** on page 82 for the name and contact information for the Title IX coordinator and ADA/Section 504 coordinator, who will address certain allegations of discrimination.]

Celebrations (High School)

Although a parent or grandparent may provide food to share for a school-designated function or for a student's birthday, please be aware that children in the school may have severe allergies to certain food products. Therefore, it is imperative to discuss any classroom allergies with the teacher before bringing food to share.

Occasionally, the school or a class may host functions or celebrations tied to the curriculum that involve food. The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers to provide food.

[See **Food Allergies** on page 76.]

Child Sexual Abuse, Trafficking, and Other Maltreatment of Children (High School)

The district has established a plan for addressing child sexual abuse, trafficking, and other maltreatment of children, which may be accessed at www.Harletonisd.net or upon request in the High School Office. Trafficking includes both sex and labor trafficking.

Warning Signs of Sexual Abuse

Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child.

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, to report the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

A child who has been or is being sexually abused may exhibit physical, behavioral, or emotional warning signs, including:

- Difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches;

Harleton High School Student Handbook

- Verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior; or
- Withdrawal, depression, sleeping and eating disorders, and problems in school.

Be aware that children and adolescents who have experienced dating violence may show similar physical, behavioral, and emotional warning signs. [See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 51.]

Warning Signs of Trafficking

Child trafficking of any sort is prohibited by the Penal Code. Sex trafficking involves forcing a person, including a child, into sexual abuse, assault, indecency, prostitution, or pornography. Labor trafficking involves forcing a person, including a child, to engage in forced labor or services.

Traffickers are often trusted members of a child's community, such as friends, romantic partners, family members, mentors, and coaches, although traffickers frequently make contact with victims online.

Possible warning signs of sexual trafficking in children include:

- Changes in school attendance, habits, friend groups, vocabulary, demeanor, and attitude;
- Sudden appearance of expensive items (for example, manicures, designer clothes, purses, technology);
- Tattoos or branding;
- Refillable gift cards;
- Frequent runaway episodes;
- Multiple phones or social media accounts;
- Provocative pictures posted online or stored on the phone;
- Unexplained injuries;
- Isolation from family, friends, and community; and
- Older boyfriends or girlfriends.

Additional warning signs of labor trafficking in children include:

- Being unpaid, paid very little, or paid only through tips;
- Being employed but not having a school-authorized work permit;
- Being employed and having a work permit but clearly working outside the permitted hours for students;
- Owing a large debt and being unable to pay it off;
- Not being allowed breaks at work or being subjected to excessively long work hours;
- Being overly concerned with pleasing an employer and/or deferring personal or educational decisions to a boss;

Harleton High School Student Handbook

- Not being in control of his or her own money;
- Living with an employer or having an employer listed as a student's caregiver; and
- A desire to quit a job but not being allowed to do so.

Reporting and Responding to Sexual Abuse, Trafficking, and Other Maltreatment of Children

Anyone who suspects that a child has been or may be abused, trafficked, or neglected has a legal responsibility, under state law, to report the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

A child who has experienced sexual abuse or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Children may be more reluctant to disclose sexual abuse than physical abuse and neglect and may only disclose sexual abuse indirectly. As a parent or trusted adult, it is important to be calm and comforting if your child or another child confides in you. Reassure the child that he or she did the right thing by telling you.

If your child is a victim of sexual abuse, trafficking, or other maltreatment, the school counselor or principal will provide information on counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (DFPS) also manages early intervention counseling programs.

To find out what services may be available in your county, see [Texas Department of Family and Protective Services, Programs Available in Your County](#).

Reports of abuse, trafficking, or neglect may be made to the CPS division of the DFPS at 1-800-252-5400 or on the web at [Texas Abuse Hotline Website](#).

Further Resources on Sexual Abuse, Trafficking, and Other Maltreatment of Children

The following websites might help you become more aware of child abuse and neglect, sexual abuse, trafficking, and other maltreatment of children:

- [Child Welfare Information Gateway Factsheet](#)
- [KidsHealth, For Parents, Child Abuse](#)
- [Office of the Texas Governor's Child Sex Trafficking Team](#)
- [Human Trafficking of School-aged Children](#)
- [Child Sexual Abuse: A Parental Guide from the Texas Association Against Sexual Assault](#)
- [National Center of Safe Supportive Learning Environments: Child Labor Trafficking](#)

Class Rank/Highest-Ranking Student (Secondary Grade Levels Only)

- Courses that are **included** in the class rank calculations; The district shall include the calculation of class rank semester grades earned in all courses receiving high school credit regardless of when the credit was earned, except as excluded in this policy.
- Courses that are **excluded** in the class rank calculations; The calculation of class rank shall exclude grades earned in fine arts, physical education, a course substituted for physical

Harleton High School Student Handbook

education, or a local course. Local courses that are considered honors will count towards GPA beginning with the 2016-2017 school year. [See policy EIC for more information.]

End of Course Assessment Scores

The district shall not include scores from end-of-course (EOC) assessments in calculations for class rank.

Weighted Grade System

The district shall categorize and weight courses as Advanced / Honors and regular, in accordance with provisions in this policy.

Categories: Advanced / Honors System

High School courses in the subject of English, foreign language, mathematics, science, and social studies shall be eligible to be categorized as Advanced / Honors courses. High school courses locally designated as Advanced / Honors shall be listed in the student handbook and shall be weighted as Advanced / Honors courses. All dual credit courses shall be categorized and weighted as Advanced / Honors courses. Beginning with the 2019 Freshman class, dual credit courses will be weighted 5 points higher than campus honors or advanced courses.

Regular Courses

All other eligible courses shall be categorized and weighted as regular courses.

Weighted Numerical Average

The district shall assign weights to semester grades and shall calculate a weighted numerical grade average in accordance with the following scale:

Students enrolled in the 10th, 11th, or 12th grade during the 2019-2020 school year, will have transcripts weighted using the current scale listed below:

Category	Weight
Dual Credit / Honors Core Classes	Plus 10 points
Advanced / Honors Non-Core Classes	Plus 5 Points
Regular	Plus 0 Points

The following weight system was implemented, beginning with the freshman class of 2019-2020.

Category	Weight
Dual Credit	Plus 10 points
Advanced / Honors Classes	Plus 5 Points
Regular	Plus 0 Points

2019-2020 Advanced/Honors Courses

- Honors English I, II, III
- Honors Biology, Honors Chemistry, Honors Physics, and Anatomy & Physiology
- Honors U.S. History, Honors World Geography, Honors World History, Honors Government, and Honors Economics.
- Honors Algebra I, Honors Geometry, Honors Algebra II, Pre-Calculus, and Statistics

Harleton High School Student Handbook

- Honors Spanish I and II
- Engineering Design & Development and Engineering Design & Problem Solving
- Dual Credit Courses

The district shall record un-weighted numerical grades on student transcripts.

Dual Credit Grades

Dual credit courses are weighted 10 points. Beginning with the 2017-2018 school year, number grades will be reported exactly as they are received from partnering colleges / Universities. If a number grade is not given by the college / Universities, and only a letter grade is reported, the grading scale HHS will use is:

A = 95 B = 85 C = 75 D = 70 F = 50

Transferred grades

When a student transfers grades for properly documented courses, the district shall assign weight to those grades based on the categories and grade weight system used by the district for an equivalent number of weighted courses offered to the same class of students in the district. The district shall apply Advanced / Honors weight to the applicable number of eligible courses with the highest grades.

Local Graduation Honors

For the purpose of determining honors to be conferred during graduation activities, the district shall calculate class rank at the end of the fifth six-week period of the senior year. The average of the fourth and fifth six-week grades shall be used as the semester grade for the purpose.

University Senior Ranking

For the purpose of determining honors to be conferred during graduation activities, the district shall calculate class ranking as required by state law and shall use the title "University Senior Class Ranking" for the rankings resulting from this calculation. The district's eligibility criteria for local graduation honors shall apply only for local recognitions and shall not restrict class ranking for the purpose of automatic admission under state law. See EIC (Legal)

Harleton Senior Class Ranking

For the purpose of graduation honors only, the district shall make a separate calculation of class rank titles "Harleton Senior Class Ranking" – including only those students who are completing graduation requirements in exactly eight full semesters.

Valedictorian and Salutatorian

The valedictorian and salutatorian shall be the eligible students with the highest and second highest ranking, respectively. To be eligible for such recognition, a student must:

1. Have been continuously enrolled in the district high school for the four semesters immediately preceding graduation.
2. Have completed the Recommended or the Advanced / Distinguished Achievement Program or completed all requirements for an endorsement under the foundation plan; and be graduating in exactly eight semesters of enrollment in high school.

Harleton High School Student Handbook

Breaking Ties

In case of a tie in weighted numerical grade averages after calculation, the district shall recognize all students involved in the tie as sharing the honor and title.

Honor Graduates

The District shall recognize as an honor graduate each student who:

1. Has earned a cumulative weighted numerical grade average of 90 or higher and;
2. Has not committed during his or her enrollment in high school, a major violation of the Student Code of Conduct resulting in suspension, placement in DAEP, or expulsion.
 - HISD will award the highest-ranking graduate scholarship to the district-declared valedictorian. Early graduates will not be eligible based on the requirements for district-declared valedictorian.

Class Schedules (Secondary Grade Levels Only)

All students are expected to attend school for the entire school day (All scheduled courses) and maintain a full class schedule. Exceptions may be made occasionally by the campus principal for students in grades 9–12 who meet specific criteria and receive parental consent to enroll in less than a full-day schedule (early dismissal or late arrival).

[See **Schedule Changes** on page 88 for information related to student requests to revise their course schedule.]

College and University Admissions and Financial Aid (All Grade Levels)

For two school years following graduation, a district student who graduates as valedictorian or in the top ten percent of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student:

- Completes the distinguished level of achievement under the foundation graduation program (a student must graduate with at least one endorsement and must have taken Algebra II as one of the four required math courses); or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

The student is ultimately responsible for meeting the admission requirements of the university or college, including timely submission of a completed application.

Should a college or university adopt an admissions policy that automatically accepts the top 25 percent of a graduating class, the provisions above will also apply to a student ranked in the top 25 percent of his or her class.

The University of Texas at Austin may limit the number of automatically admitted students to 75 percent of the University's enrollment capacity for incoming resident freshmen. During the summer and fall 2020 terms and spring 2021 term, the University will admit the top six percent of a high school's graduating class who meet the above requirements. Additional applicants will be considered by the University of through a holistic review process.

As required by law, the district will provide written notice concerning automatic college admission, the curriculum requirements for financial aid, and the benefits of completing the requirements for automatic admission and financial aid. Parents and students will be asked to sign an acknowledgment that they received this information.

Harleton High School Student Handbook

Students and parents should contact the school counselor for further information about automatic admissions, the application process, and deadlines.

[See **Class Rank/Highest-Ranking Student** on page 4038 for information specifically related to how the district calculates a student's rank in class, and requirements for **Graduation** on page 65 for information associated with the foundation graduation program.]

[See **Students in the Conservatorship of the State (Foster Care)** on page 24 for information on assistance in transitioning to higher education for students in foster care.]

College Credit Courses (Secondary Grade Levels Only)

Students in grades 9–12 may earn college credit through the following opportunities:

- Certain courses taught at the high school campus, which may include courses termed dual credit, Advanced Placement (AP), International Baccalaureate (IB), or college preparatory;
- Enrollment in AP or dual credit courses through the Texas Virtual School Network (TXVSN);
- Enrollment in courses taught in conjunction and in partnership with Panola, Kilgore, or other approved colleges, which may be offered on or off campus;
- Enrollment in courses taught at other colleges or universities; and
- Certain Career and Technical Education (CTE) courses.

All these methods have eligibility requirements and must be approved prior to enrollment in the course. Please see the school counselor for more information. Depending on the student's grade level and the course, a state-mandated end-of-course assessment may be required for graduation.

Not all colleges and universities accept credit earned in all dual credit or AP courses taken in high school for college credit. Students and parents should check with the prospective college or university to determine if a particular course will count toward the student's desired degree plan.

Communications—Automated (All Grade Levels)

Emergency

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. An emergency situation may include early dismissal, delayed opening, or restricted access to the campus due to severe weather, another emergency, or a security threat. It is crucial to notify your child's school when a phone number changes.

[See **Safety** on page 86 for information regarding contact with parents during an emergency situation.]

Nonemergency

Your child's school will request that you provide contact information for the school to send information specific to your child, your child's school, or the district. If you provide a phone number for this purpose, please notify the school's administration office immediately if your number changes.

Harleton High School Student Handbook

The district or school may generate automated or pre-recorded messages, text messages, or real-time phone or email communications that are closely related to the school's mission, so prompt notification of any change in contact information will be crucial.

Standard messaging rates of your wireless phone carrier may apply.

If you have specific requests or needs related to how the district contacts you, please contact your child's principal. [See **Safety** on page 86 for information regarding contact with parents during an emergency.]

Complaints and Concerns (All Grade Levels)

Usually student or parent complaints or concerns can be addressed informally by a phone call or a conference with the teacher or principal.

For those complaints and concerns that cannot be resolved informally, the board has adopted a Student and Parent Complaints/Grievances policy FNG(LOCAL). This policy can be viewed in the district's policy manual, available online at www.Harletonisd.net. The complaint forms can be accessed *online* at www.Harletonisd.net or at the principal's or superintendent's office.

- To file a formal complaint a parent or student should complete and submit the complaint form.
- In general, the written complaint form should be completed and submitted to the campus principal in a timely manner.
- If the concern is not resolved, a parent or student may request a conference with the superintendent.
- If the concern is still unresolved, the district provides a process for parents and students to appeal to the board of trustees.

Conduct (All Grade Levels)

Applicability of School Rules

The board has adopted a Student Code of Conduct that defines standards of acceptable behavior—both on and off campus, as well as on district vehicles—and outlines consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

During summer instruction, the Student Handbook and Student Code of Conduct in place for the school year immediately preceding the summer period shall apply, unless the district amends either or both documents for the purposes of summer instruction.

Campus Behavior Coordinator

Each campus has a campus behavior coordinator to apply discipline management techniques and administer consequences for certain student misconduct, as well as provide a point of contact for student misconduct. The contact information for each campus behavior coordinator is available on the district's website at www.Harletonisd.net and is listed below:

Adam Chandler Assistant Principal of Student Services

Phone: 903-777-2711

Harleton High School Student Handbook

Email: ChandlerAdam@Harletonisd.net

Deliveries

Except in emergencies, delivery of messages or packages to students will not be allowed during instructional time. A parent may leave a message or a package, such as a forgotten lunch, for the student to pick up from the front office during a passing period or lunch.

Disruption of School Operations

Disruption of school operations is not tolerated and may constitute a misdemeanor offense. As identified by state law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.

Disruption of classes or other school activities while on or within 500 feet of district property includes:

- Making loud noises;
- Trying to entice a student away from, or to prevent a student from attending, a required class or activity; and
- Entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.

Interference with the transportation of students in vehicles owned or operated by the district is also considered a disruption.

Harleton High School Student Handbook

HARLETON HIGH SCHOOL DISCIPLINE MANAGEMENT PLAN

Continued failure to adhere to this policy can result in the rapid escalation of any offense

Examples of Level I offenses include, but are not limited to the following:

1. Sleeping in class
2. Not participating in class
3. Minor class disruption
4. Minor disrespect
5. Failure to attend assigned detention
6. Hall or cafeteria disturbance
7. Profanity (Expletive language may result in level two offense)
8. Public display of affection
9. Verbal altercation
10. Tardy

Examples of Level II offenses include, but are not limited to the following:

1. Destruction of property
2. Significant or blatant disrespect towards any school employee
3. Skipping class
4. Leaving campus without permission
5. Possession of prohibited items.
6. Computer /Internet violations
7. Theft (Under \$50.00)
8. Videoing Physical Altercations
9. Bullying or intimidation
10. Extreme Class Disruptions

Examples of Level III offenses include, but are not limited to the following:

1. Assault
2. Conduct relating to false alarm or report (including bomb threat) or a terroristic threat involving a public school
3. Possession, selling, giving, or delivering alcohol or a controlled substance
4. Possession of a weapon
5. Engaging in verbal or written exchange that threatens the safety of a school employee or any other member of the school community
6. Vandalism or criminal mischief
7. Inappropriate exposure of body parts or public lewdness
8. Hazing, harassment or threatening behavior
9. Use or possession of a "Vaping Device" containing an illegal substance (IE marijuana concentrates)
10. Retaliation or targeting of any school employee through violence, vandalism, theft, criminal mischief, or social media content.

Harleton High School Student Handbook

	Level One	Level Two	Level Three
Step One	Teacher/Staff Action: Parent notification documented in Skyward	Referral to Assistant Principal of Student Services: Counsel with student, parent notification & 1 day of ISS. Students may attend practices but shall not participate in any extracurricular competition or event while serving ISS or DAEP assignments.	Conference with Assistant Principal of Student Services, Principal, Student, & Parent/Guardian and Alternative placement (DAEP), suspension, or expulsion will be assigned. When needed, local authorities will be called to take legal action.
Step Two	Teacher/Staff Action: Teacher enforced repercussion such as: Break Detention and / or Alternative Assignment documented in Skyward	Referral to Assistant Principal of Student Services: Parent notification & 2 days ISS	ISS / DETENTION EXPECTATIONS
Step Three	Referral to Assistant Principal of Student Services: Counsel with student, parent notification, Assign 1 day of Academic detention	Referral to Assistant Principal of Student Services: Parent Conference & 3 days ISS	*Students are required to bring assignments to detention and complete school work during this time. If the student does not have work, work will be given.
Step Four	Referral to Assistant Principal of Student Services: Assign 1 O.S.D. detention	Referral to Assistant Principal of Student Services: 4 days ISS	*No cell phones in detention. *No sleeping in detention.
Step Five	Referral to Assistant Principal of Student Services: 2 O.S.D. detention	Referral to Assistant Principal of Student Services: Parent notification & 5 days ISS	* ISS / Detention times ISS = 8 am to 3:40 pm OSD = (7 to 7:55) (3:45 to 4:40)
Step Six	Referral to Assistant Principal of Student Services: Parent conference Assign 1 week of Lunch detention 1 Saturday school	Conference with Assistant Principal of Student Services, Principal, Student, & Parent/Guardian and Alternative Placement (DAEP) – minimum 30 days	Students who are assigned ISS will adequately complete all assignments before returning to their regular schedule (determined by ISS monitor).
Failure to complete assigned step, will result in moving to the next step.*	*After Step Six , additional Level One offenses will attach to current Step 1-6 (as needed) under the Level II heading.	*If behavior banned by the student code of conduct continues in DAEP, the placement can be extended to address the continuing discipline infractions.	Supplemental online tutorials will be provided in place of classroom assignments that cannot be administered in ISS and will be assigned as needed to eliminate down time.

*In severe or frequent disciplinary infractions, administrators may circumvent the six-step disciplinary progression and assign consequences to address behavior.

Possession: Controlled substance, Alcohol, Vaping, and Tobacco Policy

Harleton High School has a **zero tolerance policy** concerning the possession of and / or use of any illegal drugs, alcohol, vape devices, or tobacco products on campus (**includes school activities on or off campus**). If the student is found with any piece, part, or chemical used in a vaping device, the student will be deemed to be in possession of a prohibited item on campus. This will result in a referral or placement consistent with the following vape / tobacco policy.

VAPE / TOBACCO POLICY

STEP	PLACEMENT	DAYS
STEP 1	IN SCHOOL SUSPENSION	5
STEP 2	DAEP	15
STEP 3	DAEP	30
STEP 4	DAEP	45

**** This chart is for tobacco and vaping infractions only. ****

If any part of the vape contains a controlled substance (for example: THC) the student will be referred as being in possession of a controlled substance and will be subject to the DAEP placement procedures for that offense. A student found to be in possession of tobacco, vape devices (includes parts of vape devices), alcohol or controlled substances may receive a ticket and / or other consequences issued by our campus SRO or other law enforcement agencies.

Food and Drink Containers

Open food and drink containers, are not allowed outside of the cafeteria or food court. Continued violations of this expectation will result in an office referral. YETI or other similar containers are not allowed on campus at any time.

Physical Altercations & Promotion of Altercations and / or Bullying

When physical altercations occur, all students involved will be suspended for the remainder of the day and serve three days of ISS unless otherwise determined by a campus administrator. If a student is involved in more than one physical altercation within a school year, an alternative placement will be considered. Any student or group of students that engage in promoting altercations, bullying, or any other negative actions that may result in major disruption of the campus, may be deemed to be a participant in the activity and receive disciplinary consequences including ISS, OSS, and DAEP assignments.

Administrator Discretion & Student Removal from Class / activities

Serious or classroom disruption infractions will result in the student being removed from class and sent directly to the office. Infractions of this nature will result in a discipline consequence. In the case of severe or frequent disciplinary infractions, an administrator to address specific offenses may circumvent the six-step disciplinary progression.

Harleton High School Student Handbook

Drug Testing (Secondary Grade Levels Only)

Harleton ISD requires drug testing of any student in grades 7 – 12 who chooses to participate in any school-sponsored extracurricular activities.

A student participating in these activities shall be tested randomly throughout the school year for the presence of illegal drugs and alcohol.

The purpose of the drug-testing program is to deter student use of illegal and performance enhancing drugs or alcohol.

[For further information, see policy FNF(LOCAL). Also see **Steroids** on

Harleton High School Tardy Plan

Tardies are by semester, including all periods.

1st Tardy	Verbal Warning
2nd Tardy	Verbal Warning
3rd Tardy	Verbal Warning and Parent Contact
4th Tardy	1 Before or After School Detention
5th Tardy	2 Before or After school Detention
6th Tardy	3 Before or After school Detention
7th Tardy	Saturday School
8th Tardy	Each Tardy Thereafter—ISS or Detentions as needed

Administrator Discretion & Student Removal from Class / activities

Serious or classroom disruption infractions will result in the student being removed from class and sent directly to the office. Infractions of this nature will result in a discipline consequence. In the case of severe or frequent disciplinary infractions, an administrator to address specific offenses may circumvent the six-step disciplinary progression.

Social Events

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest.

A student attending a social event will be asked to sign out when leaving before the end of the event and will not be readmitted.

A parent interested in serving as a chaperone for any school social events should contact the campus principal.

Counseling

The district has a comprehensive school counseling program that includes:

- A guidance curriculum to help students develop their full educational potential, including the student's interests and career objectives;

Harleton High School Student Handbook

- A responsive services component to intervene on behalf of any student whose immediate personal concerns or problems put the student's continued educational, career, personal, or social development at risk;
- An individual planning system to guide a student as the student plans, monitors, and manages the student's own educational, career, personal, and social development; and
- Systems to support the efforts of teachers, staff, parents, and other members of the community in promoting the educational, career, personal, and social development of students.

The district will make a preview of the program, including all materials and curriculum, available to parents to review during school hours.

Academic Counseling

Elementary and Middle/Junior High School Grade Levels

The school counselor / administrators will provide information to students and parents about college and university admissions and the importance of planning for postsecondary education, including appropriate coursework and financial aid availability and requirements.

High School Grade Levels

High school students and their parents are encouraged to talk with the Assistant Principal of Student Services or the Campus Principal to learn more about course offerings, graduation requirements, and early graduation procedures.

Each year, high school students will be provided information on anticipated course offerings for the next school year, how to make the most of academic and career and technical education (CTE) opportunities, and the importance of postsecondary education.

The Assistant Principal of Student Services will also provide information each year a student is enrolled in high school regarding:

- The importance of postsecondary education;
- The advantages of earning an endorsement and completing the foundation program with the distinguished level of achievement;
- The disadvantages of pursuing a high school equivalency exam (GED) as opposed to earning a high school diploma;
- Financial aid eligibility and how to apply for financial aid;
- Automatic admission to state-funded Texas colleges and universities;
- Eligibility requirements for the TEXAS Grant;
- Availability of district programs that allow students to earn college credit;
- Availability of tuition and fee assistance for postsecondary education for students in foster care; and
- Availability of college credit awarded by institutions of higher education to veterans and military service members for military experience, education, and training.

Harleton High School Student Handbook

Additionally, the school counselor can provide information about workforce opportunities after graduation or technical and trade school opportunities, including opportunities to earn industry-recognized certificates and licenses.

Personal Counseling (All Grade Levels)

The school counselor / admin team is available to assist students with a wide range of personal, social, and family concerns, including emotional or mental health issues and substance abuse. A student who wishes to meet with the school counselor or administrator should do so at their convenience. As a parent, if you are concerned about your child's mental or emotional health, please speak with the school counselor or administrator for a list of resources that may be of assistance.

If your child has experienced trauma, contact the school counselor for more information.

[See **Mental Health Support** on page 74, and **Child Sexual Abuse, Trafficking, and Other Maltreatment of Children and Dating Violence** on page 36.]

Course Credit (Secondary Grade Levels Only)

A student at any grade level enrolled in a high school course will earn credit for the course only if the final grade is 70 or above. For a two-part (two-semester, 1-credit course), the student's grades from both halves (semesters) will be averaged and credit will be awarded if the combined average is 70 or above. If the student's combined average is less than 70, the student will be awarded credit only for the half (semester) with the passing grade.

Credit by Examination—If a Student Has Taken the Course/Subject (Grades 6–12)

A student who has previously taken a course or subject but did not receive credit or a final grade for it may, in circumstances determined by the principal or attendance committee, be permitted to earn credit or a final grade by passing an examination approved by the district's board of trustees on the essential knowledge and skills defined for that course or subject.

Examples of prior instruction include incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a student transferring from a non-accredited school. The opportunity to earn credit by examination after the student has had prior instruction is sometimes referred to as "credit recovery."

If the student is granted approval to take an examination for this purpose, the student must score at least 70 on the examination to receive credit for the course or subject.

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an examination.

[See the school counselor and policy EHDB(LOCAL) for more information.]

Credit by Examination for Advancement/Acceleration—If a Student Has Not Taken the Course/Subject

A student will be permitted to earn credit by examination for an academic course or subject area for which the student had no prior instruction for advancement or to accelerate to the next grade level.

Harleton High School Student Handbook

The examinations offered by the district are approved by the district's board of trustees. Testing windows for these examinations will be published in district publications and on the district's website. A student may take a specific examination only once per testing window.

The only exceptions to the published testing windows will be for examinations administered by another entity or to accommodate a student experiencing homelessness or a student involved in the foster care system.

When another entity administers an examination, the student and the district must comply with the testing schedule of the other entity.

If a student plans to take an examination, the student or parent must register with the school counselor no later than 30 days prior to the scheduled testing date. [See policy EHDC for more information.]

Students in Grades 6–12

A student in grade 6 or above is eligible to earn course credit with;

- A passing score of at least 80 on an examination approved by the board; or
- A scaled score of 50 or higher on an examination administered through the College Level Examination Program (CLEP), or
- A score of 3 or higher on an AP examination, as applicable.

A student may take an examination to earn high school course credit no more than twice. If a student fails to achieve the designated score on the applicable exam before the beginning of the school year in which the student would need to enroll in the course according to the school's high school course sequence, the student must complete the course.

Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels)

Students learn best, and their welfare is best served, in a school environment that is free from dating violence, discrimination, harassment, and retaliation.

Students are expected to treat peers and district employees with courtesy and respect, avoid offensive behaviors, and stop those behaviors as directed. District employees are likewise expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly address inappropriate and offensive behaviors that are based on a person's race, color, religion, sex, gender, national origin, disability, age, or any other basis prohibited by law. A copy of the district's policy is available in the principal's office, in the superintendent's office, or at www.Harletonisd.net. [See policy FFH for more information.]

Dating Violence

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship or any of the person's past or subsequent partners. This type of conduct is considered harassment if it is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include, but are not limited to:

Harleton High School Student Handbook

- Physical or sexual assaults;
- Name-calling;
- Put-downs;
- Threats to hurt the student, the student's family members, or members of the student's household;
- Destroying property belonging to the student;
- Threats to commit suicide or homicide if the student ends the relationship;
- Threats to harm a student's past or current dating partner;
- Attempts to isolate the student from friends and family;
- Stalking; or
- Encouraging others to engage in these behaviors.

Discrimination

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, sex, gender, national origin, disability, age, or any other basis prohibited by law that negatively affects the student.

Harassment

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of harassment may include, but are not limited to:

- Offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation;
- Threatening, intimidating, or humiliating conduct;
- Offensive jokes, name-calling, slurs, or rumors;
- Physical aggression or assault;
- Graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or
- Other kinds of aggressive conduct such as theft or damage to property.

Sexual Harassment and Gender-Based Harassment

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited.

Examples of sexual harassment may include, but are not limited to:

- Touching private body parts or coercing physical contact that is sexual in nature;
- Sexual advances;

Harleton High School Student Handbook

- Jokes or conversations of a sexual nature; and Other sexually motivated conduct, communications, or contact.

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact that a reasonable person would not construe as sexual in nature, such as comforting a child with a hug or taking the child's hand. However, romantic, sexual, and other inappropriate social relationships between students and district employees are prohibited, even if consensual.

Gender-based harassment includes physical, verbal, or nonverbal conduct based on a student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity.

Gender-based harassment can occur regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity. Examples of gender-based harassment directed against a student may include, but are not limited to:

- Offensive jokes, name-calling, slurs, or rumors;
- Physical aggression or assault;
- Threatening or intimidating conduct; or
- Other kinds of aggressive conduct such as theft or damage to property.

Retaliation

Retaliation against a person who makes a good-faith report or participates in an investigation of discrimination, harassment, or dating violence is prohibited. A person who makes a false claim, offers false statements, or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline.

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

Reporting Procedures

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, school counselor, principal, or other district employee. The report may be made by the student's parent. [See policy FFH(LOCAL) and (EXHIBIT) for other appropriate district officials to whom to make a report.]

Upon receiving a report, the district will determine whether the allegations, if proven, constitute prohibited conduct as defined by policy FFH. If not, the district will refer to policy FFI to determine whether the allegations, if proven, constitute bullying, as defined by law and policy FFI. If the alleged prohibited conduct also meets the statutory and policy definitions for bullying, an investigation of bullying will also be conducted. [See **Bullying** on page 34]

The district will promptly notify the parent of any student alleged to have experienced prohibited conduct involving an adult associated with the district. In the event alleged prohibited conduct involves another student, the district will notify the parent of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy FFH.

Harleton High School Student Handbook

Investigation of Report

Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated.

To the extent possible, the district will respect the privacy of the student. However, limited disclosures may be necessary to conduct a thorough investigation and comply with law.

If a law enforcement or other regulatory agency notifies the district that it is investigating the matter and requests that the district delay its investigation, the district will resume its investigation at the conclusion of the agency's investigation.

During the course of an investigation and when appropriate, the district will take interim action to address the alleged prohibited conduct.

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary action and, in some cases, corrective action will be taken to address the conduct. The district may take disciplinary and corrective action even if the conduct was not unlawful.

All involved parties will be notified of the outcome of the district investigation within the parameters and limits allowed under the Family Educational Rights and Privacy Act (FERPA).

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

Discrimination

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 51.]

Distance Learning (All Grade Levels)

Distance learning and correspondence courses include courses that encompass the state-required essential knowledge and skills but are taught through multiple technologies and alternative methodologies such as mail, satellite, internet, video-conferencing, and instructional television.

The distance learning opportunities that the district makes available to district students are dual credit courses offered by our partner colleges.

If a student wishes to enroll in a correspondence course or a distance learning course that is not provided through the Texas Virtual School Network (TXVSN), as described below, to earn credit in a course or subject, the student must receive permission from the principal prior to enrolling in the course or subject. If the student does not receive prior approval, the district may not recognize and apply the course or subject toward graduation requirements or subject mastery.

Texas Virtual School Network (TXVSN) (Secondary Grade Levels)

The Texas Virtual School Network (TXVSN) has been established by the state as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TXVSN to earn course credit for graduation.

Depending on the TXVSN course in which a student enrolls, the course may be subject to the "no pass, no play" rules. [See **Extracurricular Activities, Clubs, and Organizations** on page 60.] In addition, a student who enrolls in a TXVSN course for which an end-of-course (EOC) assessment is required must still take the corresponding EOC assessment.

Harleton High School Student Handbook

A parent may ask questions or request that their child be enrolled in a TXVSN course by contacting the school counselor. Unless an exception is made by the High School Principal, a student will not be allowed to enroll in a TXVSN course if the school offers the same or a similar course.

A copy of policy EHDE addressing distance learning will be distributed to parents of middle and high school students at least once each year. If you do not receive a copy or have questions about this policy, please contact the High School Assistant Principal of Student Services Adam Chandler.

Distribution of Literature, Published Materials, or Other Documents (All Grade Levels)

School Materials

Publications prepared by and for the school may be posted or distributed, with the prior approval of the principal, sponsor, or teacher. Such items may include school posters, newspapers, yearbooks, brochures, flyers, etc.

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

Non-school Materials

From Students

Students must obtain prior approval from the High School Campus or Assistant Principal, before selling, posting, circulating, or distributing more than 10 copies of written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any non-school material must include the name of the sponsoring person or organization. Approval will be granted or denied within two school days.

The High School Principal is *responsible for* designating time, place, and manner restrictions for distribution of non-school literature from students and will designate specific areas as the location for approved non-school materials to be placed for voluntary viewing or collection by students. [See policy FNAA for more information.]

A student may appeal a decision in accordance with policy FNG(LOCAL). Any student who sells, posts, circulates, or distributes non-school material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without approval will be removed.

[See policy FNG(LOCAL) for student complaint procedures.]

From Others

No person or group will sell, circulate, distribute, or post on any district premises written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials that is not sponsored by the district or by a district-affiliated school-support organization, except as permitted by policy GKDA.

To be considered for distribution, any non-school material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the High School Principal, who is responsible for prior review of non-school literature from community member for prior review. The High School Principal will approve or reject the materials within two school days of the time the materials are received. The requestor

Harleton High School Student Handbook

may appeal a rejection in accordance with the appropriate district complaint policy. [See policies DGBA or GF for more information.]

The High School Principal, as responsible for designating time, place, and manner of distribution of non-school literature from community members will designate the location for approved non-school materials to be placed for voluntary viewing or collection.

Prior review will not be required for:

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

All non-school materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.

Dress and Grooming (All Grade Levels)

The district's dress code teaches grooming and hygiene, prevents disruption, and minimizes safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

- Male student's length of hair shall not exceed the base of their t-shirt collars. Students will be required to wear their hair above their eyes, well groomed and clean at all times. Unnatural styles or colors that create a disruption will be considered in violation of this code (this includes blue, hot pink, green, and other unnatural colors of hair).
- Pants, jeans, dresses, skirts and shorts are appropriate. All styles of apparel (i.e., dresses, skirts, shorts, etc.) shall be no more than 4 inches above the back bend of the knee.
- Pajama pants as well as sagging, and/or low-waist pants are not considered appropriate attire and will not be allowed to be worn.
- Beards, mustaches, and goatees are permitted but must be kept well groomed. Sideburns shall not be worn that extend beyond the ear lobes.
- Earrings shall not be permitted for male students. No visible facial/body piercing shall be allowed (except for female earrings). No bandages covering body piercings or clear earrings will be allowed.
- Articles of clothing shall be worn as they are designed to be worn, such as suspenders on the shoulders, waist bands on the waist, and no house shoes.
- Articles of clothing or tattoos with tobacco, alcohol, or drug advertisement, obscene writing or painting, weapons, or any other emblems or writing that may be reasonably expected to substantially disrupt or cause interference with the regular school program shall not be permitted.
- Bandanas are not permitted inside the building or on the campus for males or females.
- Hats are not allowed to be worn in the building.

Harleton High School Student Handbook

- Sunglasses shall not be permitted unless a physician’s prescription is provided to the high school office or a physician places the student under concussion accommodations.
- Shirts and pants/skirts must overlap. Students shall not wear shirts or tops that are strapless, backless, off-shoulder, halters, transparent tubes, or low-cut (neck or underarm). Midriffs must be fully covered when arms are extended above the student’s head. Sleeveless shirts or dresses must be at least 2” wide at the shoulder. Racerback clothing is not appropriate for school.
- Shirts, pants, jeans, skirts, or shorts that have been altered by cutting, tearing, or shredding shall not be worn.
- Un-patched holes in clothing mid-thigh or higher are not permitted. Holes that have been patched, but are in inappropriate areas are not permitted. Administration can revoke this privilege if students do not comply with rules at any time.
- Apparel designed as underwear may not be worn as outer garments.
- Students shall not wear clothes depicting a particular race or power, such as a glove, arm band, or any other insignia that might disrupt order and discipline.
- On special days, the dress code will be at the discretion of the principal.
- Wearing workout pants / yoga pants, will only be allowed during band, PE, or athletics.
- See through, leggings, provocative, or excessively tight clothing, i.e. spandex tights, shorts, or pants and excessively tight dresses and skirts, shall not be allowed.
- Apparel for PE, band, and athletic classes shall be at the discretion of the teacher, with principal approval.
- Students must wear school appropriate shoes at all times.
- Dress code compliance is a judgment of classroom teachers and / or administration. The final decision will be determined by the high school principal.

If the principal determines that a student’s grooming or clothing violates the school’s dress code, the student will be given an opportunity to correct the problem at school. If the violation cannot immediately be corrected, the student may be assigned to in-school suspension for the remainder of the day, or until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses will result in more serious disciplinary action in accordance with the Student Code of Conduct.

The table below is provided to illustrate dress code violation consequences.

1 st Offense	Parent notification + ISS until compliance with dress code is met
2 nd Offense	2 days detention as assigned by administration + ISS until compliance with dress code is met.
3 rd Offense	1 day of ISS + ISS until compliance with dress code is met.
4 th Offense	2 days of ISS + ISS until compliance with dress code is met.
5 th Offense	3 days of ISS + ISS until compliance with dress code is met.

** If student continues to fail to comply with dress code, a parent conference will be held to ** discuss alternative disciplinary measures.

Harleton High School Student Handbook

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student may be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

Electronic Devices and Technology Resources (High School)

Possession and Use of Personal Telecommunications Devices, Including Cell Phones, and Other Electronic Devices

The district permits students to possess personal cell phones for safety purposes; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. [For graphing calculator applications on computing devices, see **Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials** on page 94.]

A student must have approval to possess other personal telecommunications devices such as laptops, tablets, or other portable computers.

Students are not permitted to possess or use personal electronic devices at school unless prior permission has been obtained. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

The use of cell phones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated as stated in the Harleton High School Cell Phone Policy. The parent may pick up the confiscated telecommunications device from the principal's office for a fee of \$10. Earphones of any kind are not to worn or used during class time. This includes wireless headphones and blue tooth speakers. If a student violates this rule, the earphones or speakers will be confiscated and consequences outlined in the H.H.S. cell phone policy will enforced.

Confiscated telecommunications devices that are not retrieved by the student or the student's parent will be disposed of after the notice required by law. [See policy FNCE for more information.]

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See **Searches** on page 90 and policy FNF for more information.]

Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for damaged, lost, or stolen telecommunications devices.

Instructional Use of Personal Telecommunications and Other Electronic Devices

Students must obtain prior approval to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook).

Harleton High School Student Handbook

All personal devices must be turned off during the instructional day when not in use for approved instructional purposes. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Harleton High School Cell Phone Policy

For safety purposes, the district permits students to possess personal mobile telephones; however, these devices should remain turned off in each teacher's designated location during the instructional day, including during all testing. A student must have approval to possess other telecommunications devices such as netbooks, laptops, tablets, or other portable computers.

If a student uses a telecommunications or smart watch device during instructional time without authorization during the school day, the device will be confiscated. The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

- **1st Offense** – The teacher will take the cell phone until the end of the period.
- **2nd Offense** – The teacher/staff member will bring the cell phone to the office. The student will be assigned a break detention. The student may pick up the confiscated telecommunications device from the assistant principal's office at the end of the school day.
- **3rd Offense** - The teacher/staff member will bring the cell phone to the office. The student will be assigned a before or after school detention. A parent/guardian may pick up the confiscated telecommunications device from the assistant principal's office at the end of the school day for a fee of \$10.00.

If the student refuses to give the teacher the cell phone, ISS day(s) will be assigned. Continued violations of the cell phone policy, will result in more sever consequences.

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. If a student's phone is found to have inappropriate pictures or videos that are suspected to be unlawful for them to possess, **the phone may be turned over to the Harrison County Sheriffs Department.**

Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for damaged, lost, or stolen telecommunications devices. Confiscated telecommunications devices that are not retrieved by the student or the student's parents will be disposed of after the notice required by law.

Acceptable Use of District Technology Resources

District-owned technology resources may be issued to individual students for instructional purposes. Use of the district's network systems and 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 on district-owned or personally owned equipment, if it results in a substantial disruption to the educational environment.

Harleton High School Student Handbook

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 in accordance with the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement.

This type of behavior may constitute bullying or harassment, as well as impede future endeavors of a student. We encourage parents to review with their child the ["Before You Text" Sexting Prevention Course](#), a state-developed program that addresses the consequences of sexting.

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. In some cases, the consequence may be expulsion.

End-of-Course (EOC) Assessments

[See **Graduation** on page 65 and **Standardized Testing** on page 92.]

English Learners (All Grade Levels)

A student who is an English learner is entitled to receive specialized services from the district. A Language Proficiency Assessment Committee (LPAC), consisting of both district personnel and at least one parent representative, will determine whether the student qualifies for services. The student’s parent must consent to any services recommended by the LPAC. However, pending the receipt of parental consent or denial of services, an eligible student will receive the services to which the student is entitled and eligible.

To determine a student’s level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services, and once a level of proficiency has been established, the LPAC will designate instructional accommodations or additional special programs that the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student’s continued eligibility for the program.

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR Spanish, as mentioned at **Standardized Testing** on page 92, may be administered to an English learner up to grade 5. In limited circumstances, a student’s LPAC may exempt the student from an otherwise required state-mandated assessment or may waive certain graduation requirements related to the English I end-of-course (EOC) assessment. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to English learners who qualify for services.

If a student is considered an English learner and receives special education services because of a qualifying disability, the student’s ARD committee will make instructional and assessment decisions in conjunction with the LPAC.

Extracurricular Activities, Clubs, and Organizations

Participation in school-sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships. Participation in extracurricular activities at Harleton High School is a privilege, not a right.

Harleton High School Student Handbook

Some extracurricular activities may include off-campus events. Students are required to use transportation provided by the district to and from the events. Exceptions may only be made with the approval of the activity's coach or sponsor. [See **Transportation** on page 94.]

Eligibility for many of these activities is governed by state law and the rules of the University Interscholastic League (UIL), a statewide association overseeing inter-district competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. Students and parents can access the UIL Parent Information Manual at [UIL Parent Information Manual](#). A hard copy can be provided by the coach or sponsor of the activity on request.

To report alleged noncompliance with required safety training or an alleged violation of safety rules required by law and the UIL, please contact the curriculum division of TEA at (512) 463-9581 or curriculum@tea.texas.gov.

[See [UIL Texas](#) for additional information on all UIL-governed activities.]

Generally, a student who receives a grade below 70 at the end of a grading period in any academic class may not participate in extracurricular activities for at least three school weeks.

However, if a student receives a grade below 70 at the end of a grading period in an Advanced Placement (AP) or International Baccalaureate (IB) course, or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or languages other than English, the student remains eligible for participation in all extracurricular activities.

In addition, the following applies to all extracurricular activities:

- A student who receives special education services and who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse but may not participate in any competitive activity.
- An absence for participation in an activity that has not been approved will be considered an unexcused absence.

Standards of Behavior

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

Offices and Elections

Certain clubs, organizations, and performing groups will hold elections for student officers. These groups include but are not limited to: Student Council

Fees (High School)

Basic educational program materials are provided at no charge to a student. However, a student is expected to provide his or her own supplies, such as pencils, paper, erasers, and notebooks. A student may also be required to pay certain other costs, fees, or deposits, including:

- Materials for a class project that the student will keep.

Harleton High School Student Handbook

- Membership dues in voluntary clubs or student organizations.
- Admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student health and accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See **Buses and Other School Vehicles** on page 94.]
- A fee not to exceed \$50 for an educational program outside of regular school hours for a student who has lost credit or has not been awarded a final grade because of absences and whose parent chooses the program for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.
- In some cases, a fee for a course taken through the Texas Virtual School Network (TXVSN).

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the High School Principal. [See policy FP for more information.]

Fundraising (High School)

Student groups or classes and/or parent groups may be permitted to conduct fundraising drives for approved school purposes in accordance with administrative regulations. [See policies FJ and GE for more information.]

Gang-Free Zones (High School)

Certain criminal offenses, including gang-related crimes, will be enhanced to the next-highest category of offense if they are committed in a gang-free zone. Gang-free zones include a school bus and any location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

Harleton High School Student Handbook

Gender-Based Harassment

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 51.]

Grade-Level Classification (Grades 9–12 Only)

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

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

Grading Guidelines (All Grade Levels)

Approved grading guidelines for each grade level or course will be communicated to students and their parents by the classroom teacher. These guidelines establish:

- The minimum number of assignments, projects, and examinations required for each grading period;
- How the student's mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.);
- Circumstances under which a student will be allowed to redo an assignment or retake an examination the student originally failed; and
- Procedures for a student to follow after an absence.

[See **Report Cards/Progress Reports and Conferences** on page 86 for additional information on grading guidelines.]

Harleton High School Student Handbook

Final Exams

Harleton High School Exam Exemption Policy

Students grade 9-12 may be eligible for semester exam exemptions based on attendance/grade average or UIL academic team achievement. **Students must request exemption from the teacher by the given deadlines.**

Grade Level	Number of Exemptions Allowed
9	1
10	2
11	3
12	4

****Benchmarks and EOC assessments will substitute for semester exams for Algebra I, Biology, English I, English II, and US History. Students are not eligible for exemptions in these subjects.**

Attendance/Grade Exemption Guidelines:

In order to qualify for exemptions a student must earn the following semester average based on the number of absences:

Semester Average	Absences
75	0
80	1
85	2
90	3
95	4

*****This includes excused and unexcused absences.***

Exemptions based on UIL Academic Participation:

Students may add one additional exam exemption if they participate in a UIL academic event **and** meet the criteria below.

Semester	Criteria
Fall Semester	Attend 3 scheduled practices organized by UIL sponsor and participate in at least 1 invitational meet.
Spring Semester	Attend 3 scheduled practices organized by UIL sponsor and participate on at least one team at the district meet.

****To be eligible for final exemptions (spring semester) seniors must have completed the FAFSA or opt out form.**

Automatic Loss of Exemption Opportunities in All Classes:

A student must have no ISS, suspension, or alternative school assignment and must not have accumulated their seventh tardy (this includes tardies in all classes – not per class).

Harleton High School Student Handbook

Graduation

Requirements for a Diploma

A student must meet the following requirements to receive a high school diploma from the district:

- Complete the required number of credits established by the state and any additional credits required by the district;
- Complete any locally required courses in addition to the courses mandated by the state;
- Achieve passing scores on certain end-of-course (EOC) assessments or approved substitute assessments, unless specifically waived as permitted by state law; and

Demonstrate proficiency, as determined by the district, in the specific communication skills required by the State Board of Education (SBOE).

Testing Requirements for Graduation

Students are required, with limited exceptions and regardless of graduation program, to perform satisfactorily on EOC assessments in:

- English I,
- English II,
- Algebra I,
- Biology, and
- U.S. History.

A student who does not achieve a sufficient score will have opportunities to retake an assessment.

State law allows a student to meet EOC requirements by substituting satisfactory performance on norm-referenced national standardized assessments or on the state-developed assessment used for entrance into Texas public universities. [See the school counselor for more information on the state testing requirements for graduation.]

If a student fails to perform satisfactorily on an EOC assessment, the district will provide remediation in the applicable content area. This may require the student's participation outside normal school operating times.

In limited circumstances, a student who fails to demonstrate proficiency on two or fewer of the required assessments may still be eligible to graduate if an individual graduation committee, formed in accordance with state law, unanimously determines that the student is eligible to graduate.

[See **Standardized Testing** on page 92.]

Foundation Graduation Program

Every Texas public school student will graduate under the foundation graduation program. The foundation graduation program features endorsements, which are paths of interest that include:

- Science, Technology, Engineering, and Mathematics (STEM);

Harleton High School Student Handbook

- Business and Industry;
- Public Service;
- Arts and Humanities; and
- Multidisciplinary Studies.

Endorsements earned by a student will be noted on the student's transcript.

A student can complete the foundation graduation program with a "distinguished level of achievement," which reflects the completion of at least one endorsement and Algebra II as one of the required advanced mathematics credits.

A **Personal Graduation Plan** will be completed for each high school student, as described on page 68.

State law prohibits a student from graduating solely under the foundation graduation program without an endorsement unless, after the student's sophomore year, the student and student's parent are advised of the specific benefits of graduating with an endorsement and submit written permission to the school counselor for the student to graduate without an endorsement. A student who wishes to attend a four-year university or college after graduation must carefully consider whether graduation under the foundation program without an endorsement will satisfy the admission requirements of the student's desired college or university.

A student graduating under the foundation graduation program can also earn performance acknowledgments on his or her transcript. Performance acknowledgments are available for outstanding performance in bilingualism and biliteracy, in a dual credit course, on an AP or IB examination, on certain national college preparatory and readiness or college entrance examinations, or for earning a license or certificate recognized at the state, national, or international level. The school counselor can provide more information about these acknowledgments.

A student is not required to complete an Algebra II course to graduate under the foundation graduation program, and the district will annually notify a student's parent of this fact. However, not taking Algebra II will make a student ineligible for automatic admission to four-year public universities and colleges in Texas and for certain financial aid and grants while attending those institutions.

A school district will permit a student to satisfy the curriculum requirements for graduation under the foundation program with the distinguished level of achievement, including an endorsement, by successfully completing courses in the core curriculum of a public Texas institution of higher education. Please see your counselor for more information.

Harleton High School Student Handbook

Credits Required

The foundation graduation program requires completion of the following credits:

Course Area	Number of Credits: Foundation Graduation Program	Number of Credits: Foundation Graduation Program with an Endorsement
English/Language Arts	4	4
Mathematics	3	4
Science	3	4
Social Studies, including Economics	3	3
Physical Education	1	1
Languages other than English	2	2
Fine Arts	1	1
<i>Locally required courses</i>	1	1
	—	—
Electives	4	6
Total	22 credits	26 credits

Additional considerations apply in some course areas, including:

- **Mathematics.** To obtain the distinguished level of achievement under the foundation graduation program, a student must complete an endorsement and take Algebra II as one of the 4 mathematics credits. A student's completion of the distinguished level of achievement is a requirement to be considered for automatic admission to a Texas four-year college or university and will be included on a student's transcript.
- **Physical education.** A student who is unable to participate in physical activity due to a disability or illness may be able to substitute a course in English language arts, mathematics, science, social studies, or another locally determined credit-bearing course for the required credit of physical education. This determination will be made by the student's ARD committee, Section 504 committee, or other campus committee, as applicable.
- **Languages other than English.** Students are required to earn 2 credits in the same language other than English to graduate. Any student may substitute computer programming languages for these credits.

Harleton High School Student Handbook

- A student may satisfy one of the two required credits by successfully completing in elementary school a dual language immersion program or a course in American Sign Language.
- In limited circumstances, a student may be able to substitute this requirement with other courses, as determined by a district committee authorized by law to make these decisions for the student.

Available Endorsements

A student must specify upon entering grade 9 which endorsement he or she wishes to pursue.

- Science, technology, engineering, and mathematics (STEM),
- Business and industry,
- Public services,
- Arts and humanities, or
- Multidisciplinary studies.

Personal Graduation Plans

A personal graduation plan will be developed for each high school student.

The district encourages all students to pursue a personal graduation plan that includes the completion of at least one endorsement and to graduate with the distinguished level of achievement. Attainment of the distinguished level of achievement entitles a student to be considered for automatic admission to a public four-year college or university in Texas, depending on his or her rank in class.

The school will review personal graduation plan options with each student entering grade 9 and his or her parent. Before the end of grade 9, a student and his or her parent will be required to sign off on a personal graduation plan that promotes college and workforce readiness, promotes career placement and advancement, and facilitates the transition from secondary to postsecondary education.

The student's personal graduation plan will outline an appropriate course sequence based on the student's choice of endorsement.

Please review [TEA's Graduation Toolkit](#).

A student may, with parental permission, amend his or her personal graduation plan after the initial confirmation.

Available Course Options for All Graduation Programs

Each spring, the district will update students on the courses required or offered in each curriculum area so students can enroll for the upcoming school year.

Note: The district may require the completion of certain courses for graduation even if these courses are not required by the state for graduation.

Not all courses are offered at every secondary campus in the district. A student who wants to take a course not offered at his or her regular campus should contact the school counselor about a transfer or other alternatives. If the parents of at least 22 students request a transfer for a course in the required curriculum other than fine arts or career and technical education (CTE),

Harleton High School Student Handbook

the district will offer the course the following year either by teleconference or at the school from which the transfers were requested.

Graduation Honors and Regalia

High school students can graduate with certain honors that allow them to wear regalia medallions, cords, and stoles with their graduation gown. Listed below are the current items of regalia that are recognized and allowed by Harleton High School.

Valedictorian – White Stole with Valedictorian honor

Salutatorian - White Stole with Salutatorian honor

Texas Globe Scholar – White Medallion

Texas Globe Scholar with Merit – Red/White/Blue Medallion

FBLA – Blue & Gold Cord

NHS Graduate – White Stole

Honors Graduate – Gold Stole

Blood Donor – Red Cord

Distinguished Level of Achievement Graduate – Gray Cord

Flag Duty – Red / White / Blue Cord

Certificates of Coursework Completion

A certificate of coursework completion will be issued to a student who has successfully completed state and local credit requirements for graduation but has not yet demonstrated satisfactory performance on the state-mandated tests required for graduation.

Students with Disabilities

Upon the recommendation of the admission, review, and dismissal (ARD) committee, a student with a disability who receives special education services may be permitted to graduate under the provisions of his or her individualized education program (IEP) and in accordance with state rules.

A student who receives special education services and has completed four years of high school but has not met the requirements of his or her IEP may participate in graduation ceremonies and receive a certificate of attendance. The student may then remain enrolled to complete the IEP and earn his or her high school diploma but will only be allowed to participate in one graduation ceremony.

[See policy FMH(LEGAL) for more information.]

ARD committees will make instructional and assessment decisions for students with disabilities who receive special education services in accordance with state law. A student who receives special education services may earn an endorsement under the foundation program. If the student's curriculum requirements for the endorsement were modified, the student's ARD committee will determine whether the modified curriculum is sufficiently rigorous to earn the endorsement. The ARD committee must also determine whether the student must perform satisfactorily on any end-of-course assessment to earn an endorsement.

Harleton High School Student Handbook

Graduation Activities

Graduation activities will include:

- Senior Breakfast
- Baccalaureate
- Graduation

Students who have met coursework requirements for graduation but have not yet demonstrated satisfactory performance on end-of-course assessments or been declared eligible to graduate by an individual graduation committee, if applicable, will be allowed to participate in graduation activities. Keep in mind that participating in the ceremonies is not synonymous with graduating. Ultimately, the final awarding of a diploma will be contingent upon the student's completion of all applicable requirements for graduation.

Students who are eligible to graduate but are assigned to a disciplinary alternative education program at the end of the school year will not be allowed to participate in the graduation ceremony and related graduation activities.

The following students and student groups shall be recognized at graduation ceremonies:

Students who have earned approved graduation honors and regalia will be recognized by allowing those students to wear the approved regalia during the graduation ceremony.

Graduation Speakers

Certain graduating students will be given an opportunity to speak at graduation ceremonies.

A student must meet local eligibility criteria, which may include requirements related to student conduct, to have a speaking role. Students eligible for speaking roles will be notified by the high school admin team and given an opportunity to volunteer.

[See the Student Code of Conduct and policy FNA(LOCAL) for more information.]

[For student speakers at other school events, see **Student Speakers** on page 93.]

Graduation Expenses

Because students and parents will incur expenses to participate in the traditions of graduation—such as the purchase of invitations, senior ring, cap and gown, and senior picture—both the student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year. [See **Fees** on page 61.]

Scholarships and Grants

Students who have a financial need according to federal criteria and who complete the foundation graduation program may be eligible under the TEXAS Grant Program and the Teach for Texas Grant Program for scholarships and grants toward tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions.

Contact the school counselor for information about other scholarships and grants available to students.

Harleton High School Student Handbook

Harassment

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 51.]

Hazing (All Grade Levels)

Hazing is defined as an intentional, knowing, or reckless act, on or off campus, by one person alone or acting with others, directed against a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in a student organization if the act meets the elements in Education Code 37.151, including:

- Any type of physical brutality;
- An activity that subjects the student to an unreasonable risk of harm or that adversely affects the student's mental or physical health, such as sleep deprivation, exposure to the elements, confinement to small spaces, calisthenics, or consumption of food, liquids, drugs, or other substances;
- An activity that induces, causes, or requires the student to perform a duty or task that violates the Penal Code; and
- Coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated.

The district will not tolerate hazing. Disciplinary consequences for hazing will be in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal or superintendent.

[See **Bullying** on page 34 and policies FFI and FNCC for more information.]

Health—Physical and Mental Illness (All Grade Levels)

When your child is ill, please contact the school to let us know he or she will not be attending that day.

State rules require schools to exclude students with certain illnesses from school for certain periods of time. For example, if a child has a fever over 100 degrees, he or she must stay out of school until fever-free for 24 hours without use of fever-reducing medications. Students with diarrheal illnesses must stay home until they are diarrhea-free without use of diarrhea-suppressing medications for 24 hours.

A full list of conditions for which the school must exclude children can be obtained from the school nurse.

If a student becomes ill during the school day, and the school nurse determines that the child should go home, the nurse will contact the parent.

The district is required to report certain contagious (communicable) diseases or illnesses to the Texas Department of State Health Services (TDSHS) or our local/regional health authority. The school nurse can provide information from TDSHS on these notifiable conditions.

The school nurse is available to answer any questions for parents who are concerned about whether or not their child should stay home.

Harleton High School Student Handbook

Immunization (All Grade Levels)

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized.

For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (DSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at [Affidavit Request for Exemption from Immunization](#). The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are:

- Diphtheria, tetanus, and pertussis;
- Rubeola (measles), mumps, and rubella;
- Polio;
- Hepatitis A;
- Hepatitis B;
- Varicella (chicken pox); and
- Meningococcal.

The school nurse can provide information on immunization requirements. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

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

As noted at **Bacterial Meningitis** on page 76, entering college students must also, with limited exception, furnish evidence of having received a bacterial meningitis vaccination within the five years prior to enrolling in and attending classes at an institution of higher education. A student wanting to enroll in a dual credit course taken off campus may be subject to this requirement.

[See the DSHS website: [Texas School & Child Care Facility Immunization Requirements](#) and policy FFAB(LEGAL) for more information.]

Lice (All Grade Levels)

Head lice is very common among children. Although not an illness or a disease, it spreads easily through head-to-head contact during play, sports, nap time, and when children share things like brushes, combs, hats, and headphones.

If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to determine whether the student needs to be picked up from school and to discuss a treatment plan using an FDA-approved medicated shampoo or cream rinse that may

Harleton High School Student Handbook

be purchased from any drug or grocery store. After the student undergoes one treatment, the parent should contact the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments, how best to get rid of lice, and how to prevent their return.

The district will provide notice to parents of elementary school students in the affected classroom without identifying the student with lice.

More information on head lice can be obtained from the DSHS website [Managing Head Lice in School Settings and at Home](#).

[See policy FFAA for more information.]

Medicine at School (All Grade Levels)

If a student must take medication during school hours, the student's parent must provide the medication. All medication, whether prescription or nonprescription, must be kept in the nurse's office and be administered by the nurse or another authorized district employee. A student may be authorized to possess his or her own medication because of asthma or a severe allergy as described below or as otherwise allowed by law. **Failure to comply could result in serious disciplinary consequences, including DAEP placement.**

The district will not purchase nonprescription medication to give to a student. District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, except that authorized employees, in accordance with policy FFAC, may administer:

- Prescription medication in the original, properly labeled container, provided by the parent, along with a written request.
- Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
- Nonprescription medication in the original, properly labeled container, provided by the parent along with a written request. **Note:** Insect repellent is considered a nonprescription medication.
- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

Students whose schedules provide for regular time spent outdoors, including for recess and physical education classes, should apply sunscreen before coming to school.

At the elementary level, a student's teacher or other district personnel will apply sunscreen to the student's exposed skin if the student brings the sunscreen to school and asks for help applying it. A student at this level may apply his or her own sunscreen if the student is able to do so.

At the secondary level, a student may possess and apply sunscreen when necessary. If the student needs assistance with sunscreen application, please address the need with the school nurse.

Whether a student is at the elementary or secondary level, if sunscreen needs to be administered to treat any type of medical condition, this should be handled through communication with the school nurse so that the district is made aware of any safety and medical issues.

Harleton High School Student Handbook

Asthma and Severe Allergic Reactions

A student with asthma or severe allergic reaction (anaphylaxis) may possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her health-care provider and the school nurse the ability to use the prescribed medication, including any device required to administer the medication.

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

See also **Food Allergies** on page 76.

Steroids (Secondary Grade Levels Only)

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for physician-prescribed medical use only.

Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

Mental Health Support (All Grade Levels)

The district has implemented programs to address the following mental health, behavioral health, and substance abuse concerns:

- Mental health promotion and early intervention;
- Building skills to manage emotions, establish and maintain positive relationships, and engage in responsible decision-making;
- Substance abuse prevention and intervention;
- Suicide prevention, intervention, and post intervention (interventions after a suicide in a community);
- Grief, trauma, and trauma-informed care;
- Positive behavior interventions and supports;
- Positive youth development; and
- Safe, supportive, and positive school climates.

If a student has been hospitalized or placed in residential treatment for a mental health condition or substance abuse, the district has procedures to support the student's return to school. Please contact the district's mental health liaison for further information.

Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication that is intended to alter perception, emotion, mood, or behavior.

Harleton High School Student Handbook

A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [See policy FFEB for more information.]

For related information, see:

- **Consent to Conduct a Psychological Evaluation or Provide a Mental Health Care Service** on page 12 for the district's procedures for recommending a mental health intervention and the mental health liaison's contact information;
- **Counseling** on page 48 for the district's comprehensive school counseling program;
- **Physical and Mental Health Resources** on page 77 for campus and community mental and physical health resources; and
- **Policies and Procedures that Promote Student Physical and Mental Health** on page 77 for board-adopted policies and administrative procedures that promote student health.

Physical Activity Requirements / Physical Fitness Assessment (Grades 3–12)

Annually, the district will conduct a physical fitness assessment of students in grades 3–12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to the high school principal to obtain the results of his or her child's physical fitness assessment conducted during the school year.

Physical Health Screenings / Examinations Athletics Participation (Secondary Grade Levels Only)

For certain extracurricular activities, a student must submit certification from an authorized health-care provider. The certification must state that the student has been examined and is physically able to participate in the relevant program, including:

- A district athletics program.
- District marching band.
- Any district extracurricular program identified by the superintendent.

This examination is required in the first year of middle school competition and the first and third years of high school competition. During the alternate years, the student must complete a medical appraisal form, and the results of this appraisal may prompt the district to require a physical examination.

Students should be aware of the rare possibility of sudden cardiac arrest, which in athletes is usually caused by a previously unsuspected heart disease or disorder. A student may request an electrocardiogram (ECG or EKG) to screen for such disorders, in addition to his or her required physical examination.

See the UIL's explanation of [sudden cardiac arrest](#) for more information.

Spinal Screening Program

School-based spinal screening helps identify adolescents with abnormal spinal curvature at an early stage, when the curve is mild and may go unnoticed. Early detection is key to controlling spinal deformities. Spinal screening is non-invasive and conducted in accordance with the most recent, nationally accepted and peer-reviewed standards.

Harleton High School Student Handbook

All students who meet the Texas Department of State Health Services criteria will be screened for abnormal spinal curvature before the end of the school year. As appropriate, students will be referred for follow-up with their physician.

For information on spinal screening by an outside professional or exemption from spinal screening based on religious beliefs, contact the superintendent or see policy FFAA(LEGAL).

Other Examinations and Screenings (All Grade Levels)

Students are required to undergo a risk assessment for Type 2 diabetes at the same time the district screens students for hearing and vision issues or for abnormal spinal curvatures.

[See policy FFAA for more information.]

Special Health Concerns (All Grade Levels)

Bacterial Meningitis (All Grade Levels)

Please see the district's website at www.Harletonisd.net for information regarding meningitis.

Note: DSHS requires at least one meningococcal vaccination on or after a student's 11th birthday, unless the student received the vaccine at age 10. Also note that entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

[See **Immunization** on page 72.]

Diabetes

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

[See policy FFAF(LEGAL) for more information.]

Food Allergies (All Grade Levels)

Parents should notify the district when a student has been diagnosed with a food allergy, especially an allergy that could result in dangerous or life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

The district has developed and annually reviews a food allergy management plan, based on the Texas Department of State Health Services' (DSHS) "Guidelines for the Care of Students with Food Allergies At-Risk for Anaphylaxis" found on the DSHS website at [Allergies and Anaphylaxis](#).

When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The district's food allergy management plan can be accessed at www.Harletonisd.net.

[See **Celebrations** on page 36 and policy FFAF for more information.]

Harleton High School Student Handbook

Seizures (All Grade Levels)

To address the care of a student with a seizure disorder while at school or participating in a school activity, a parent may submit a seizure management and treatment plan to the district before the beginning of the school year, upon enrollment of the student, or as soon as practicable following diagnosis of a seizure disorder.

[See **A Student with Physical or Mental Impairments Protected under Section 504** on page 28 and contact the school nurse for more information.]

Tobacco and E-Cigarettes Prohibited (All Grade Levels and All Others on School Property)

Students are prohibited from possessing or using any type of tobacco product, electronic cigarette (e-cigarette), or any other electronic vaporizing device while on school property or while attending an off-campus school-related activity.

The district and its staff strictly enforce prohibitions against the use of all tobacco products, e-cigarettes, or any other electronic vaporizing device by students and all others on school property and at school-sponsored and school-related activities. [See the Student Code of Conduct and policies FNCD and GKA for more information.] Failure to comply with this will result in severe consequences outlined in the High School Discipline Plan.

Health-Related Resources, Policies, and Procedures

Physical and Mental Health Resources (All Grade Levels)

Parents and students in need of assistance with physical and mental health concerns may contact the following campus and community resources:

- The district full-time nurse, Shannon Hearron at HearronShannon@Harletonisd.net
- The High School Principal, Crystal Brock at BrockCrystal@Harletonisd.net
- The local public health authority Jennifer Hancock, RN, BSN which may be contacted at 903-938-8330
- The local mental health authority, East Texas ADRC which may be contacted at 903-295-6658

Policies and Procedures that Promote Student Physical and Mental Health (All Grade Levels)

The district has adopted board policies that promote student physical and mental health. (LOCAL) policies on the topics below can be found in the district's policy manual, available at www.HarletonISD.Net

- Food and nutrition management: CO, COA, COB
- Wellness and Health Services: FFA
- Physical Examinations: FFAA
- Immunizations: FFAB

Harleton High School Student Handbook

- Medical Treatment: FFAC
- Communicable Diseases: FFAD
- School-Based Health Centers: FFAE
- Care Plans: FFAF
- Crisis Intervention: FFB
- Trauma-informed Care: FFBA
- Student Support Services: FFC
- Student Safety: FFF
- Child Abuse and Neglect: FFG
- Freedom from Discrimination, Harassment, and Retaliation: FFH
- Freedom from Bullying: FFI

In addition, the District Improvement Plan details the district's strategies to improve student performance through evidence-based practices that address physical and mental health.

The district has developed administrative procedures as necessary to implement the above policies and plans.

Please contact at Shannon Hearron at HearronShannon@Harletonisd.net for further information regarding these procedures and access to the District Improvement Plan.

School Health Advisory Council (SHAC)

During the preceding school year, the district's School Health Advisory Council (SHAC) held meetings. Additional information regarding the district's SHAC is available from the District Nurse's office.

[See **Human Sexuality Instruction** on page 17 and policies BDF and EHAA. for more information.]

Student Wellness Policy/Wellness Plan (All Grade Levels)

To encourage healthy habits in our students, the district has developed a board-adopted wellness policy at FFA(LOCAL) and corresponding plans and procedures to implement it. You are encouraged to contact Shannon Hearron HearronShannon@Harletonisd.net with questions about the content or implementation of the district's wellness policy and plan.

Homework (High School)

Harleton High School utilizes both in class and out of class instruction to facilitate the delivery of instruction to our students. The assignment of homework is subject to the parameters of the Harleton High School grading policy and is at the discretion of the individual teachers.

Law Enforcement Agencies (High School)

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, including

Harleton High School Student Handbook

without parental consent, if necessary, if it is part of a child abuse investigation. In other circumstances, the principal will:

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

Students Taken into Custody

State law requires the district to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a law enforcement officer to obtain fingerprints or photographs for comparison in an investigation.
- By a law enforcement officer to obtain fingerprints or photographs to establish a student's identity where the child may have engaged in conduct indicating a need for supervision, such as running away.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- By an authorized representative of Child Protective Services (CPS), Texas Department of Family and Protective Services (DFPS), 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.
- To comply with a properly issued directive from a juvenile court to take a student into custody.

Before a student is released to a legally authorized person, the principal will verify the person's identity and, to the best of his or her ability, will verify the person's authority to take custody of the student.

The principal will immediately notify the superintendent and will attempt to notify the parent, unless the legally authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student's release to a legally authorized person, any notification will most likely be after the fact.

Notification of Law Violations

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been taken into custody, arrested, or referred to the juvenile court for any felony offense or for certain misdemeanors.

Harleton High School Student Handbook

- All instructional and support personnel who have regular contact with a student who is thought to have committed certain offenses or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.
- All appropriate district personnel regarding a student who is required to register as a sex offender.

[See policy FL(LEGAL) for more information.]

Leaving Campus (High School)

Remember that student attendance is crucial. Appointments should be scheduled outside of school hours if possible. Absent extenuating circumstances, students will not regularly be released before the end of the school day.

State rules require parental consent before any student leaves campus for any part of the school day.

For students in elementary and middle school, a parent or authorized adult must come to the office and show identification to sign the student out. A campus representative will ask the student to report to the office. For safety purposes and stability of the learning environment, we cannot allow any unescorted adult to go to the classroom or other area to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student's return. Documentation regarding the reason for the absence will also be required.

The same process applies to students in high school. If the student's parent authorizes the student to leave campus unaccompanied, a note provided by the parent must be submitted to the main office no later than two hours prior to the student's need to leave campus. A phone call from the parent may be accepted, but the school may ultimately require a note for documentation purposes. The student must sign out through the main office and sign in upon his or her return if the student returns the same day.

If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school.

Unless the parent directs district personnel to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures listed above. If a student is permitted by his or her parent to leave campus unaccompanied, the nurse will document the time of day the student was released. Under no circumstances will a student in elementary or middle school be released unaccompanied.

If a student is 18 years of age or is an emancipated minor, the student may sign him- or herself out of school. Documentation regarding the reason for the absence will be required.

During Lunch

Harleton High School is a closed campus. Students are not allowed to leave campus during the lunch period. However, a student's school day may conclude before the start of the lunch period due to their schedule of courses (early release). If a student has no course scheduled after the lunch period, they are allowed to leave campus for the day. Once a student leaves campus for the day, they are not allowed to return to campus until the next school day, unless they are returning for a scheduled practice, detention, or other approved actions.

Harleton High School Student Handbook

At Any Other Time during the School Day

Students are not authorized to leave campus during regular school hours for any other reason, except with the permission of the principal.

Students who leave campus in violation of these rules will be subject to disciplinary action in accordance with the Student Code of Conduct.

Lost and Found (All Grade Levels)

A lost and found collection box is located in the campus office. A student who loses an item should check the lost and found box. The district discourages bringing personal items of high monetary value to school, as the district is not responsible for lost or stolen items. The campus will dispose of lost and found items at the end of each semester.

Makeup Work

Makeup Work Because of Absence (High School)

A teacher may assign makeup work to a student who misses class based on instructional objectives and the needs of the student in mastering the essential knowledge and skills or meeting subject or course requirements.

The student will be responsible for obtaining and completing the makeup work within the time specified by the teacher. Typically, a teacher will allow the number of days a student was absent to make up the missed work. For example, if a student missed three days of class, the student would have three days after returning to complete the missed work. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

The student is encouraged to speak with his or her teacher if the student knows of an absence ahead of time so that the teacher and student may plan any makeup work. Please remember the importance of student attendance at school and that, even though absences may be excused or unexcused, all absences account for the 90 percent threshold regarding the state laws surrounding “attendance for credit or final grade.” [See **Attendance for Credit or Final Grade** on page 31.]

A student involved in an extracurricular activity must notify his or her teachers ahead of time about any absences.

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

DAEP Makeup Work

Grades 9–12

If a high school student is enrolled in a foundation curriculum course at the time of removal to a disciplinary alternative education program (DAEP), he or she will have an opportunity to complete the course before the beginning of the next school year. The district may provide the opportunity to complete the course through an alternative method, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA(LEGAL) for more information.]

Harleton High School Student Handbook

In-School Suspension (ISS) and Out-of-School Suspension (OSS) Makeup Work

Alternative Means to Receive Coursework

While a student is in ISS or OSS, the district will provide the student with all course work for the student's foundation curriculum classes that the student misses as a result of the suspension.

Opportunity to Complete Courses

A student removed from the regular classroom to ISS or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FO(LLEGAL) for more information.]

Nondiscrimination Statement (All Grade Levels)

In its efforts to promote nondiscrimination and as required by law, the district does not discriminate on the basis of race, religion, color, national origin, gender, sex, disability, age, or any other basis prohibited by law in providing education services, activities, and programs, including Career and Technical Education (CTE) programs. The district provides equal access to the Boy Scouts and other designated youth groups.

In accordance with Title IX, the district does not and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to admission and employment. Inquiries about the application of Title IX may be referred to the district's Title IX Coordinator (see below), to the Assistant Secretary for Civil Rights of the Department of Education, or both.

Other federal laws that prohibit discrimination include Title VI, Section 504, the Age Discrimination Act, the Boy Scouts Act, and Title II.

The district has designated and authorized the following employee as the Title IX Coordinator to address concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, or gender-based harassment: Adam Chandler Assistant Principal of Student Services. Reports can be made at any time and by any person, including during non-business hours, by mail, phone, or email. During district business hours, reports may also be made in person. Upon the district receiving notice or an allegation of sex-based harassment, the Title IX Coordinator will promptly respond in accordance with the process described at FFH(LOCAL).

The following district representatives have been designated to address concerns or inquiries about other kinds of discrimination:

- For concerns regarding discrimination on the basis of disability, see the Special Education Coordinator Crystal Brock or the Section 504 Coordinator: *Adam Chandler*.
- For all other concerns regarding discrimination, see the superintendent: Jay Ratcliff at ratcliffjay@harletonisd.net
- [See policies FB, FFH, and GKD for more information.]

Harleton High School Student Handbook

Nontraditional Academic Programs

Harleton High School is committed to offering student's expanded access to a variety educational non-traditional school day educational opportunities that include but may not be limited to, face to face dual credit instruction. All nontraditional academic programs must be approved by the High School Principal Crystal Brock.

Parent and Family Engagement

Working Together

Experience and research tell us that a child succeeds in education with good communication and a strong partnership between home and school. A parent's involvement and engagement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the school counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements and options for graduation with your child in middle school and again while your child is enrolled in high school.
- Monitoring your child's academic progress and contacting teachers as needed. [See **Academic Counseling** on page 49.]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, school counselor, or principal, please call the school office at 903-777-2711 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page 86.]
- Becoming a school volunteer. [See **Volunteers** on page 96 and policy GKG for more information.]
- Participating in campus parent organizations. Parent organizations include:
W.I.N. Committee, All-Sports Backers, AG Booster Club, and Band Booster Club..
- Serving as a parent representative on the district-level or campus-level planning committees that develop educational goals and plans to improve student achievement. Contact 903-777-2711 and see policies BQA and BQB, for more information.
- Serving on the School Health Advisory Council (SHAC) and assisting the district in aligning local community values with health education instruction and other wellness issues. [See **School Health Advisory Council (SHAC)** on page 77 and policies BDF, EHAA, FFA for more information.
- Being aware of the school's ongoing bullying and harassment prevention efforts.

Harleton High School Student Handbook

- Contacting school officials if you are concerned with your child's emotional or mental well-being.
- Attending board meetings to learn more about district operations. Regular board meetings are held on the second Tuesday, of each month at 7:00 p. m. in the Board Room located on the High School Campus. An agenda for a regular or special meeting is posted no later than 72 hours before each meeting at the district bulletin board located outside of the High School Main Entrance and online at www.Harletonisd.net .[See policies BE and BED for more information.]

Parking and Parking Permits (Secondary Grade Levels Only)

Harleton High School is committed to providing a safe and secure campus for our students and staff. Two of the most dangerous locations on our campus are the student parking lot and driveways. To help ensure the safety of our students, staff, and visitors, Harleton High School has instituted expectations or rules governing student driving privileges on campus. The rules are designed to mitigate as many variables as possible in the student parking lot and driveways. Driving on the Harleton High School campus is a privilege. Failure to abide by the rules and expectations of Harleton High School can lead to the temporary or permanent revocation of driving privileges and other discipline consequences. Harleton High school has the right to search any vehicle parked on Harleton ISD property.

PARKING LOT RULES & EXPECTATIONS

1. Failure to comply with instructions from school administrators or the SRO officers can result in temporary or permanent suspension of parking privileges on campus.
2. The parking lot speed limit is 15 mph. Driveways are as posted, with a MAX of 15mph.
3. At all times on campus, students will drive and conduct themselves in a safe manner.
4. In the interest of safety, music will be turned down or off while driving on campus. External speakers, subwoofers, and other audio devices should be turned off while on campus
5. Jumping curbs, driving in the grass, and parking in non-designated parking areas is considered unsafe driving and can result in suspension and/or revocation of parking privileges.
6. Students must park in their assigned spaces immediately upon arrival on campus. HHS is a closed campus, students may not leave once they enter the campus. Once parked, students must enter the building immediately. Sitting in vehicles or loitering in the parking lot is not allowed at any time.
7. Students driving on campus must have a valid parking permit displayed at all times, active insurance, and driver's license. Harleton High School is not responsible for damage caused to vehicles, regardless of who is at fault
8. At NO time during school hours are students to park in Visitor or Faculty parking spaces.
9. Students may park in Handicapped spaces ONLY IF they have an authorized tag/sticker AND they have administrator permission.
10. If you are driving a vehicle that is not registered to you, you must transfer your parking pass to the vehicle before parking the vehicle in the student parking lot.
11. Once you have attended your last scheduled class or the school day ends, students are expected to exit the parking lot as soon as possible in a safe manor. Once students leave, they may not return to the student parking lot until the next day. Exceptions to return are: have prior

Harleton High School Student Handbook

permission from the office or are attending to approved school business (Detentions, pep rallies, practices, games, etc).

Students may be subject to disciplinary action for violation of these rules. The district may tow vehicles that are parked in violation of these rules at the student's expense.

Pledges of Allegiance and a Minute of Silence (All Grade Levels)

Each school day, students will recite the Pledge of Allegiance to the U.S. flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. [See **Reciting the Pledges to the U.S. and Texas Flags** on page 18.]

State law requires that one minute of silence follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others.

In addition, state law requires that each campus provide for the observance of one minute of silence in remembrance of those who lost their lives on September 11, 2001, at the beginning of the first class period when September 11 falls on a regular school day.

[See policy EC for more information.]

Prayer

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

Promotion and Retention

A student will be promoted only on the basis of academic achievement or proficiency. In making promotion decisions, the district will consider:

- Teacher recommendation,
- Grades,
- Scores on criterion-referenced or state-mandated assessments, and
- Any other necessary academic information as determined by the district.

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the State of Texas Assessments of Academic Readiness (STAAR) if the student is enrolled in a public Texas school on any day between January 1 and the date of the first administration of the STAAR.

High School Grade Levels

To earn credit in a course, a student must receive a final grade of at least 70 based on course-level standards.

A student in grades 9–12 will be advanced a grade level based on the number of course credits earned. [See **Grade Level Classification** on page 63.]

Students will also have multiple opportunities to retake EOC assessments. [See **Graduation** on page 65 and **Standardized Testing** on page 92.]

Harleton High School Student Handbook

Release of Students from School

[See **Leaving Campus** on page 80.]

Report Cards/Progress Reports and Conferences (All Grade Levels)

Report cards with each student's performance and absences in each class or subject are issued at least once every 6 weeks.

At the end of the first three weeks of a grading period, parents will receive a progress report of their child's performance in all scheduled courses. If a student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be asked to schedule a conference with the teacher. [See **Working Together** on page 83 for how to schedule a conference.

Teachers follow grading guidelines that have been approved by the principal, superintendent, and school board pursuant to the board-adopted policy. Grading guidelines are designed to reflect each student's relative mastery of each assignment. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. [See **Grading Guidelines** on page 63 and policy EIA(LOCAL) for more information.]

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

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

Report cards and unsatisfactory progress reports are not required to be signed by the parent and returned to the school. The district may communicate academic information about a student electronically, including for progress reporting purposes. An electronic signature will be accepted by the district, but parents are entitled to request a handwritten signature of acknowledgment instead.

Retaliation

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 51.]

Safety

Student safety on campus, at school-related events, and in district vehicles is a high priority of the district. The cooperation of students is essential to ensuring school safety. A student is expected to:

- Avoid conduct that is likely to put the student or others at risk.
- Follow all behavioral standards in this handbook and the Student Code of Conduct or set by district employees.
- Remain alert to any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member, and promptly report any incidents to the campus principal, the assistant principal, or a district employee. A student may make anonymous reports about safety concerns by completing the crisis go form at <https://safe2speakup.com/onlinebully?workspace=HarletonISDTX>.
- Know emergency evacuation routes and signals.

Harleton High School Student Handbook

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

Accident Insurance

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

Insurance for Career and Technical Education (CTE) Programs

If the board purchases accident, liability, or automobile insurance coverage for students or businesses involved in the district's CTE programs, the district will notify the affected students and parents.

Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies

Periodically, the school will conduct preparedness drills of emergency procedures. When the command is given or alarm is sounded, students need to follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Preparedness Training: CPR and Stop the Bleed

The district will annually offer instruction in CPR at least once to students enrolled in grades 7–12. The instruction can be provided as part of any course and is not required to result in CPR certification. The district will annually offer students in grades 7–12 instruction on the use of bleeding control stations to respond to traumatic injury. For more information, see [Homeland Security's Stop the Bleed](#) and [Stop the Bleed Texas](#).

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 may have to rely on previously provided written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, all parents are asked each year to complete an emergency care consent form. Parents should contact the school nurse to update emergency care information (name of doctor, emergency phone numbers, allergies, etc.).

Emergency School Closing Information

Each year, parents are asked to complete an emergency release form to provide contact information in the event that the district needs to notify parents of early dismissal, delayed opening, or restricted access to a campus because of severe weather, a security threat, or another emergency cause.

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. It is crucial to notify your child's school when a phone number changes.

If the campus must close, delay opening, or restrict access to the building because of an emergency, the district will also alert the community in the following ways:

KYKX	Longview	105.7
KWKH	Shreveport	1130 AM
KFXK	Longview	Channel 51
KLTV	Tyler	Channel 7

Harleton High School Student Handbook

[See **Communications-Automated, Emergency** on page 42.]

SAT, ACT, and Other Standardized Tests

[See **Standardized Testing** on page 92.]

Schedule Changes

Students are allowed to request schedule changes by scheduling an appointment with the Assistant Principle of Student Services. Schedule change request may not be approved due to several reasons including but not limited to the timing of the request and conflicts with the students schedule.

School Facilities

Asbestos Management Plan (All Grade Levels)

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's asbestos management plan is available in the central administrative office. If you have any questions or would like to examine the district's plan in more detail, please contact the superintendent's office, the district's designated asbestos coordinator, at ratcliffjay@harletonisd.net or call 903-777-2372.

Food and Nutrition Services

The district participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily in accordance with standards set forth in state and federal law.

Some students are eligible for free and reduced-price meals based on financial need. Information about a student's participation is confidential. The district may share information such as a student's name and eligibility status to help enroll eligible children in Medicaid or the state children's health insurance program (CHIP) unless the student's parent requests the student's information not be disclosed.

Participating students will be offered the same meal options as their peers and will not be treated differently from their peers.

See the high school office to apply for free or reduced-price meal services.

[See policy CO for more information.]

Parents should continually monitor their child's meal account balance. When a student's meal account is depleted, the district will notify the parent. The student may continue to purchase meals according to the grace period set by the school board. The district will present the parent with a schedule of repayment for any outstanding account balance and an application for free or reduced meals.

If the district is unable to work out an agreement with the student's parent on replenishment of the meal account and payment of any outstanding balance, the student will receive a meal. The district will make every effort to avoid bringing attention to the student.

Harleton High School Student Handbook

Vending Machines

The district has adopted and implemented the state and federal policies for food service, including guidelines to restrict student access to vending machines. For more information regarding these policies and guidelines, see the high school office. [See policy FFA for more information.]

Pest Management Plan (All Grade Levels)

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, periodic indoor and outdoor pesticide use is sometimes necessary to ensure a safe, pest-free school environment.

All pesticides used are registered for their intended use by the U.S. Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area.

Parents who have questions or who want to be notified of the times and types of applications prior to pesticide application inside their child's school assignment area may contact the superintendent's office, the district's IPM coordinator, at 903-777-2372

Conduct Before and After School (All Grade Levels)

Teachers and administrators have full authority over student conduct at before- or after-school activities. Whether a school activity is on or off district premises, students are subject to the same rules of conduct that apply during the instructional day. Misbehavior will be subject to consequences established by the Student Code of Conduct or any stricter standards of behavior established by the sponsor for extracurricular participants.

Library (All Grade Levels)

The library is open for independent student use during the following times with a teacher or librarian permit:

- *Before and after school (open and close times are dependent on the librarian's schedule)*
- *During the school day (with permission of the student's scheduled teacher and librarian)*
- *The library is open during break and is closed during lunch*

Use of Hallways during Class Time (All Grade Levels)

During class times, loitering or standing in the halls is not permitted, and a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the Student Code of Conduct.

Use by Students Before and After School (All Grade Levels)

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

The following areas are open to students before school, beginning at 7a.m.

- *The cafeteria*

Harleton High School Student Handbook

- *The food court*
- *The food court restrooms (Parking Lot Student Entrance)*

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

Students must leave campus immediately after dismissal of school in the afternoon, unless the student is involved in an activity under the supervision of a teacher or other authorized employee or adult.

Meetings of Non-curriculum-Related Groups (Secondary Grade Levels Only)

Student-organized, student-led non-curriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of policy FNAB(LOCAL).

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

School-Sponsored Field Trips (All Grade Levels)

The district periodically takes students on field trips for educational purposes.

A parent must provide permission for a student to participate in a field trip.

The district may ask the parent to provide information about a student's medical provider and insurance coverage and may also ask the parent to sign a waiver allowing for emergency medical treatment in the case of a student accident or illness during the field trip.

The district may require a fee for student participation in a field trip to cover expenses such as transportation, admission, and meals; however, a student will not be denied participation because of financial need.

Searches

Searches in General (All Grade Levels)

In the interest of promoting student safety and drug-free schools, district officials may occasionally conduct searches.

District officials may search students, their belongings, and their vehicles in accordance with law and district policy. Searches of students will be conducted without discrimination, based on, for example, reasonable suspicion or voluntary consent or pursuant to district policy providing for suspicionless security procedures, including the use of metal detectors.

In accordance with the Student Code of Conduct, students are responsible for prohibited items found in their possession, including items in their personal belongings or in vehicles parked on district property.

If there is reasonable suspicion to believe that searching a student's person, belongings, or vehicle will reveal evidence of a violation of the Student Code of Conduct, a district official may conduct a search in accordance with law and district regulations.

District Property (All Grade Levels)

Desks, lockers, district-provided technology, and similar items are the property of the district and are provided for student use as a matter of convenience. District property is subject to search or

Harleton High School Student Handbook

inspection at any time without notice. Students have no expectation of privacy in district property.

Students are responsible for any item found in district property provided to the student that is prohibited by law, district policy, or the Student Code of Conduct.

Metal Detectors (All Grade Levels)

To maintain a safe and disciplined learning environment, the district reserves the right to subject students to metal detector searches when entering a district campus and at off-campus, school-sponsored activities.

Telecommunications and Other Electronic Devices (All Grade Levels)

Use of district-owned equipment and its network systems is not private and will be monitored by the district. [See policy CQ for more information.]

Any searches of personal electronic devices will be conducted in accordance with law, and the device may be confiscated to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

[See **Electronic Devices and Technology Resources** on page 58 and policy FNF(LEGAL) for more information.]

Trained Dogs (All Grade Levels)

The district may use trained dogs to screen for concealed, prohibited items, including drugs and alcohol. Screenings conducted by trained dogs will not be announced in advance. The dogs will not be used with students, but students may be asked to leave personal belongings in an area that is going to be screened, such as a classroom, a locker, or a vehicle. If a dog alerts to an item or an area, it may be searched by district officials.

Drug Testing (Secondary Grade Levels Only)

Harleton ISD requires drug testing of any student in grades 7 – 12 who chooses to participate in any school-sponsored extracurricular activities.

A student participating in these activities shall be tested randomly throughout the school year for the presence of illegal drugs and alcohol.

The purpose of the drug-testing program is to deter student use of illegal and performance enhancing drugs or alcohol.

[See **Steroids** on page 74.]

Vehicles on Campus

If a vehicle subject to search is locked, the student will be asked to unlock the vehicle. If the student refuses, the district will contact the student's parents. If the parents also refuse to permit the vehicle to be searched, the district may turn the matter over to law enforcement. The district may contact law enforcement even if permission to search is granted.

Sexual Harassment

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 51.]

Harleton High School Student Handbook

Special Programs (All Grade Levels)

The district provides special programs for gifted and talented students, students who are homeless, students in foster care, bilingual students, migrant students, English learners, students diagnosed with dyslexia, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact the Assistant Principal of Student Services Adam Chandler.

The Texas State Library and Archives Commission's [Talking Book Program](#) provides audiobooks free of charge to qualifying Texans, including students with visual, physical, or reading disabilities such as dyslexia.

Standardized Testing Secondary Grade Levels

SAT/ACT (Scholastic Aptitude Test and American College Test)

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. These assessments are usually taken at the end of the junior year. Students are encouraged to talk with the Assistant Principal of Student Services early during their junior year to learn about these assessments and determine the appropriate examination to take. The Preliminary SAT (PSAT) and ACT-Aspire are the corresponding preparatory and readiness assessments for the SAT and ACT.

Note: These assessments may qualify a student to receive a performance acknowledgment on the student's transcript under the foundation graduation program and may qualify as a substitute for an end-of-course testing requirement in certain circumstances. A student's performance at a certain level on the SAT or ACT also makes the student eligible for automatic admission to a Texas public institution of higher education.

TSI (Texas Success Initiative) Assessment

Prior to enrollment in a Texas public college or university, most students must take a standardized test called the Texas Success Initiative (TSI) assessment. The TSI assesses the reading, mathematics, and writing skills that freshmen-level students need to perform effectively as undergraduates in Texas public colleges and universities. This assessment may also be required before a student enrolls in a dual credit course offered through the district. Achieving certain benchmark scores on this assessment may also waive certain end-of-course assessment requirements in limited circumstances.

STAAR (State of Texas Assessments of Academic Readiness)

High School Courses End-of-Course (EOC) Assessments

STAAR end-of-course (EOC) assessments are administered for the following courses:

- Algebra I
- English I and English II
- Biology
- U.S. History

Satisfactory performance on the applicable assessments is required for graduation, unless waived or substituted as allowed by state law and rules.

Harleton High School Student Handbook

There are three testing windows during the year in which a student may take an EOC assessment. The windows occur in the fall, spring, and summer months. If a student does not meet satisfactory performance, the student will have opportunities to retake the assessment.

STAAR Alternate 2 is available for eligible students receiving special education services who meet certain criteria established by the state as determined by the student's ARD committee.

An admission, review, and dismissal (ARD) committee for a student receiving special education services will determine whether successful performance on the EOC assessments will be required for graduation within the parameters identified in state rules and the student's personal graduation plan (PGP).

[See **Graduation** on page 65.]

Students in Foster Care (All Grade Levels)

In an effort to provide educational stability, the district will provide enrollment and registration assistance, as well as other educational services throughout the student's enrollment, to any student who is currently placed or newly placed in foster care (temporary or permanent custody of the state, sometimes referred to as substitute care).

Please contact the High School Principal, who has been designated as the district's foster care liaison on the high school campus, at BrockCrystal@Harletonisd.net or 903-777-2711 with any questions.

[See **Students in the Conservatorship of the State** on page 24.]

Students Who are Homeless

A parent is encouraged to inform the district if his or her child is experiencing homelessness. District staff can share resources that may be able to assist families.

For more information on services for students who are homeless, contact the district's homeless education high school liaison, Crystal Brock, at BrockCrystal@Harletonisd.net or 903-777-2711.

[See **A Student Who is Homeless** on page 25.]

Student Speakers

The district may provide students the opportunity to introduce approved school events. If a student meets the eligibility criteria and wishes to introduce one of the school events, the student should submit his or her name in accordance with policy FNA(LOCAL).

[See **Graduation** on page 65 for information related to student speakers at graduation ceremonies and policy FNA(LOCAL) regarding other speaking opportunities.]

Summer School

For information concerning summer school, contact the Assistant Principal of Student Services or the High School Principal.

Tardies (High School)

A student who is not in their assigned classroom when the tardy bell rings, they are tardy to class and may be assigned to detention hall or given another appropriate consequence.

Harleton High School Student Handbook

Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials (All Grade Levels)

The district provides textbooks and other approved instructional materials to students free of charge for each subject or class. Students must treat any books with care and place covers on them, as directed by the teacher. The district may also provide electronic textbooks and technological equipment to students, depending on course objectives.

If a student needs a graphing calculator for a course and the district does not provide one, the student may use a calculator application with graphing capabilities on a phone, laptop, tablet, or other computing device.

A student who is issued a damaged item should report the damage to the teacher.

Any student who does not return an item or returns an item in an unacceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage is paid for by the parent. However, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

Transfers (All Grade Levels)

The principal is authorized to transfer a student from one classroom to another.

[See **Safety Transfers/Assignments** on page 24, **Bullying** on page 34, and **Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services** on page 26, for other transfer options.]

Transportation (All Grade Levels)

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use school-provided transportation to and from the event. However, in accordance with campus procedures, a parent may provide written consent for his or her child to ride with or be released after the event to the parent or another adult designated by the parent. [See **School-sponsored Field Trips** on page 90.]

Buses and Other School Vehicles

The district makes school bus transportation available to all students living two or more miles from school and to any students who are experiencing homelessness. This service is provided at no cost to students.

Bus routes and stops will be designated annually. Any subsequent changes will be posted at the school and on the district's website. For the safety of the driver and all passengers, students must board district vehicles only at authorized stops and drivers must unload passengers only at authorized stops.

A parent may designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated location must be an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, contact the Director of Transportation Mike Harper at 903-777-2372

Students are expected to assist district staff in ensuring that buses and other district vehicles are clean and safe. When riding in district vehicles, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

Harleton High School Student Handbook

- Follow the driver's directions at all times.
- Enter and leave the vehicle in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the vehicle or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the vehicle.
- Not possess or use any form of tobacco or e-cigarettes in any district vehicle.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten their seat belts, if available.
- Wait for the driver's signal upon leaving the vehicle and before crossing in front of the vehicle.
- Follow any other rules established by the operator of the vehicle.

Misconduct will be punished in accordance with the Student Code of Conduct, including loss of the privilege to ride in a district vehicle.

[See the Student Code of Conduct for provisions regarding transportation to the DAEP.]

Vandalism

Littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

Video Cameras

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

The principal will review the video and audio recordings as needed and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

In accordance with state law, a parent of a student who receives special education services, a staff member (as this term is defined by law), a principal or assistant principal, or the board may make a written request for the district to place video and audio recording equipment in certain self-contained special education classrooms. The district will provide notice before placing a video camera in a classroom or other setting in which a child receives special education services. For more information or to request the installation and operation of this equipment, speak with the high school principal, who the district has designated to coordinate the implementation of and compliance with this law on the high school campus.

[See policy EHBAF(LOCAL) for more information.]

Harleton High School Student Handbook

Visitors to the School

General Visitors

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the main office and comply with all applicable district policies and procedures. All visitors should be prepared to show identification.

Individuals may visit classrooms during instructional time only with approval of the principal and teacher. Visitors may not interfere with instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted.

Unauthorized Persons

In accordance with Education Code 37.105, a school administrator, school resource officer (SRO), or district police officer has the authority to refuse entry to or eject a person from district property if the person refuses to leave peaceably on request and:

- The person poses a substantial risk of harm to any person; or
- The person behaves in a manner that is inappropriate for a school setting and persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with policies FNG(LOCAL) or GF(LOCAL).

[See the Student Code of Conduct.]

Visitors Participating in Special Programs for Students

Business, Civic, and Youth Groups

The district may invite representatives from patriotic societies listed in Title 36 of the United States Code to present information to interested students about membership in the society.

Career Day

The district invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

Volunteers (All Grade Levels)

The district invites and appreciates the efforts of volunteers who are willing to serve our district and students.

If you are interested in volunteering, please contact the high school office at 903-777-2711 for more information and to complete an application.

The district does not require state criminal history background checks for volunteers who are parents, guardians, or grandparents of a child enrolled in the district.

Harleton High School Student Handbook

Subject to exceptions in accordance with state law and district procedures, other volunteers will be subject to a state criminal history background check, and the volunteer must pay all costs for the background check.

Voter Registration

A student who is eligible to vote in any local, state, or federal election may obtain a voter registration application at the main campus office.

Withdrawing from School (All Grade Levels)

To withdraw a student under age 18 from school, the parent or guardian must submit a written request to the principal specifying the reasons for withdrawal and the final day the student will be in attendance. Withdrawal forms are available from the principal's office.

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

Please provide the school at least three days' notice of withdrawal so that records and documents may be prepared.

Harleton High School Student Handbook

Glossary

Accelerated instruction is an intensive supplemental program designed to help an individual student acquire the knowledge and skills required at his or her grade level. It is required when a student does not meet the passing standard on a state-mandated assessment.

ACT, or the American College Test, is one of the two most frequently used college or university admissions examinations. The test may be required for admission to certain colleges or universities.

ACT-Aspire is designed as a preparatory and readiness assessment for the ACT. This is usually taken by students in grade 10.

ARD stands for admission, review, and dismissal. The ARD committee convenes for each student who is identified as needing a full and individual evaluation for special education services. The eligible student and his or her parents are members of the committee.

Attendance review committee is responsible for reviewing a student's absences when the student's attendance drops below 90 percent, or in some cases 75 percent, of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit or a final grade lost because of absences.

CPS stands for Child Protective Services.

DAEP stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct.

DFPS stands for the Texas Department of Family and Protective Services.

DPS stands for the Texas Department of Public Safety.

EOC (end-of-course) assessments are state-mandated and are part of the STAAR program. Successful performance on EOC assessments are required for graduation. These examinations will be given in English I, English II, Algebra I, Biology, and U.S. History.

ESSA is the federal Every Student Succeeds Act.

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

IEP stands for individualized education program and is the written record prepared by the ARD committee for a student with disabilities who is eligible for special education services.

IGC is the individual graduation committee, formed in accordance with state law, to determine a student's eligibility to graduate when the student has failed to demonstrate satisfactory performance on no more than two of the required state assessments.

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

Harleton High School Student Handbook

PGP stands for personal graduation plan, which is required for high school students and for any student in middle school who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

PSAT is the preparatory and readiness assessment for the SAT. It also serves as the basis for the awarding of National Merit Scholarships.

SAT refers to the Scholastic Aptitude Test, one of the two most frequently used college or university admissions examinations. The test may be required for admissions to certain colleges or universities.

SHAC stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to help ensure that local community values and health issues are reflected in the district's health education instruction, as well as assist with other student and employee wellness issues.

Section 504 is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

STAAR is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments.

STAAR Alternate 2 is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student's ARD committee.

STAAR Spanish is an alternative state-mandated assessment administered to eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

State-mandated assessments are required of students at certain grade levels and in specified subjects. Except under limited circumstances, students must perform successfully on some state-mandated assessments to be promoted and students must pass the STAAR EOC assessments to graduate. Students have multiple opportunities to take the tests, if necessary, for promotion or graduation.

Student Code of Conduct is developed with the advice of the district-level committee and adopted by the board and identifies the circumstances, consistent with law, when a student may be removed from a classroom, campus, or district vehicle; sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP; and outlines conditions for out-of-school suspension and for expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

TAC stands for the Texas Administrative Code.

TEA stands for the Texas Education Agency, which oversees primary and secondary public education in Texas.

TELPAS stands for the Texas English Language Proficiency Assessment System, which assesses the progress that English learners make in learning the English language and is administered for those who meet the participation requirements in kindergarten–grade 12.

Harleton High School Student Handbook

TSI stands for the Texas Success Initiative, an assessment designed to measure the reading, mathematics, and writing skills that entering college-level freshmen students should have if they are to be successful in undergraduate programs in Texas public colleges and universities.

TXVSN stands for the Texas Virtual School Network, which provides online courses for Texas students to supplement the instructional programs of public school districts. Courses are taught by qualified instructors and are equivalent in rigor and scope to a course taught in a traditional classroom setting.

UIL refers to the University Interscholastic League, the statewide, voluntary nonprofit organization that oversees educational extracurricular academic, athletic, and music contests.

Harleton High School Student Handbook

Appendix: Freedom from Bullying Policy

Note to handbook developer: Because state law requires that the district's policy on bullying be distributed in its Student Handbook(s), the following has been formatted for you to more easily insert the district's FFI(LOCAL) policy here rather than in the body of the handbook itself.

Note: School board policies may be revised at any time. For legal context and the most current copy of the local policy, visit www.Harletonisd.net Below is the text of Harleton ISD policy FFI(LOCAL) as of the date this handbook was finalized for this school year.

Student Welfare: Freedom from Bullying

Policy FFI(LOCAL) adopted on *August 4th, 2020*

STUDENT WELFARE: FREEDOM FROM BULLYING FFI(LOCAL)

The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, **serves as** a witness, or participates in an investigation.

EXAMPLES

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

FALSE CLAIM

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

TIMELY REPORTING

REPORT This policy addresses bullying of District students. For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.

BULLYING PROHIBITED

The District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

DEFINITION

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school sponsored or school-related activity, or in a vehicle operated by the District and that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student. This conduct is considered bullying if it:
2. Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and

Harleton High School Student Handbook

2. In Interferes with a student's education or substantially disrupts the operation of a school.

EXAMPLES

Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

RETALIATION

PROCEDURES

STUDENT REPORT

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct. To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee.

Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

EMPLOYEE REPORT

REPORT FORMAT

PROHIBITED CONDUCT

A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.

The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct. The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate. Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.

INVESTIGATION OF REPORT

CONCLUDING THE INVESTIGATION

80

The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee. If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

Harleton High School Student Handbook

NOTICE TO PARENTS

DISTRICT ACTION

BULLYING

If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.

DISCIPLINE

A student who is a victim of bullying and who used reasonable self defense in response to the bullying shall not be subject to disciplinary action.

CORRECTIVE ACTION

The discipline of a student with a disability is subject to applicable **state** and federal law in addition to the Student Code of Conduct.

Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.

TRANSFERS

The principal or designee shall refer to FDB for transfer provisions.

COUNSELING

The principal or designee shall notify the victim, the student who **engaged** in bullying, and any students who witnessed the bullying of available counseling options.

IMPROPER CONDUCT

CONFIDENTIALITY

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action. To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation. A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate **level**. Retention of records shall be in accordance with CPC(LOCAL).

APPEAL

RECORDS RETENTION

81

ACCESS TO POLICY AND PROCEDURES

This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's Web site, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

Harleton High School Student Handbook

APPENDIX I:

ROBERT V. REIM COMPANY

INSURANCE CONSULTING
BID MANAGEMENT



SCHOOL INSURANCE NEWSLETTER

July 2020

Market Conditions

Lloyd's estimates the Covid-19 "underwriting losses will hit \$107 billion...the largest loss on record for insurers". Texas property insurance premiums are expected to increase, because insurers only retain a small portion of the total risk; the rest is laid off to reinsurers. *(CNBC)*

Commercial markets continue to harden in Q2. According to USI Insurance Services do not be surprised if renewal premiums increase 15-20%. See the chart below. *(Business Insurance)*

Coverage	Change
Property Inland	+5% to 15%
Property Wind/Hail or Hurricane	+20% to 40%
Property with poor losses	+40% +
Auto < 200 vehicles, good losses	+10% to 20%
Auto < 200 vehicles, poor losses	+20% to 30%
Auto > 200 vehicles, good losses	+20% to 30%
Auto > 200 vehicles, poor losses	+40% +

Coverage	Change
WC Guaranteed Cost	-5% to +5%
WC Cost Plus	0 to +5%
General Liability	+5% to 10%
Employment Practices	+10 to 50%
Professional Liability	+15% to 50%
Capacity (limit or concentration)	-25%
Increased Deductibles	Yes

While these are nationwide numbers, we are seeing increases from 10-20%, with an average of 15%. Companies not offering Covid-19 auto premium reductions may be using the reduced loss exposure to offset price increases. Worker's Compensation is currently the most competitive line of insurance. It may become even more so, since losses have been reduced while premiums remain the same because schools are continuing to pay employees, and premiums are based on payroll.

Don't Depend on FEMA

FEMA denied Dallas ISD's claim for assistance, stating that the storm did not meet the threshold requirement limit for an uninsured loss. The district's total damage from the October 2019 tornado was \$53.7 million. The real problem for the district is the cost of rebuilding; "without FEMA's aid, DISD's uncovered insurance losses could cost the district about \$65 million." *(Dallas Morning News)*



1109 JUDSON • P.O. BOX 2869 • LONGVIEW, TEXAS 75606-2869
 (903) 757-4601 • FAX (903) 753-0782

INVOICE

CLIENT	Harleton ISD
DATE	07/10/2020
CLIENT SERVICE	
PAGE	

Harleton ISD
 Box 510
 Harleton, TX 75651-0510

PAYMENT INFORMATION	
INVOICE SUMMARY	
PAYMENT AMOUNT	\$82,150
PAYMENT FOR:	Package Renewal Policy

Thank You

PLEASE DETACH AND RETURN WITH PAYMENT

Policy# 19-F0691

INVOICE	EFFECTIVE	TRANSACTION	DESCRIPTION	AMOUNT
			Commercial Package Renewal Policy 09/01/2020 - 09/01/2021 Texas Political Subdivisions	\$ 82,150
			General Liability	\$ 2,994
			School Board Legal Liab	\$ 3,649
			Auto Liability	\$ 6,577
			Auto Med Pay	\$ 266
			Uninsured/Underinsured	\$ 966
			Auto Physical Damage	\$ 8,624
			Property	\$ 58,643
			Crime	\$ 431

We Thank You and Appreciate your business!

TOTAL

\$82,150

Thank You

Please make check payable to: Gans & Smith Insurance Agency Inc

DATE

07/10/2020

To Make a Payment Online: <https://gans-smith.epaypolicy.com>

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August 10
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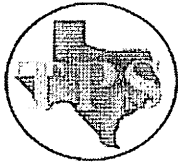
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Quality Since 1983

TEXAS POLITICAL SUBDIVISIONS

JOINT SELF INSURANCE FUND

"Complete Workers' Comp and Property/Casualty Solutions"

P.O. Box 803356 • Dallas, Texas 75380-3356

800-588-0013 • 972-361-6300 • www.tpspool.org

To: Ann Arnn

Agency: Gans & Smith Insurance Agency, Inc.

Date: June 17, 2020

Reference: Pine Tree ISD

Property/Casualty Proposal

09-01-2020 to 09-01-2021

(Proposal is valid until: 12:01AM on September 01, 2020)

Dear Ann Arnn:

Based upon the information received, we are pleased to offer the attached proposal. Please review and advise if you have any questions.

The contract has Crisis Management (Workplace Violence) Coverage & Cyber Liability Coverage. These are coverages we provide to our Members for no additional cost. Please refer to the Crisis Management & Cyber Liability attachments for coverage details.

To bind coverage we will need you to complete our New/Renewal Binder, prior to inception date.

We appreciate the time you have invested in answering our questions and providing information necessary for preparation of this proposal. Thank you for giving us the opportunity to serve you. We look forward to working with you on this account.

Sincerely,

Rhonda Ruehle
Underwriting Director
Office: 972-361-6310
rhonda.ruehle@tpspool.org

6/17/20

TEXAS POLITICAL SUBDIVISIONS JOINT SELF-INSURANCE FUND

SUMMARY OF PROPOSAL

Pine Tree ISD

09-01-2020 to 09-01-2021

COVERAGE	DEDUCTIBLE	TOTAL CONTRIBUTION
General Liability	Various See Proposal Page	\$5,268
School Board Legal Liability	\$5,000 Per Claim	\$14,582
Auto Liability	Various See Proposal Page	\$34,742
Physical Damage	Various See Proposal Page	\$31,521
Garagekeepers	Various See Proposal Page	\$766
Property	Refer to Property Proposal	\$324,601
Electronic Data, Media and Hardware	\$2,500 Per Occurrence	Included
Contractor's Equipment	\$2,500 Per Occurrence	Included
Musical/Band Instruments & Uniforms	\$2,500 Per Occurrence	Included
Equipment Breakdown	\$10,000 Per Accident	Included
Crime	Refer to Crime Proposal	\$1,628
Cyber Liability	\$25,000 Each Incident/Claim	Included at no charge
Crisis Management	No Deductible Applies	Included at no charge
Foreign & Domestic Terrorism	\$10,000 Per Occurrence	Applies to Property coverage only
Total Contribution		\$413,108

SPECIAL CONDITIONS:

A completed and signed renewal Cyber application will be required upon binding.

Pricing contemplates TPS writing all lines of coverage quoted.

This proposal shall automatically expire as of the effective date.

Coverage must be bound prior to the inception date and all contributions are due according to the terms of our billing invoice.

TEXAS POLITICAL SUBDIVISIONS JOINT SELF-INSURANCE FUND

GENERAL LIABILITY

Pine Tree ISD

09-01-2020 to 09-01-2021

Proposal

	LIMITS / DEDUCTIBLES
General Aggregate	\$2,000,000
Products & Completed Operations Aggregate	\$2,000,000
Each Occurrence	\$1,000,000
Personal & Advertising Injury	\$1,000,000
No Deductible Applies to the Above	
Limited Personal Injury Liability (Police/Peace Officers): Combined BI/PD Deductible Limit applies per Claim	\$2,500
Damage to Rented Premises	\$100,000
Medical Payments	\$5,000
Employee Benefits (Not Claims-Made)	Included in General Liability Each Occurrence Limit of Self-Insurance
Employee Benefits Aggregate	Included in General Liability General Aggregate Limit (Subject to a Maximum Annual Aggregate of \$1,000,000)
Employee Benefits Deductible Limit	\$1,000
Total Contribution	\$5,268
INCLUDED COVERAGES	EXCLUDED COVERAGES
Occurrence Form Bodily Injury Property Damage Personal Injury Advertising Injury Additional Coverage for: Elected and Appointed Officials Members of Boards or Commissions Employees & Volunteers Incidental Medical Malpractice Employee Benefits Liability Corporal Punishment Police/Peace Officers: Limited Personal Injury Liability	Employee-Related Claims Pollution Asbestos Coverage for: All Hospital Operations Jail Operations Contractors School Board Legal Liability Terrorism Mold
Applicable Addenda: 113A, 115, 116, 120, 122, 123, 124, 125, 126, 127, 128, 135	
The coverages and exclusions described above are not intended to be a complete listing but rather a sampling of some of the more important coverages provided. Please refer to the Coverage Document & addenda for complete coverages and exclusions.	
SPECIAL CONDITIONS:	

TEXAS POLITICAL SUBDIVISIONS JOINT SELF-INSURANCE FUND

SCHOOL BOARD LEGAL LIABILITY

Pine Tree ISD

09-01-2020 to 09-01-2021

Proposal

Limits of Self-Insurance		
	Annual Aggregate	\$1,000,000
	Per Claim	\$1,000,000
	Per Claim Deductible	\$5,000
	Retro Date	09/01/2017
Total Contribution		\$14,582
HIGHLIGHTS	EXCLUDED COVERAGES	CONDITIONS of PROPOSAL
Claims-Made Coverage Defense costs in additions to limits Pays on Behalf of Duty to Defend 60 Day Notice of Cancellation Sexual Misconduct Limited Non-Percuriary Defense	Punitive or Exemplary Damages Student-Student Sexual Abuse	Coverage must be written in conjunction with General Liability coverage.
Applicable Addenda:		
401, 402		
The coverages and exclusions described above are not intended to be a complete listing but rather a sampling of some of the more important coverages provided. Please refer to the Coverage Document & addenda for complete coverages and exclusions.		
SPECIAL CONDITIONS:		

TEXAS POLITICAL SUBDIVISIONS JOINT SELF-INSURANCE FUND

AUTOMOBILE

Pine Tree ISD

09-01-2020 to 09-01-2021

COVERAGE	LIMITS	DEDUCTIBLE
Liability:		Combined BI & PD
BI - Each Person	\$ 100,000	\$ 2,500
BI - Each Accident	\$ 300,000	
PD - Each Accident	\$ 100,000	Each Accident
Uninsured/Underinsured Motorists		\$ 250
BI - Each Person	\$ 30,000	
BI - Each Accident	\$ 60,000	
PD - Each Accident	\$ 25,000	
Medical Payments	\$ 5,000	
Collision	Actual Cash Value	\$1,000
Comprehensive	Actual Cash Value	\$1,000
GKLL Collision	\$50,000	
	Actual Cash Value	\$1,000
GKLL Comprehensive	\$50,000	
	Actual Cash Value	\$1,000
	Max Any One Event	\$5,000
HIRED Collision	\$50,000	\$1,000
HIRED Comprehensive	\$50,000	\$1,000
	Contributions:	
Liability	\$29,184	
Uninsured/Underinsured Motorists	\$4,370	
Medical Payments	\$1,188	
Physical Damage	\$30,399	
Garagekeepers	\$766	
Hired Car Physical Damage	\$1,122	
Total Contribution:	\$67,029	
HIGHLIGHTS	EXCLUDED COVERAGES	CONDITION of PROPOSAL
60 day notice of cancellation Broad definition of Covered Party Hired PhysDam on a EXCESS Basis All owned, hired and non-owned vehicles for liability, including vehicles under long-term lease. Automatic coverage on vehicles acquired during policy term subject to annual self-audit.	Refer to coverage document for details. Personal Injury Protection Terrorism Mold	This proposal contemplates 124 vehicles based on the schedule provided. Annual Payment ONLY Contribution adjusted at anniversary to reflect unit changes Physical Damage Coverage was requested for only selected vehicles.
Applicable Addenda: 207, 215, 216a, 219, 220, 222, 223, 236		
The coverages and exclusions described above are not intended to be a complete listing but rather a sampling of some of the more important coverages provided. Please refer to the Coverage Document & addenda for complete coverages and exclusions.		
SPECIAL CONDITIONS:		
<i>PLEASE NOTE THE AL DEDUCTIBLE HAS CHANGED.</i>		
<i>Deletion of any coverage is subject to Underwriter approval prior to binding.</i>		
<i>Automobile coverage may be written on a monoline basis subject to Underwriter approval</i>		

TEXAS POLITICAL SUBDIVISIONS JOINT SELF-INSURANCE FUND

PROPERTY

Pine Tree ISD

09-01-2020 to 09-01-2021

Limit of Self-Insurance	
Property	\$224,492,580
Equipment Breakdown	\$224,492,580
Causes of Loss	All Risk of Direct Physical Loss or Damage
Basis of Coverage	Blanket
Valuation	Replacement Cost except ACV on Contractor's Equipment & Other IM Coverages
Deductibles:	
AOP	\$50,000 Per Occurrence
Wind	\$100,000 Per Occurrence
Hail	\$100,000 Per Occurrence
Earth Movement	\$150,000 Per Occurrence
Flood	\$150,000 Per Occurrence
Equipment Breakdown	\$10,000 Per Accident
Basic Contribution	\$322,907
Electronic Data, Media and Hardware	\$860
Contractor's Equipment	\$552
Musical/Band Instruments & Uniforms	\$282
Total Contribution:	\$324,601
OTHER COVERAGES	BASIC LIMITS
Newly Acquired Property	\$10,000,000
Extra Expense	\$5,000,000
Valuable Papers and Records	\$5,000,000
Property In Transit	\$1,000,000
Accounts Receivable	\$5,000,000
Demolition Cost & ICC (Coverage A, B & C)	Included
Flood & Earth Movement	\$10,000,000
Spoilage	\$250,000
Outdoor Property (max per item may apply)	\$1,000,000
Miscellaneous Unnamed Locations	\$5,000,000
Unscheduled Tracks & Fields	\$2,500,000
Applicable Addenda:	
351, 351a, 380, 389, 389a, 391, 393, 394, 395, 397, 398, 399	
The coverages and exclusions described above are not intended to be a complete listing but rather a sampling of some of the more important coverages provided. Please refer to the Coverage Document & addenda for complete coverages and exclusions.	
SPECIAL CONDITIONS:	
<i>Please see new addendum 389a: An Exclusion for Virus, Bacteria or Microorganisms that induce physical distress, illness or disease will be added to Property Coverage effective 9/1/20 and after.</i>	

TEXAS POLITICAL SUBDIVISIONS JOINT SELF-INSURANCE FUND

SPECIAL EQUIPMENT

Pine Tree ISD

09-01-2020 to 09-01-2021

Proposal

COVERAGE	Values:	Causes of Loss	Valuation:	Deductible: Per Occurrence	Contribution
Electronic Data, Media and Hardware	\$2,000,000	All risk of Direct Physical Loss or Damage	RCV	\$2,500	\$860
Contractor's Equipment	\$520,000	All risk of Direct Physical Loss or Damage	ACV	\$2,500	\$552
Musical/Band Instruments & Uniforms	\$500,000	All risk of Direct Physical Loss or Damage	ACV	\$2,500	\$282
Total Contribution: Included in Property Proposal					
<i>SPECIAL CONDITIONS:</i>					
Coverage will not be written without Property Coverage.					

Please refer to the Coverage Document for complete coverages and exclusions.

TEXAS POLITICAL SUBDIVISIONS JOINT SELF-INSURANCE FUND

CRIME

Pine Tree ISD

09-01-2020 to 09-01-2021

Proposal

Crime Coverages:	Limit of Self-Insurance	Deductible Amount
Coverage O - Employee Dishonesty	\$100,000	\$1,000
Coverage B - Forgery or Alteration	\$100,000	\$1,000
Coverage C - Theft Disappearance & Destruction	\$100,000	\$1,000
Coverage F - Computer Fraud	\$50,000	\$5,000
Coverage R - MO & Counterfeit Paper Currency	\$50,000	\$1,000
	Total Contribution	\$1,628
Applicable Addenda & Coverage Forms:		
606, 608, 609, 612		
Please refer to the Coverage Document, Coverage Forms & Addenda for complete coverages and exclusions.		
SPECIAL CONDITIONS:		



TEXAS POLITICAL SUBDIVISIONS JSIF CYBER LIABILITY HIGHLIGHTS

GENERAL TERMS

Carrier	Chubb
Insured	TPS General Liability Members
A.M. Best Rating	A++ (Superior)
Consultants	Chubb Vendors & Partners: TPS utilizes an approved Chubb list for members Cyber Breach Coach, Forensics & Investigations, Notification & Monitoring and Public Relations to provide cyber management services.
Policy Number	EON G29012052 001
Territory	Territory is Worldwide unless amended with Excluded Countries
Deductible	\$25,000
Annual Aggregate	\$1,000,000
Type	Claims-Made Policy
Purpose	Provided as a value added service to assist TPS members in the event of a Cyber Attack or Data Breach

COVERAGE	LIMIT/WAITING PERIOD	COVERAGE DESCRIPTION
----------	----------------------	----------------------

First Party Coverage

CYBER INCIDENT RESPONSE FUND

Notification	Limit	\$1,000,000	Provides coverage for drafting notification letters, and to report and communicate as required with any regulatory, administrative or supervisory authority. Retaining call center and other related services for notification as required by law. Notifying a natural person whose PI has been wrongfully disclosed or otherwise compromised, including retaining a notification service.
Credit Monitoring	Limit		Provides credit monitoring, credit freezing, credit thawing, healthcare record monitoring (where available), social media monitoring, password management service, or fraud alert services.
Public Relations	Limit		Provides expenses related to retaining the services of a public relations or crisis communications firm for the purpose of protecting or restoring the reputation of, or mitigating financial harm to insured.
Forensics Investigation	Limit		Provides expenses for retaining the services of a third party computer forensics firm to determine the cause and scope of a cyber incident.
Criminal Reward	Limit		Provides any reasonable amount to an informant or information not otherwise available which leads to the arrest and conviction of a natural person or an entity responsible.

BUSINESS INTERRUPTION LOSS & EXTRA EXPENSES

Business Interruption Loss & Extra Expenses	Limit	\$1,000,000	Provides coverage for continuing normal operating and payroll expense (net profit before tax) that would have been earned had no interruption in service of a Insured's computer system occurred.
	Waiting Period	12 Hours	

CONTINGENT BUSINESS INTERRUPTION LOSS & EXTRA EXPENSES

Contingent Business Interruption Loss & Extra Expenses	Limit	\$1,000,000	Provides coverage for continuing normal operating and payroll expense (net profit before tax) that would have been earned had no interruption in service of a shared computer system occurred.
	Waiting Period	12 Hours	

DIGITAL DATA RECOVERY

Data Recovery	Limit	\$1,000,000	Provides reasonable & necessary costs incurred by an insured to replace, restore, recreate, re-collect or recover digital data from written records or form partially or fully matching electronic records. Includes loss from fraudulent infiltration & manipulation of Telephone System.
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NETWORK EXTORTION THREAT

Network Extortion	Limit	\$1,000,000	Provides reasonable & necessary expenses incurred including money, cryptocurrencies (including Bitcoin), or other consideration surrendered as payment.
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CYBER CRIME

Social Engineering Fraud	Limit	\$100,000	Covers payment for loss of money or securities sustained directly from Social Engineering Fraud committed by a person purporting to be a vendor, client or an employee
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Third Party Liability Coverage

CYBER, PRIVACY & NETWORK SECURITY LIABILITY

Liability	Limit	\$1,000,000	Covers any error, misstatement, misleading statement, act, omission, neglect, breach of duty or other offense actually or allegedly committed or attempted by any insured.
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PAYMENT CARD LOSS

Payment Card Loss	Limit	\$100,000	Covers monetary assessments, fines, penalties, chargebacks, reimbursements, and fraud recoveries as a result of actual or alleged failure of payment card loss.
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REGULATORY PROCEEDINGS

Regulatory Proceedings	Limit	\$1,000,000	Covers regulatory fines of any civil monetary fine or penalty imposed by a federal, state, local or foreign governmental entity in such entity's regulatory or official capacity.
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ELECTRONIC, SOCIAL & PRINT MEDIA LIABILITY

Electronic, Social & Print Media	Limit	\$1,000,000	Covers damages and claim expenses related to any error, misstatement, misleading statement, act, omission, neglect of breach of duty actually or allegedly committed or attempted by an insured. Or posted on insureds website, printed material or posted on any social media site or anywhere on the internet.
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CLAIMS PROCESSING PROCEDURE

Immediately report all claims directly to TPS at claims@tspool.org, 800-588-0013 or directly to the Director of Claims at 972-835-5221

This is a summary of coverage, please refer to the policy form for specific policy details and exclusions. Full policy details are available on the TPS website at www.tspool.org

Revised on August 19, 2019



TEXAS POLITICAL SUBDIVISIONS JSIF CRISIS MANAGEMENT (Workplace Violence) HIGHLIGHTS

GENERAL TERMS

Carrier	Houston Casualty Company
Insured	TPS Property and Liability Members (All Employees, Officers, Directors & Students. Including any Guests of the insured while on premises or while traveling and any Relative of insured)
A.M. Best Rating	A+ (Superior)
Consultants	Unity Resources Group: Crisis Response Firm approved to provide crisis management services
Policy Number	S716-85001
Territory	Territory is Worldwide unless amended with Excluded Countries
Deductible	No Deductible
Type	Occurrence Policy
Purpose	Provided as a value added service to assist TPS members in the event of a workplace violence or similar crisis event

COVERAGE	LIMIT/INDEMNITY/WAITING PERIOD	COVERAGE DESCRIPTION
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KIDNAP & RANSOM		
Ransom	Limit	\$2,000,000
Personal	Limit	\$5,000
In-Transit Loss	Limit	\$2,000,000
Additional Expenses	Limit	\$2,000,000
Crisis Response Fees & Expenses	Limit	Unlimited
Legal Liability	Limit	\$2,000,000

ACCIDENTAL DEATH & DISMEMBERMENT

Personal Accident	Per Person Limit	\$250,000	Benefit for loss of limb, mutilation, loss of sight, loss of speech, permanent total disability or death
	Aggregate Limit	\$1,250,000	

THREAT RESPONSE EXPENSE

Threat Response Expense	Limit	\$100,000	Consultant expenses associated with a threat assessment and the temporary protection of the threatened insured or property
	Indemnity Period	90 days	

DISAPPEARANCE & INVESTIGATION EXPENSE

Disappearance Investigation	Limit	\$150,000	Investigation expenses of the Crisis Response Consultant associated with the disappearance of an individual exceeding the waiting period without a related ransom demand
	Indemnity Period	90 days	
	Waiting Period	48 hours	

BUSINESS INTERRUPTION/LOSS OF EARNINGS

Business Interruption/Loss of Earnings	Limit	\$2,000,000	Loss or reduction of earnings resulting from an insured event
	Indemnity Period	90 days	
	Waiting Period	6 hours	

TRAVEL SECURITY EVACUATION/EMERGENCY REPATRIATION & RELOCATION

Travel Security Evacuation/ Emergency Repatriation & Relocation	Limits	\$1,000,000 per evacuation w/\$1,000,000 AGG	Expenses associated with the repatriation of an insured expelled by a recognized government, or wholesale seizure, confiscation or expropriation of the property, plant and equipment of the insured
		\$10,000 personal effects sublimit per person	
		\$25,000 repatriation sublimit per person	

CHILD ABDUCTION (PREMISES)

Child Abduction	Limit	\$2,000,000	Expenses associated with illegal taking of a child (0-18 years) of an Insured from the Insured premises. Includes public relations consultant, publicity, psychiatric counseling, hospitalization, funeral/burial, informant reward, travel, salary of parents and forensic analysts expenses
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WORKPLACE VIOLENCE /ACTIVE SHOOTER/ ASSAULT EXPENSE

Workplace Violence/Assault Expense	Limits	Liability Limit: \$2,250,000 per loss w/\$2,250,000 AGG	Covers expenses of any intentional or unlawful act of deadly force occurring on the business premises of the insured which involves the use or display of a lethal weapon and which has resulted or would result in bodily injury. Includes AD&D and expenses incurred to re-establish its public image, salary of insured, rehabilitation, temporary security measures, informant reward, consulting fees, etc
		Expense Limit: \$1,000,000 per loss w/\$1,000,000 AGG	
		AD&D Limit: \$250k per person w/\$1,250,000 per event AGG	

CLAIMS PROCESSING PROCEDURE

Immediately report all claims directly to TPS at claims@tspool.org, 800-588-0013 or directly to the Director of Claims at 972-835-5221
 Should you require immediate assistance with an incident or possible incident, contact Unity Resources Group (Unity) at their 24/7 crisis line @ +1-410-571-2628 or respond@unityresourcesgroup.com

This is a summary of coverage, please refer to the policy form for specific policy details and exclusions. Full policy details are available on the TPS website at www.tspool.org



TEXAS POLITICAL SUBDIVISIONS JSIF TERRORISM HIGHLIGHTS

GENERAL TERMS

Carrier	Ironshore Insurance Service LLC (A Liberty Mutual Company)		
Insured	TPS Property Members		
A.M. Best Rating	A (Excellent)		
Policy Number	3642600		
Territory	United States		
Deductibles	\$10,000 (24 hour Ingress/Egress/Service Interruption)		
Limit	\$100,000,000 Per Occurrence & In The Aggregate		
Type	Foreign & Domestic Terrorism/Sabotage (real property)		
Purpose	Provided to assist TPS members in the event of a Property Terrorism Event		

COVERAGE	LIMIT/INDEMNITY PERIOD/MILES	COVERAGE DESCRIPTION
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Underlying Sublimits

ACCOUNTS RECEIVABLE

Accounts	Limit	\$250,000	As per property coverage document.
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BUSINESS INTERRUPTION

Business	Limit	\$1,000,000	Available if applied for.
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CIVIL OR MILITARY AUTHORITY

Civil or Military Authority	Limit	\$1,000,000	Actual loss sustained during the period of time when access to real or personal property is prohibited by an order of civil or military authority.
	Indemnity Period	30 days	
	Miles	1	

DEBRIS REMOVAL EXPENSES

Debris Removal Expenses	Limit	\$1,000,000	Covers the necessary and reasonable expense of removal from locations of debris.
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DECONTAMINATION COSTS EXCLUDING NCBR

Decontamination Costs	Limit	\$250,000	Covers decontamination costs excluding nuclear, chemical, biological and radiological.
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DEMOLITION & ICC

Demolition & ICC	Limit	\$1,000,000	Covers enforcement of any law, ordinance, governmental directive or standard in effect at the time of loss or damage regulating the construction, repair or use and occupancy of the property.
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ELECTRONIC DATA PROCESSING EQUIPMENT MEDIA (Physical Damage Only)

Electronic Data Processing	Limit	\$1,000,000	As per property coverage document.
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ERROR & OMISSIONS

Error & Omissions	Limit	\$1,000,000	Covers direct physical loss or damage due to any error or unintentional omission.
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FINE ARTS

Fine Arts	Limit	\$250,000	Covers breakage of art, glass, windows, statuary, sculptures, marble, glassware, porcelain, bric-a-brac, antique furniture: antique jewelry or similar fragile articles, unless such breakage.
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FIRE PROTECTIVE SYSTEMS

Fire Protective	Limit	\$10,000	As per property coverage document.
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INGRESS/EGRESS

Ingress/Egress	Limit	\$1,000,000	Provides coverage for actual loss sustained during the period of time when ingress to or egress from the real or personal property is prohibited.
	Indemnity Period	30 days	
	Miles	1	

KEY & LOCK EXPENSE

Key & Lock	Limit	\$250,000	Covers necessary key & lock expenses.
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LANDSCAPING

Landscaping	Limit	\$10,000	Covers minimal landscape expense.
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LEASEHOLD INTEREST

Leasehold Interest	Limit	\$1,000,000	Available if applied for.
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MISSCELLANEOUS UNNAMED LOCATIONS

Miscellaneous Unnamed	Limit	\$1,000,000	As per property coverage document.
	Indemnity Period	30 days	

NEWLY ACQUIRED LOCATIONS

Newly Acquired Locations	Limit	\$10,000,000	As per property coverage document.
	Indemnity Period	90 days	

PRESERVATION OF PROPERTY

Preservation of Property	Limit	\$250,000	Reimburses expenses incurred in taking reasonable and necessary actions for the temporary protection and preservation of property.
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PROFESSIONAL FEES

Professional Fees	Limit	\$250,000	Covers reasonable and necessary expenses incurred to accountants, architects, auditors, engineers, or other professionals or employees to prepare and certify particulars or details of claims.
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RELOCATION EXPENSE

Relocation	Limit	\$1,000,000	Covers necessary relocation expense.
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RENTAL INCOME

Rental Income	Limit	\$1,000,000	Available if applied for.
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SERVICE INTERRUPTION

Service Interruption	Limit	\$1,000,000	Covers physical loss or damage to property and/or time element coverage arising from physical loss or damage.
	Indemnity Period	30 days	
	Miles	1	

SOFT COSTS

Soft Costs	Limit	\$250,000	Covers necessary soft costs.
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TRANSIT

Transit	Limit	\$250,000	Covers loss resulting from loss or damage to property in transit.
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VALUABLE PAPERS

Valuable Papers	Limit	\$250,000	As per property coverage document.
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CLAIMS PROCESSING PROCEDURE

Immediately report all claims directly to TPS at claims@tpspool.org, 800-588-0013 or directly to the Director of Claims at 972-835-5221

This is a summary of coverage, please refer to the policy form for specific policy details and exclusions.

Revised on October 31 2019

Cyber and Technology Insurance

Renewal Application

NOTICE

NOTICE: THE THIRD PARTY LIABILITY INSURING AGREEMENTS OF THIS POLICY PROVIDE CLAIMS-MADE COVERAGE, WHICH APPLIES ONLY TO CLAIMS FIRST MADE DURING THE POLICY PERIOD OR AN APPLICABLE EXTENDED REPORTING PERIOD FOR ANY INCIDENT TAKING PLACE AFTER THE RETROACTIVE DATE BUT BEFORE THE END OF THE POLICY PERIOD.

AMOUNTS INCURRED AS CLAIMS EXPENSES UNDER THIS POLICY SHALL REDUCE AND MAY EXHAUST THE APPLICABLE LIMIT OF INSURANCE AND WILL BE APPLIED AGAINST ANY APPLICABLE RETENTION. IN NO EVENT WILL THE INSURER BE LIABLE FOR CLAIMS EXPENSES OR THE AMOUNT OF ANY JUDGMENT OR SETTLEMENT IN EXCESS OF THE APPLICABLE LIMIT OF INSURANCE. TERMS THAT ARE UNDERLINED IN THIS NOTICE PROVISION HAVE SPECIAL MEANING AND ARE DEFINED IN SECTION II, DEFINITIONS. READ THE ENTIRE POLICY CAREFULLY.

INSTRUCTIONS

Please respond to answers clearly. Underwriters will rely on all statements made in this **Application**. This form must be dated and signed.

1. Applicant Information

Applicant Name

Harleton ISD

Applicant Address (City, State, Zip)

Box 510, Harleton, TX 75651-0510

Website Address

<https://harletonisd.net>

Global Revenue (Prior Fiscal Year)

7,394,034

% Domestic Revenue

100%

Current 7,500,000

% Online Revenue

0

Total Number of Employees

125

2. Nature of Operations

Are significant changes in the nature of the Applicant's business including mergers, acquisitions, products, services, or **Media Content** anticipated over the next twelve (12) months or have there been any such changes in the past twelve (12) months?

Yes No

Unknown

If Yes, please provide details.

[Click here to enter text.](#)

3. Information Security

Have the Applicant's information security exposures or controls changed over the past twelve (12) months in a way that materially impacts cyber risk? (e.g. software support expirations, known bugs, fixes, changes to IT security organization or loss prevention controls)?

Yes No

Unknown

If Yes, please provide details:

[Click here to enter text.](#)

4. Loss Information

Is the Applicant aware of any fact, circumstance, or situation that could reasonably be expected to give rise to an **Incident** or **Claim** to which the **Policy** would apply that has not been reported during the past twelve (12) months?

Yes No

If Yes, please provide details:

[Click here to enter text.](#)

FRAUD WARNING STATEMENTS

The Applicant's submission of this **Application** does not obligate the **Insurer** to issue, or the Applicant to purchase, a policy. The Applicant will be advised if the **Application** for coverage is accepted. The Applicant hereby authorizes the **Insurer** to make any inquiry in connection with this **Application**.

Notice to Arkansas, Minnesota, New Mexico and Ohio Applicants: Any person who, with intent to defraud or knowing that he/she is facilitating a fraud against an insurer, submits an application or files a claim containing a false, fraudulent or deceptive statement is, or may be found to be, guilty of insurance fraud, which is a crime, and may be subject to civil fines and criminal penalties.

Notice to Colorado Applicants: It is unlawful to knowingly provide false, incomplete or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policy holder or claimant for the purpose of defrauding or attempting to defraud the policy holder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory agencies.

Notice to District of Columbia Applicants: WARNING: It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits, if false information materially related to a claim was provided by the applicant.

Notice to Florida Applicants: Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

Notice to Kentucky Applicants: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime.

Notice to Louisiana and Rhode Island Applicants: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

Notice to Maine, Tennessee, Virginia and Washington Applicants: It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties may include imprisonment, fines or a denial of insurance benefits.

Notice to Alabama and Maryland Applicants: Any person who knowingly or willfully presents a false or fraudulent claim for payment of a loss or benefit or who knowingly or willfully presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

Notice to New Jersey Applicants: Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.

Notice to Oklahoma Applicants: WARNING: Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

Notice to Oregon and Texas Applicants: Any person who makes an intentional misstatement that is material to the risk may be found guilty of insurance fraud by a court of law.

Notice to Pennsylvania Applicants: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

Notice to Puerto Rico Applicants: Any person who knowingly and with the intention of defrauding presents false information in an insurance application, or presents, helps, or causes the presentation of a fraudulent claim for the payment of a loss or any other benefit, or presents more than one claim for the same damage or loss, shall incur a felony and, upon conviction, shall be sanctioned for each violation with the penalty of a fine of not less than five thousand (5,000) dollars and not more than ten thousand (10,000) dollars, or a fixed term of imprisonment for three (3) years, or both penalties. Should aggravating circumstances are present, the penalty thus established may be increased to a maximum of five (5) years, if extenuating circumstances are present, it may be reduced to a minimum of two (2) years.

Notice to New York Applicants: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime and shall also be subject to: a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

MATERIAL CHANGE

If there is any material change in the answers to the questions in this **Application** before the **Policy** inception date, the Applicant must immediately notify the **Insurer** in writing, and any outstanding quotation may be modified or withdrawn.

DECLARATION AND SIGNATURE

For the purposes of this **Application**, the undersigned authorized agents of the person(s) and entity(ies) proposed for this insurance declare to the best of their knowledge and belief, after reasonable inquiry, the statements made in this **Application** and any attachments or information submitted with this **Application**, are true and complete. The undersigned agree that this **Application** and its attachments shall be the basis of a contract should a policy providing the requested coverage be issued and shall be deemed to be attached to and shall form a part of any such policy. The **Insurer** will have relied upon this **Application**, its attachments, and such other information submitted therewith in issuing any policy.

The information requested in this **Application** is for underwriting purposes only and does not constitute notice to the **Insurer** under any policy of a **Claim** or potential **Claim**.

This **Application** must be signed by the risk manager or a senior officer of the **Named Insured**, acting as the authorized representative of the person(s) and entity(ies) proposed for this insurance.

Date

Signature

Title



SIGNATURE - FOR ARKANSAS, MISSOURI, NEW MEXICO, NORTH DAKOTA AND WYOMING APPLICANTS ONLY

PLEASE ACKNOWLEDGE AND SIGN THE FOLLOWING DISCLOSURE TO YOUR **APPLICATION** FOR INSURANCE:

I UNDERSTAND AND ACKNOWLEDGE THAT THE **POLICY** FOR WHICH I AM APPLYING CONTAINS A DEFENSE WITHIN LIMITS PROVISION WHICH MEANS THAT **CLAIMS EXPENSES** WILL REDUCE MY LIMITS OF INSURANCE AND MAY EXHAUST THEM COMPLETELY. SHOULD THAT OCCUR, I SHALL BE LIABLE FOR ANY FURTHER **CLAIMS EXPENSES AND DAMAGES**.

Applicant's Signature (Arkansas, Missouri, New Mexico, North Dakota & Wyoming Applicants, In Addition To **Application** Signature Above):

Signed: _____ (must be Officer of Applicant)
Print Name & Title: _____
Date (MM/DD/YY): _____
Email/Phone: _____

SIGNATURE - FOR KANSAS AND ALASKA APPLICANTS ONLY

ELECTRONIC DELIVERY SUPPLEMENT:

You are required by law to obtain consent from insureds prior to engaging in any electronic delivery of insurance policies and/or other supporting documents in connection with the **Policy**. You have the right to:

Select electronic delivery - check here _____
Reject electronic delivery - check here _____

Applicant's Signature (Kansas and Alaska Applicants, In Addition To **Application** Signature Above):

FOR FLORIDA APPLICANTS ONLY:

Agent Name: _____
Agent License ID Number: _____

FOR IOWA APPLICANTS ONLY:

Broker: _____
Address: _____



**RENEWAL APPLICATION
PROPERTY/CASUALTY COVERAGE
SCHOOLS AND COLLEGES**

Section I - Entity Information

Name of Entity: Harleton ISD	Agent Use Only	
	Need By Date: 05/29/2020	Agent: Ann Arnn Agency: Gans & Smith Ins
Effective Date:	Expiration Date:	

Section II - Coverage

<input checked="" type="checkbox"/> Auto Liability/Physical Damage	<input checked="" type="checkbox"/> School Board Legal Liability
<input checked="" type="checkbox"/> General Liability/Cyber Liability	<input type="checkbox"/> Law Enforcement Liability
<input checked="" type="checkbox"/> Property (Inland Marine/Boiler & Machinery)	<input checked="" type="checkbox"/> Crime

Section III - General Information

1. Have there been any changes in the past year that would have a significant impact on this renewal?		<input type="checkbox"/> Yes <input type="checkbox"/> No
• If yes, explain:		
Total number of employees: 125	Total number of students: 698	Total Revenue: 8350104

Section IV - Auto Liability/Physical Damage

Automobile Liability/Physical Damage
<i>Updated TPS Vehicle Schedule is Required</i>

Section V - General Liability

General Liability			
Please Provide Updated Exposure Basis			
School Districts	Class Code	Exposure Basis	Explanation
Elementary, Kindergarten or Junior High	47471	#465	Total number of students
High School	47473	#233	Total number of students
Corporal Punishment	47469	#	Each faculty member
Colleges	Class Code	Exposure Basis	Explanation
Colleges	67509	#	Area (total square footage)
Dormitory Facilities	67511	#	Area (total square footage)
School Districts/Colleges	Class Code	Exposure Basis	Explanation
Employee Benefits Liability	44444	#	Total number of employees
Grandstands or Bleachers	44194	#	Total # of grandstands/bleachers
Stadium	48638	\$	Annual gross sales
Nurses	44444	#	Total number of nurses
Swimming Pools	48925	#	Total number of pools
Day Care Facility	41716	#	Average daily attendance
Dwelling – Teacherages	63010	#	Area (total square footage)
Other:			

Section VI - Property

Property			
Updated TPS Property Schedule is Required			
Property Values		Deductibles	
Buildings	\$25,001,000	AOP	\$25,000
BPP: Contents	\$3,534,000	W&H	\$100,000
EDP	\$1,000,000	EDP	\$1,000
CME	\$250,000	CME	\$1,000
Band Equipment:	\$1,000,000	Band Equipment:	\$1,000
IM:	\$	IM:	\$
IM:	\$	IM:	\$

RENEWAL APPLICATION PROPERTY/CASUALTY COVERAGE SCHOOLS AND COLLEGES

Section VII - School Board Legal Liability

School Board Legal Liability				
1. Student Enrollment (if a college, the number of students should include the full-time equivalent of part-time students)				
Number of Students:		Current Year		
		#698		
2. List the number for each of the following:				
		Full Time	Part Time	
a) Teachers:		#64.00	#	
b) Total Number of Employees:		#125	#	
Fiscal Information				
1. Budget (last two years): <i>Provide an explanation for any deficit or large surplus</i>				
Year	Revenues	Expenditures	Surplus/Deficit	Accumulated Surplus
2019/2020	\$8,350,104	\$8,350,104	\$0	\$0
2018/2019	\$8,089,785	\$7,944,377	\$0	\$299,468
2. Does entity expect a budget deficit this year or next?				<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, is there a fund balance to cover the deficit?				<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Does entity expect a budget reduction in the next year?				<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Operational Administrative Information				
1. Any school closings or mergers expected in the next 12 months?				<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2. a) Any new school campuses opening in the next 24 months?				<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
b) Does entity expect a reduction in staff in the next 18 months?				<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, has entity's attorney reviewed the staff reduction plan?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Claim History:				
1. Is entity aware of any claims, acts, omissions, incidents or circumstances which might reasonably be expected to be the basis of a claim or suit?				<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• If yes, explain:				

Section VIII - Law Enforcement Liability

Law Enforcement Liability	
Provide the number of employees for each type listed below:	
1. Chief (Department Head): #	
2. Other ranking officers: #	
3. All other Officers with arresting authority: #	
4. Police Dogs (<i>please attach certificate of training for both dog and dog-handler</i>): #	
5. School Crossing Guards: #	
Claim History:	
1. Is the entity aware of any fact, situation, incident or circumstance which they have reason to believe might result in a claim under this coverage?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, a) Please provide by attachment a detailed description of each matter.	
b) Have these matters been reported to TPS or any previous carrier?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

Section IX - Crime

Crime	
Employee count should include full & part time, leased, temporary & seasonal workers from all locations	
No. of employees: #125	volunteers: #
who handle money: #5	Locations: #3

Must provide currently valued loss runs for the 4 prior years if coverage was not with TPS.

Return the completed application via email to underwriting@tpspool.org
The undersigned authorized representative declares that, to the best of your knowledge, the information set forth in this application is true and complete.

APPLICANT'S SIGNATURE

TITLE

PHONE NUMBER

DATE



691 - 1 - HARLETON ISD - HARLETON ISD

Details by Event and Claim Number

Event Number	Claimant Name	Claim Number	Date of Loss	Coverage	Claim Type / Status	Loss Paid	Loss Reserves	Expenses Paid	Expense Reserves	Total Paid Less Recov.	Outstanding Reserves	Total Incurred Less Recovery
Incident Location					Loss Description							
201700243	HARLETON, ISD	20170070000311	07/08/2017	Property	PROPERTY / CLOSED Lightning damage to computers, fire alarms and phone system discovered Monday, 7-10-17 from thunderstorm Sat. 7-8-17. Still assessing damage to computers, fire alarm and phones. Due to higher cost charges and difficulty getting service from Universal T	267.00	0.00	1,439.30	0.00	1,706.30	0.00	1,706.30
Totals:		1				267.00	0.00	1,439.30	0.00	1,706.30	0.00	1,706.30

Event Number	Claimant Name	Claim Number	Date of Loss	Coverage	Claim Type / Status	Loss Paid	Loss Reserves	Expenses Paid	Expense Reserves	Total Paid Less Recov.	Outstanding Reserves	Total Incurred Less Recovery
Incident Location					Loss Description							
201700417	ISD, HARLETON	20170070000532	10/27/2017	Auto	AUTO PHYSICAL DAMAGE - COLLISION / CLOSED IV was traveling back from Austin from a meeting and driver hit a fox or coyote, causing damage to the front of the vehicle.	981.90	0.00	0.00	0.00	981.90	0.00	981.90
Totals:		1				981.90	0.00	0.00	0.00	981.90	0.00	981.90

Event Number	Claimant Name	Claim Number	Date of Loss	Coverage	Claim Type / Status	Loss Paid	Loss Reserves	Expenses Paid	Expense Reserves	Total Paid Less Recov.	Outstanding Reserves	Total Incurred Less Recovery
Incident Location					Loss Description							
201800272	Hurt, Kollin	20180070000341	05/18/2018	Auto	AUTO LIABILITY PROPERTY DAMAGE / CLOSED IV backed into an employee's vehicle.	1,397.68	0.00	106.56	0.00	1,504.24	0.00	1,504.24
Totals:		1				1,397.68	0.00	106.56	0.00	1,504.24	0.00	1,504.24

Overall Totals:	3					2,646.58	0.00	1,545.86	0.00	4,192.44	0.00	4,192.44
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Status	Total
Closed	3
Open	0
Sum:	3

TPS Property Casualty Loss Experience

691 - 1 - HARLETON ISD - HARLETON ISD

Details by Event and Claim Number

Event Number	Claimant Name	Claim Number	Date of Loss	Coverage	Claim Type / Status	Loss Paid	Loss Reserves	Expenses Paid	Expense Reserves	Total Paid Less Recov.	Outstanding Reserves	Total Incurred Less Recovery
Incident Location					Loss Description							
201800615	Harleton, ISDH.	20180070000818	11/12/2018	Property	BUILDING OR STRUCTURE / CLOSED STORM KNOCKED OUT PHONE SYSTEM AT INSURED SCHOOL DISTRICT AND LIGHTNING STRUCK OUTDOOR LIGHTPOLES, LIGHTS, AND A BREAKER. CONTACT: 903-777-2372 COXTINA@HARLETONISD.NET PO BOX 510 HARLETON TX 75651-0510	26,416.48	0.00	9,778.26	0.00	36,194.74	0.00	36,194.74
Totals:		1				26,416.48	0.00	9,778.26	0.00	36,194.74	0.00	36,194.74

Event Number	Claimant Name	Claim Number	Date of Loss	Coverage	Claim Type / Status	Loss Paid	Loss Reserves	Expenses Paid	Expense Reserves	Total Paid Less Recov.	Outstanding Reserves	Total Incurred Less Recovery
Incident Location					Loss Description							
201800681	Harleton, ISD	20180070000910	12/10/2018	Auto	AUTO PHYSICAL DAMAGE - COLLISION / CLOSED IV backed into tree, no one on board while on bus route	3,670.23	0.00	111.64	0.00	3,781.87	0.00	3,781.87
Totals:		1				3,670.23	0.00	111.64	0.00	3,781.87	0.00	3,781.87

Event Number	Claimant Name	Claim Number	Date of Loss	Coverage	Claim Type / Status	Loss Paid	Loss Reserves	Expenses Paid	Expense Reserves	Total Paid Less Recov.	Outstanding Reserves	Total Incurred Less Recovery
Incident Location					Loss Description							
201900381	Harleton, ISD	20190070000486	05/18/2019	Auto	AUTO LIABILITY PROPERTY DAMAGE / CLOSED IV BACKED INTO A TELEPHONE POLE WHILE EXITING A PARKING SPACE. OCCURRED AT PEROT MUSEUM IN DALLAS TX UNKNOWN INFORMATION FOR POLE/PROPERTY DAMAGE	6,118.00	0.00	111.64	0.00	6,229.64	0.00	6,229.64
Totals:		1				6,118.00	0.00	111.64	0.00	6,229.64	0.00	6,229.64

Status	Total
Closed	3
Open	0
Sum:	3

Overall Totals:	3					36,204.71	0.00	10,001.54	0.00	46,206.25	0.00	46,206.25
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TPS Property Casualty Loss Experience

691 - 1 - HARLETON ISD - HARLETON ISD

Details by Event and Claim Number

Event Number	Claimant Name	Claim Number	Date of Loss	Coverage	Claim Type / Status	Loss Paid	Loss Reserves	Expenses Paid	Expense Reserves	Total Paid Less Recov.	Outstanding Reserves	Total Incurred Less Recovery
Incident Location					Loss Description							
202000107	Quality Body Works, McDaniel's	20200070000151	02/24/2020	Auto	AUTO LIABILITY PROPERTY DAMAGE / CLOSED IV was parked at McDonalds in Gilmer TX and started to back out of parking spot but stopped because there was a Suburban in the way and couldn't see. CV was driving into parking lot and gassed it and hit IV. According to Claimant - IV backed into her.	8,978.99	0.00	85.00	0.00	9,063.99	0.00	9,063.99
Totals:						8,978.99	0.00	85.00	0.00	9,063.99	0.00	9,063.99

Event Number	Claimant Name	Claim Number	Date of Loss	Coverage	Claim Type / Status	Loss Paid	Loss Reserves	Expenses Paid	Expense Reserves	Total Paid Less Recov.	Outstanding Reserves	Total Incurred Less Recovery
Incident Location					Loss Description							
202000121	Mrs Larson,	20200070000170	02/28/2020	General Liability	GENERAL LIABILITY BI INCL. PREMISES OPER / CLOSED CLAIMANT WAS WALKING AND THE GROUND GAVE WAY, CAUSING HER TO FALL, BREAKING HER GLASSES.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals:						0.00	0.00	0.00	0.00	0.00	0.00	0.00

Event Number	Claimant Name	Claim Number	Date of Loss	Coverage	Claim Type / Status	Loss Paid	Loss Reserves	Expenses Paid	Expense Reserves	Total Paid Less Recov.	Outstanding Reserves	Total Incurred Less Recovery
Incident Location					Loss Description							
202000144	La Madrid, Dora Vilgre	20200070000199	03/13/2020	Auto	AUTO LIABILITY PROPERTY DAMAGE / CLOSED UNKNOWN	4,338.92	0.00	85.49	0.00	4,424.41	0.00	4,424.41
	Mercado, Cynthia	20200070000201	03/13/2020	Auto	AUTO LIABILITY BODILY INJURY / OPEN IV AND CV COLLIDED VIA UNKNOW METHOD WHICH RESULTED IN THE CLAIMANT SUSTAINING UNKNOWN INJURIES	0.00	5,000.00	0.00	695.00	0.00	5,695.00	5,695.00
Totals:						4,338.92	5,000.00	85.49	695.00	4,424.41	5,695.00	10,119.41

Status	Total
Closed	3
Open	1
Sum:	4

Overall Totals:	4				13,317.91	5,000.00	170.49	695.00	13,488.40	5,695.00	19,183.40
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TPS Property Casualty Loss Experience Summary

Summary by Coverage and Claim Type for Policy Period: 07/01/2017 - 08/31/2018 for 691 - HARLETON ISD

691 - 1 - HARLETON ISD

Coverage	Claim Type	Totals	Policy Period	Loss Paid	Loss Outstanding	Expenses Paid	Expenses Outstanding	Total Paid Less Recovery	Outstanding Reserves	Total Incurred Less Recovery
Auto	AUTO LIABILITY PROPERTY DAMAGE	1	07/01/2017 - 08/31/2018	1,397.68	0.00	106.56	0.00	1,504.24	0.00	1,504.24
Auto	AUTO PHYSICAL DAMAGE - COLLISION	1	07/01/2017 - 08/31/2018	981.90	0.00	0.00	0.00	981.90	0.00	981.90
Property	PROPERTY	1	07/01/2017 - 08/31/2018	267.00	0.00	1,439.30	0.00	1,706.30	0.00	1,706.30
	Overall Totals:	3		2,646.58	0.00	1,545.86	0.00	4,192.44	0.00	4,192.44
Grand Totals for Policy Period:		3		2,646.58	0.00	1,545.86	0.00	4,192.44	0.00	4,192.44

TPS Property Casualty Loss Experience Summary

Summary by Coverage and Claim Type for Policy Period: 09/01/2018 - 08/31/2019 for 691 - HARLETON ISD

691 - 1 - HARLETON ISD

Coverage	Claim Type	Totals	Policy Period	Loss Paid	Loss Outstanding	Expenses Paid	Expenses Outstanding	Total Paid Less Recovery	Outstanding Reserves	Total Incurred Less Recovery
Auto	AUTO LIABILITY PROPERTY DAMAGE	1	09/01/2018 - 08/31/2019	6,118.00	0.00	111.64	0.00	6,229.64	0.00	6,229.64
Auto	AUTO PHYSICAL DAMAGE - COLLISION	1	09/01/2018 - 08/31/2019	3,670.23	0.00	111.64	0.00	3,781.87	0.00	3,781.87
Property	BUILDING OR STRUCTURE	1	09/01/2018 - 08/31/2019	26,416.48	0.00	9,778.26	0.00	36,194.74	0.00	36,194.74
Overall Totals:		3		36,204.71	0.00	10,001.54	0.00	46,206.25	0.00	46,206.25

Grand Totals for Policy Period:		3		36,204.71	0.00	10,001.54	0.00	46,206.25	0.00	46,206.25
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TPS Property Casualty Loss Experience Summary

Summary by Coverage and Claim Type for Policy Period: 09/01/2019 - 08/31/2020 for 691 - HARLETON ISD

691 - 1 - HARLETON ISD

Coverage	Claim Type	Totals	Policy Period	Loss Paid	Loss Outstanding	Expenses Paid	Expenses Outstanding	Total Paid Less Recovery	Outstanding Reserves	Total Incurred Less Recovery
Auto	AUTO LIABILITY BODILY INJURY	1	09/01/2019 - 08/31/2020	0.00	5,000.00	0.00	695.00	0.00	5,695.00	5,695.00
Auto	AUTO LIABILITY PROPERTY DAMAGE	2	09/01/2019 - 08/31/2020	13,317.91	0.00	170.49	0.00	13,488.40	0.00	13,488.40
General Liability	GENERAL LIABILITY BI INCL. PREMISES OPER	1	09/01/2019 - 08/31/2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Overall Totals:	4		13,317.91	5,000.00	170.49	695.00	13,488.40	5,695.00	19,183.40
Grand Totals for Policy Period:		4		13,317.91	5,000.00	170.49	695.00	13,488.40	5,695.00	19,183.40

TPS Property Casualty Loss Experience Summary

Summary by Coverage, Claim Type and Policy Period: for 691 - HARLETON ISD
 Claim Type Totals for the Policy Period: 07/01/2017 - 08/31/2018 for 691 - HARLETON ISD

Coverage	Claim Type	Totals	Policy Period	Loss Paid	Loss Outstanding	Expenses Paid	Expenses Outstanding	Total Paid Less Recovery	Outstanding Reserves	Total Incurred Less Recovery
Auto	AUTO LIABILITY PROPERTY DAMAGE	1	07/01/2017 - 08/31/2018	1,397.68	0.00	106.56	0.00	1,504.24	0.00	1,504.24
Auto	AUTO PHYSICAL DAMAGE - COLLISION	1	07/01/2017 - 08/31/2018	981.90	0.00	0.00	0.00	981.90	0.00	981.90
Property	PROPERTY	1	07/01/2017 - 08/31/2018	267.00	0.00	1,439.30	0.00	1,706.30	0.00	1,706.30
Totals for Policy Period:		3		2,646.58	0.00	1,545.86	0.00	4,192.44	0.00	4,192.44

Claim Type Totals for the Policy Period: 09/01/2018 - 08/31/2019 for 691 - HARLETON ISD

Coverage	Claim Type	Totals	Policy Period	Loss Paid	Loss Outstanding	Expenses Paid	Expenses Outstanding	Total Paid Less Recovery	Outstanding Reserves	Total Incurred Less Recovery
Auto	AUTO LIABILITY PROPERTY DAMAGE	1	09/01/2018 - 08/31/2019	6,118.00	0.00	111.64	0.00	6,229.64	0.00	6,229.64
Auto	AUTO PHYSICAL DAMAGE - COLLISION	1	09/01/2018 - 08/31/2019	3,670.23	0.00	111.64	0.00	3,781.87	0.00	3,781.87
Property	BUILDING OR STRUCTURE	1	09/01/2018 - 08/31/2019	26,416.48	0.00	9,778.26	0.00	36,194.74	0.00	36,194.74
Totals for Policy Period:		3		36,204.71	0.00	10,001.54	0.00	46,206.25	0.00	46,206.25

Claim Type Totals for the Policy Period: 09/01/2019 - 08/31/2020 for 691 - HARLETON ISD

Coverage	Claim Type	Totals	Policy Period	Loss Paid	Loss Outstanding	Expenses Paid	Expenses Outstanding	Total Paid Less Recovery	Outstanding Reserves	Total Incurred Less Recovery
Auto	AUTO LIABILITY BODILY INJURY	1	09/01/2019 - 08/31/2020	0.00	5,000.00	0.00	695.00	0.00	5,695.00	5,695.00
Auto	AUTO LIABILITY PROPERTY DAMAGE	2	09/01/2019 - 08/31/2020	13,317.91	0.00	170.49	0.00	13,488.40	0.00	13,488.40
General Liability	GENERAL LIABILITY BI INCL. PREMISES OPER	1	09/01/2019 - 08/31/2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals for Policy Period:		4		13,317.91	5,000.00	170.49	695.00	13,488.40	5,695.00	19,183.40
Grand Totals for Location:		10		52,169.20	5,000.00	11,717.89	695.00	63,887.09	5,695.00	69,582.09

TPS Property Casualty Loss Experience Summary

Summary by Coverage, ClaimType Group and Policy Period: for 691 - HARLETON ISD
 Claim Type Group Totals for the Policy Period: 07/01/2017 - 08/31/2018 for 691 - HARLETON ISD

Coverage	Claim Type Group	Totals	Policy Period	Loss Paid	Loss Outstanding	Expenses Paid	Expenses Outstanding	Total Paid Less Recovery	Outstanding Reserves	Total Incurred Less Recovery
Auto	AL	1	07/01/2017 - 08/31/2018	1,397.68	0.00	106.56	0.00	1,504.24	0.00	1,504.24
Auto	APDCO	1	07/01/2017 - 08/31/2018	981.90	0.00	0.00	0.00	981.90	0.00	981.90
Property	PROP	1	07/01/2017 - 08/31/2018	267.00	0.00	1,439.30	0.00	1,706.30	0.00	1,706.30
Totals for Policy Period:		3		2,646.58	0.00	1,545.86	0.00	4,192.44	0.00	4,192.44

Claim Type Group Totals for the Policy Period: 09/01/2018 - 08/31/2019 for 691 - HARLETON ISD

Coverage	Claim Type Group	Totals	Policy Period	Loss Paid	Loss Outstanding	Expenses Paid	Expenses Outstanding	Total Paid Less Recovery	Outstanding Reserves	Total Incurred Less Recovery
Auto	AL	1	09/01/2018 - 08/31/2019	6,118.00	0.00	111.64	0.00	6,229.64	0.00	6,229.64
Auto	APDCO	1	09/01/2018 - 08/31/2019	3,670.23	0.00	111.64	0.00	3,781.87	0.00	3,781.87
Property	BOS	1	09/01/2018 - 08/31/2019	26,416.48	0.00	9,778.26	0.00	36,194.74	0.00	36,194.74
Totals for Policy Period:		3		36,204.71	0.00	10,001.54	0.00	46,206.25	0.00	46,206.25

Claim Type Group Totals for the Policy Period: 09/01/2019 - 08/31/2020 for 691 - HARLETON ISD

Coverage	Claim Type Group	Totals	Policy Period	Loss Paid	Loss Outstanding	Expenses Paid	Expenses Outstanding	Total Paid Less Recovery	Outstanding Reserves	Total Incurred Less Recovery
Auto	AL	3	09/01/2019 - 08/31/2020	13,317.91	5,000.00	170.49	695.00	13,488.40	5,695.00	19,183.40
General Liability	GL	1	09/01/2019 - 08/31/2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals for Policy Period:		4		13,317.91	5,000.00	170.49	695.00	13,488.40	5,695.00	19,183.40
Grand Totals for Location:		10		52,169.20	5,000.00	11,717.89	695.00	63,887.09	5,695.00	69,582.09

TPS Property Casualty Loss Experience Summary

Location Total for the Policy Period: 07/01/2017 - 08/31/2018 for 691 - HARLETON ISD											
	Locations	Coverage	Totals	Policy Period	Loss Paid	Loss Outstanding	Expenses Paid	Expenses Outstanding	Total Paid Less Recovery	Outstanding Reserves	Total Incurred Less Recovery
1	HARLETON ISD	Auto	2	07/01/2017 - 08/31/2018	2,379.58	0.00	106.56	0.00	2,486.14	0.00	2,486.14
1	HARLETON ISD	Crime	0	07/01/2017 - 08/31/2018	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1	HARLETON ISD	General Liability	0	07/01/2017 - 08/31/2018	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1	HARLETON ISD	Property	1	07/01/2017 - 08/31/2018	267.00	0.00	1,439.30	0.00	1,706.30	0.00	1,706.30
1	HARLETON ISD	School Board	0	07/01/2017 - 08/31/2018	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Overall Totals:	3		2,646.58	0.00	1,545.86	0.00	4,192.44	0.00	4,192.44

Location Total for the Policy Period: 09/01/2018 - 08/31/2019 for 691 - HARLETON ISD											
	Locations	Coverage	Totals	Policy Period	Loss Paid	Loss Outstanding	Expenses Paid	Expenses Outstanding	Total Paid Less Recovery	Outstanding Reserves	Total Incurred Less Recovery
1	HARLETON ISD	Auto	2	09/01/2018 - 08/31/2019	9,788.23	0.00	223.28	0.00	10,011.51	0.00	10,011.51
1	HARLETON ISD	Crime	0	09/01/2018 - 08/31/2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1	HARLETON ISD	General Liability	0	09/01/2018 - 08/31/2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1	HARLETON ISD	Property	1	09/01/2018 - 08/31/2019	26,416.48	0.00	9,778.26	0.00	36,194.74	0.00	36,194.74
1	HARLETON ISD	School Board	0	09/01/2018 - 08/31/2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Overall Totals:	3		36,204.71	0.00	10,001.54	0.00	46,206.25	0.00	46,206.25

Location Total for the Policy Period: 09/01/2019 - 08/31/2020 for 691 - HARLETON ISD											
	Locations	Coverage	Totals	Policy Period	Loss Paid	Loss Outstanding	Expenses Paid	Expenses Outstanding	Total Paid Less Recovery	Outstanding Reserves	Total Incurred Less Recovery
1	HARLETON ISD	Auto	3	09/01/2019 - 08/31/2020	13,317.91	5,000.00	170.49	695.00	13,488.40	5,695.00	19,183.40
1	HARLETON ISD	Crime	0	09/01/2019 - 08/31/2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1	HARLETON ISD	General Liability	1	09/01/2019 - 08/31/2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1	HARLETON ISD	Property	0	09/01/2019 - 08/31/2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1	HARLETON ISD	School Board	0	09/01/2019 - 08/31/2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Overall Totals:	4		13,317.91	5,000.00	170.49	695.00	13,488.40	5,695.00	19,183.40

		Grand Totals:	10		52,169.20	5,000.00	11,717.89	695.00	63,887.09	5,695.00	69,582.09
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Report Summary by Coverage and Policy Period for All Reported Locations and Policy Years									
Coverage	Totals	Policy Period	Loss Paid	Loss Outstanding	Expenses Paid	Expenses Outstanding	Total Paid Less Recovery	Outstanding Reserves	Total Incurred Less Recovery
Auto	2	07/01/2017 - 08/31/2018	2,379.58	0.00	106.56	0.00	2,486.14	0.00	2,486.14
Auto	2	09/01/2018 - 08/31/2019	9,788.23	0.00	223.28	0.00	10,011.51	0.00	10,011.51
Auto	3	09/01/2019 - 08/31/2020	13,317.91	5,000.00	170.49	695.00	13,488.40	5,695.00	19,183.40
Crime	0	07/01/2017 - 08/31/2018	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Crime	0	09/01/2018 - 08/31/2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Crime	0	09/01/2019 - 08/31/2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Liability	0	07/01/2017 - 08/31/2018	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Liability	0	09/01/2018 - 08/31/2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Liability	1	09/01/2019 - 08/31/2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Property	1	07/01/2017 - 08/31/2018	267.00	0.00	1,439.30	0.00	1,706.30	0.00	1,706.30
Property	1	09/01/2018 - 08/31/2019	26,416.48	0.00	9,778.26	0.00	36,194.74	0.00	36,194.74
Property	0	09/01/2019 - 08/31/2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00
School Board	0	07/01/2017 - 08/31/2018	0.00	0.00	0.00	0.00	0.00	0.00	0.00
School Board	0	09/01/2018 - 08/31/2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00
School Board	0	09/01/2019 - 08/31/2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Totals:	10		52,169.20	5,000.00	11,717.89	695.00	63,887.09	5,695.00	69,582.09

Allotment and TEKS Certification, 2020-21

The district superintendent, along with the president and secretary of the local board of trustees, or the officers of the governing body of the charter school, certify the following:

- 1) This district's technology and instructional materials allotment is used only for expenses allowed by the Texas Education Code (TEC), §31.0211.
- 2) For the current school year, this district has instructional materials that collectively cover all elements of the Texas Essential Knowledge and Skills of the required curriculum identified in the TEC, §28.002, other than physical education, for each subject and grade level (TEC §31.004).
- 3) Upon request, this district will provide to the State Board of Education the title and publication information for any instructional materials requisitioned or purchased by the district with the district's allotment (TEC §31.101).

Certified	Grade Level	Certified	Subject Area
<input checked="" type="checkbox"/>	Kindergarten	<input checked="" type="checkbox"/>	CAREER & TECHNICAL EDUCATION (CTE)
<input checked="" type="checkbox"/>	Grade 1	<input checked="" type="checkbox"/>	ENGLISH LANGUAGE ARTS AND READING
<input checked="" type="checkbox"/>	Grade 2	<input checked="" type="checkbox"/>	ENGLISH LANGUAGE PROFICIENCY STANDARDS
<input checked="" type="checkbox"/>	Grade 3	<input checked="" type="checkbox"/>	FINE ARTS
<input checked="" type="checkbox"/>	Grade 4	<input checked="" type="checkbox"/>	HEALTH
<input checked="" type="checkbox"/>	Grade 5	<input checked="" type="checkbox"/>	LANGUAGES OTHER THAN ENGLISH
<input checked="" type="checkbox"/>	Grade 6	<input checked="" type="checkbox"/>	MATHEMATICS
<input checked="" type="checkbox"/>	Grade 7	<input checked="" type="checkbox"/>	SCIENCE
<input checked="" type="checkbox"/>	Grade 8	<input checked="" type="checkbox"/>	SOCIAL STUDIES
<input checked="" type="checkbox"/>	Grade 9	<input checked="" type="checkbox"/>	TECHNOLOGY APPLICATIONS
<input checked="" type="checkbox"/>	Grade 10		
<input checked="" type="checkbox"/>	Grade 11		
<input checked="" type="checkbox"/>	Grade 12		

Signature of Superintendent

Signature

Signatures of Board President and Secretary or Governing Board Officers

Board President

Board Secretary

Scan the signed certification document and attach it to an [Instructional Materials Help Desk](#) ticket with the following subject line: [your district] certification (ex: Anywhere ISD)

Submit through an [IM Help Desk](#) ticket.

KNUCKOLS • DUVALL • HALLUM & CO. *A Professional Corporation*

CERTIFIED PUBLIC ACCOUNTANTS

204 S. WELLINGTON STREET
POST OFFICE BOX 1315
MARSHALL, TEXAS 75670
(903) 938-0331
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ROBERT DUVALL • MICHAEL HALLUM

Member, Texas Society of Certified Public Accountants
American Institute of Certified Public Accountants
Private Companies Practice Section

July 17, 2020

Mr. Pat McGill, President
Harleton Independent School District
17000 SH 154
Harleton, Texas 75651-4946

Re: Annual Audit
FYE 8-31-20

Dear Pat:

Please find enclosed herewith our engagement letter for Harleton Independent School District's annual audit for the fiscal year ended August 31, 2020. We look forward to working with the District during the upcoming year.

If you have any questions, please feel free to call.

Yours truly,

KNUCKOLS, DUVALL, HALLUM & CO.



Michael Hallum
Certified Public Accountant

MH:ft

Enclosure

KNUCKOLS • DUVALL • HALLUM & CO. *A Professional Corporation*

CERTIFIED PUBLIC ACCOUNTANTS

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MARSHALL, TEXAS 75670
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ROBERT DUVALL • MICHAEL HALLUM

Member, Texas Society of Certified Public Accountants
American Institute of Certified Public Accountants
Private Companies Practice Section

July 17, 2020

Mr. Pat McGill, President
Harleton Independent School District
Harleton, Texas

Dear Mr. McGill:

We are pleased to confirm our understanding of the services we are to provide for Harleton Independent School District (the "District") for the year ended August 31, 2020. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements as of and for the year ended August 31, 2020.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Schedule of the District's Proportionate Share of the Net Pension Liability, the Schedule of District Contributions to the Pension Plan, the Schedule of the District's Proportionate Share of the Net OPEB Liability, and the Schedule of District Contributions to the OPEB Plan.

We have also been engaged to report on supplementary information other than RSI that accompanies the District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and will provide an opinion on it in relation to the financial statements as a whole:

- 1) Schedule of Delinquent Taxes Receivable
- 2) Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – National School Breakfast and Lunch Program
- 3) Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – Debt Service Fund

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the third paragraph when considered in relation to the financial statements taken as a whole. Our audit will be conducted in accordance with U.S. generally accepted auditing standards; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of accounting records of the District, and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the District's financial statements. Our report will be addressed to the Board Members of Harleton Independent School District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue a report, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control on compliance (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the District or to acts by management or employees acting

on behalf of the District. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements.

However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements and other responsibilities required by generally accepted auditing standards.

Audit Procedures – Internal Control

Our audit will include obtaining an understanding of the District and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will assist in preparing the financial statements and related notes of the District in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

We will also assist you in preparing the Electronic Annual Financial Report (AFR pdf File) submission and the GASB Audit Data Feed (TXT File). In addition we will assist in developing and maintaining the appropriate adjustments and worksheets that convert and consolidate the fund financial statements to government-wide financial statements. (To do this, we may ask your business office and other parties (such as your human resources department) for information that has not been required in prior years. The request for information may involve queries on your computer and data processing system, and the support of your information technology personnel.)

Management Responsibilities

Management is responsible for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for accuracy and completeness of that information. You are also responsible for providing us with access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, additional information that we may request for the purpose of the audit, and unrestricted access to persons within the organization from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying any significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You, the District, will be responsible for ensuring that the audit report is received by the Texas Education Agency within 150 days of the close of the fiscal year. The District is further responsible for ensuring that other appropriate governmental agencies receive copies of the audit report according to instructions in the *Texas Education Agency Financial Accountability System Resource Guide*.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the District involving (a) management, (b) employees who have significant roles in internal control, and (c) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the District complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (a) you are responsible for presentation of the supplementary information in accordance with GAAP; (b) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (c) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (d) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishment and maintenance of a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits or other engagements or studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits or other engagements or studies. You are responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will locate any documents selected by us for testing.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

Page 6
Mr. Pat McGill, President
Harleton Independent School District
July 17, 2020

The audit documentation for this engagement are the property of Knuckols, Duvall, Hallum & Co. and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to federal or state agencies, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Knuckols, Duvall, Hallum & Co. personnel. Furthermore, upon request, we may provide photocopies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the date the auditors' report is issued or for any additional period requested by the Cognizant Agency. If we are aware that a federal or state awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

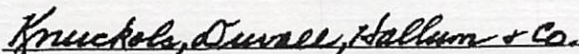
Michael Hallum is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, typing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$13,900. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. An invoice will be submitted upon completion of the engagement. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to Harleton Independent School District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the original and return it to us in the enclosed envelope. A copy of this letter is enclosed for your records.

Very truly yours,

KNUCKOLS, DUVALL, HALLUM & CO.



Certified Public Accountants

RESPONSE:

The foregoing fully describes our understanding of the services to be provided to Harleton Independent School District.

Mr. Pat McGill
President

Date



Pay Grade One
Custodians, Cafeteria, Security Guard, Maintenance Helper
\$10.88-\$13.68

Step	Hourly Rate
0	\$ 10.88
1	\$ 11.02
2	\$ 11.16
3	\$ 11.30
4	\$ 11.44
5	\$ 11.58
6	\$ 11.72
7	\$ 11.86
8	\$ 12.00
9	\$ 12.14
10	\$ 12.28
11	\$ 12.42
12	\$ 12.26
13	\$ 12.70
14	\$ 12.84
15	\$ 12.98
16	\$ 13.12
17	\$ 13.26
18	\$ 13.40
19	\$ 13.54
20	\$ 13.68

Pay Grade Two
Instructional Aides, Maintenance, Food Service, Asst. Dir.
\$11.74-15.31

Step	Hourly Rate
0	\$ 11.74
1	\$ 11.91
2	\$ 12.08
3	\$ 12.25
4	\$ 12.42
5	\$ 12.59
6	\$ 12.76
7	\$ 12.93
8	\$ 13.10
9	\$ 13.27
10	\$ 13.44
11	\$ 13.61
12	\$ 13.78
13	\$ 13.95
14	\$ 14.12
15	\$ 14.29
16	\$ 14.46
17	\$ 14.63
18	\$ 14.80
19	\$ 14.97
20	\$ 15.14
21	\$ 15.31

Pay Grade Three

**Accts. Payable, Instructional Aide, Campus Secretary, Child Nutrition Specialist, Data Entry, Maintenance Technician, Food Service Supervisor, Custodial Supervisor
\$12.76-17.02**

Step	Hourly Rate
0	\$ 12.76
1	\$ 12.96
2	\$ 12.16
3	\$ 12.36
4	\$ 13.56
5	\$ 13.76
6	\$ 13.96
7	\$ 14.16
8	\$ 14.36
9	\$ 14.56
10	\$ 14.76
11	\$ 14.96
12	\$ 15.16
13	\$ 15.36
14	\$ 15.51
15	\$ 15.62
16	\$ 15.82
17	\$ 16.02
18	\$ 16.22
19	\$ 16.42
20	\$ 16.62
21	\$ 16.82
22	\$ 17.02

Pay Grade Four
Bus Drivers
\$20.00

Step	Hourly Rate
Steps are not applicable for bus driver positions	\$ 20.00

Pay Grade Five
Computer Tech., A/C Tech
\$13.94-18.44

Step	Hourly Rate
0	\$ 13.94
1	\$ 14.17
2	\$ 14.40
3	\$ 14.63
4	\$ 14.86
5	\$ 15.09
6	\$ 15.32
7	\$ 15.55
8	\$ 15.78
9	\$ 16.01
10	\$ 16.24
11	\$ 16.47
12	\$ 16.70
13	\$ 16.93
14	\$ 17.16
15	\$ 17.29
16	\$ 17.52
17	\$ 17.75
18	\$ 17.98
19	\$ 18.21
20	\$ 18.44

Pay Grade Six
LVN Nurse, Supt. Secretary
\$16.86-22.06

Step	Hourly Rate
0	\$ 16.86
1	\$ 17.12
2	\$ 17.38
3	\$ 17.64
4	\$ 17.90
5	\$ 18.16
6	\$ 18.42
7	\$ 18.68
8	\$ 18.94
9	\$ 19.20
10	\$ 19.46
11	\$ 19.72
12	\$ 19.98
13	\$ 20.24
14	\$ 20.51
15	\$ 20.76
16	\$ 21.02
17	\$ 21.28
18	\$ 21.54
19	\$ 21.80
20	\$ 22.06

Pay Grade Seven
Computer Specialist, Transportation Maintenance Director, Exempt Employees
\$30,282 - \$57,636

Step	Yearly Salary
0	\$30,282
1	\$31,108
2	\$31,934
3	\$32,760
4	\$33,587
5	\$34,413
6	\$35,239
7	\$36,065
8	\$36,891
9	\$37,717
10	\$38,544
11	\$39,370
12	\$40,196
13	\$42,768
14	\$43,594
15	\$44,420
16	\$45,246
17	\$46,072
18	\$46,898
19	\$48,550
20	\$49,360
21	\$50,202
22	\$51,028
23	\$51,854
24	\$52,680
25	\$53,506
26	\$54,332
27	\$55,158
28	\$55,984
29	\$56,810
30	\$57,636

Position	Amount
Athletics	
Full-time, Certified Coaches	
Coordinators	
Offensive	\$ 3,500.00
Defensive	\$ 3,500.00
Special Teams	\$ 1,000.00
Varsity Football	\$ 2,000.00
Field Maintenance	\$ 1,000.00
Weight Room	\$ 2,500.00
Head Coach	
Basketball	\$ 4,000.00
Baseball	\$ 4,000.00
Softball	\$ 4,000.00
Girl's Track	\$ 3,000.00
Boy's Track	\$ 3,000.00
Tennis	\$ 2,500.00
Cross Country	\$ 2,500.00
Power Lifting	\$ 2,500.00
Golf	\$ 2,500.00
Assistant/Jr. High Coach	\$ 2,000.00

Coaches (10 month contract) who work cross country or football will receive 7 extra days per year
Coaches who oversee the summer program may receive extra duty pay at \$25 per hour.

Part-time or Non-certified Coaches:

Stipends will be negotiated individually, but not exceed those in the above schedule

Athletic stipends will be reduced if employees does not have a CDL.

Non-athletics

Band Director	\$ 5,500.00
Asst. Band Director	\$ 2,500.00
HS One Act Play	\$ 1,500.00
JH One Act Play	\$ 1,000.00
HS Cheerleading	\$ 1,500.00
JH Cheerleading	\$ 1,000.00
HS Yearbook	\$ 1,000.00
JH Yearbook	\$ 400.00
EL Yearbook	\$ 600.00
HS Majorette	\$ 1,500.00
JH Majorette	\$ 1,000.00
Prom	\$ 1,000.00
UIL Academic Sponsors (up to 3)	\$ 200.00
Campus Coordinator	\$ 500.00

This will cover the District & Regional meets.

Sponsors whose teams advance to State will receive an additional \$100/event that advances.
advances.

Invitational Meet- (limit 2)

\$100

After School Tutoring

Teachers \$25/hr
Aides \$12.50/hr
Bus Drivers Regular hourly rate

Board Clerk \$100 per meeting

Substitute Teacher

Non-certified \$65 per day
Certified \$70 per day

Ticket Booth Attendants \$25 for up to 3 hrs

Insurance Stipend:

Harleton ISD employees will receive up to \$1,000 if monies are available.

Teaching and Non-teaching Professional Employees:

Classroom teachers will receive state base plus a local supplement of \$1,000

Longevity Stipend:

Teachers on step 21+, Auxillary personnel that would be placed on
Paygrade 3 with 30 yrs or more for 2020-2021
Longevity Stipend in the amount of \$1,000 for the 2020-2021 school year.

Librarian and Counselors

Will receive state base plus a local supplement of \$4500 (\$1000 teacher
stipend/\$3500 stipend above teacher pay).
Teachers who work past their 187 days will be paid their daily rate for each day worked.

Business Manager (degreed)

Will receive state base plus a local supplement of \$6000 (\$1000 teacher
stipend/\$5000 stipend above teacher pay).

Administrators

Superintendent, Principals, Athletic Director
Assistant Principal of Student Services
Administrative salaries will be determined by the Harleton ISD board.

Harleton Elementary

Code of Conduct Disciplinary Guidelines

Step 1 - Verbal warning and/or Written Notice

Review of offense

Conference with Principal/Assistant Principal

Possible Detention Assignment: Lunch. Recess. PE. Celebration Days

Change of clothing or alter clothing for Dress Code Violation

Step 2 - Verbal warning and/or Written Notice

Review of offense

Parent Conference

Possible Detention Assignment: Lunch. Recess. PE. Celebration Days

Corporal Punishment

ISS Placement

Possible corporal punishment with parental notification

Step 3 - Minimum In-School Suspension(ISS)- Number of days assigned is dependent upon violation(s) and age

Possible corporal punishment with parental notification

Step 4 - Emergency removal (Up to 3 days pending investigation)

Step 5 - Out of School Suspension (Up to 3 days pending investigation)

Step 6 - Disciplinary Alternative Education Program (Out of School Suspension/DAEP)

Step 7 - Expulsion - A student may be expelled to a Disciplinary Alternative Education Program (DAEP), or in severe cases, expelled without placement in an educational setting

Other Considerations:

- SEVERITY OF ACTION, OR PERSISTENT MISBEHAVIOR MAY RESULT IN STEPS 3, 4, 5, 6 or 7 WITHOUT PRIOR STEPS BEING TAKEN.
- ANY PROHIBITED ITEMS WILL BE CONFISCATED BY CAMPUS ADMINISTRATORS.
- ADMINISTRATORS MAY SUSPEND A STUDENT UP TO 3 DAYS PENDING INVESTIGATION AND PRIOR TO ISS.
- STUDENTS WITH DISABILITIES ARE SUBJECT TO APPLICABLE STATE AND FEDERAL LAW IN ADDITION TO THE STUDENT CODE OF CONDUCT. TO THE EXTENT ANY CONFLICT EXISTS, STATE AND/OR FEDERAL LAW WILL PREVAIL.
- DISCIPLINARY DECISIONS WILL BE DETERMINED BY CAMPUS ADMINISTRATORS, OR DESIGNEE, AND ANY VIOLATION OF STUDENT CODE OF CONDUCT NOT ADDRESSED IN THESE GUIDELINES WILL BE DISCIPLINED ACCORDING TO ADMINISTRATIVE DISCRETION.

STUDENTS UNDER THE AGE OF 10

The Education Code requires that any student under 10 years of age who commits an expellable offense be placed in a DAEP. He or she cannot be expelled from the district.

- *A student under age 6 cannot be removed from class and placed in a DAEP unless the student commits a federal firearms violation*
- *Students between ages 6 and 9 who commit an expellable offense must be placed in a DAEP*

Disciplinary Alternative Education placement (DAEP)

<u>PEIMS Codes 01-41</u> These categories must be reported on PEIMS when removed from regular educational setting for one day or more		<u>Offense</u>	<u>Grades PK-2</u>	<u>Grades 3-5</u>
PEIMS 01	Disruptive behavior- TEC 37.002(b) (Discretionary Placement based on severity or number of offenses)	1 st offense or minor incident	Step 1	Step 1
		2 nd offense	Step 2 1 day	Step 2 1 day
		3 or more offenses or severe incident	Step 3 1 day	Step 3 1 day
PEIMS 04 *See <u>PEIMS 318</u> and <u>319</u> for "Other Substance Abuse" Offenses	Possessed or used marijuana or other controlled substance – TEC 37.006(a)(2)(C) and 37.007(b) for under the influence (Mandatory removal to DAEP)	1 st offense	Step 6 15 days	Step 6 15 days
		2 nd offense	Step 6 30 days	Step 6 30 days
		3 or more offenses or severe incident	Step 6 60 days	Step 7 60 days
	Possessed to sell or distribute marijuana or other controlled substance – TEC 37.006(a)(2)(C) and 37.007(b) for under the influence (Mandatory removal to DAEP)	1 st offense	Step 6 30 days	Step 6 30 days
		2 nd or more offenses or severe incident	Step 6 60 days	Step 7 60 days
PEIMS 05 *See <u>PEIMS 320</u> for offenses regarding "Simulated Alcoholic Substances"	Possessed, used, or was under the influence of an alcoholic beverage- TEC 37.006(a)(2)(D and 37.007(b) (Mandatory removal to DAEP)	1 st offense	Step 6 15 days	Step 6 15 days
		2 nd offense	Step 6 30 days	Step 6 30 days
		3 or more offenses or severe incident	Step 6 60 days	Step 6 60 days
	Possessed to sell, sold, or distributed an alcoholic beverage- TEC 37.006(a)(2)(D and 37.007(b) (Mandatory removal to DAEP)	1 st offense	Step 6 30 days	Step 6 30 days
		2 or more offenses or severe incident	Step 6 60 days	Step 6 60 days

Action Codes	Categories	Offense	Grades PK-2	Grades 3-5
PEIMS 06	<u>Abuse of volatile chemicals</u> TEC 37.006(a)(2)(E)	1 st offense	Step 6 15 days	Step 6 15 days
		2 nd offense	Step 6 30 days	Step 6 30 days
		3 or more offenses or severe incident	Step 6 60 days	Step 6 60 days
	(Mandatory removal to DAEP)			
	Possessed to sell, sold or distributed <u>abusable volatile chemicals</u> -TEC_37.006(a)(2)(E)	1 st offense	Step 6 30 days	Step 6 30 days
2 or more offenses or severe incident		Step 6 60 days	Step 6 60 days	
	(Mandatory removal to DAEP)			
PEIMS 07	Public lewdness or indecent exposure- TEC 37.006(a)(2)(F)	1 st offense	Step 6 3 days	Step 6 5 days
		2 nd offense	Step 6 5 days	Step 6 10 days
		3 or more offenses or severe incident	Step 6 15 days	Step 6 15 days
	(Mandatory removal to DAEP)			
PEIMS 08	Retaliation against school employee-TEC 37.006(b) and 37.007(d)	1 st offense	Step 6 30 days	Step 6 30 days
		2 or more offenses or severe incident	Step 6 45 days	Step 6 45 days
	(Mandatory removal to DAEP)			
PEIMS 09	<u>Based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity for felony offenses in Title 5, Penal Code-TEC 37.006(c)</u>	1 st offense	Step 6 45 days	Step 6 45 days
		2 nd offense	Step 6 85 days	Step 6 85 days
		3 or more offenses or severe incident	Step 6 120 days	Step 6 120 days
	(Mandatory removal to DAEP)			
PEIMS 10	Based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity for felony offenses not in Title 5, Penal Code-TEC 37.006(d) (Discretionary Placement based on severity or number of offenses)	1 st offense	Step 6 15 days	Step 6 15 days
		2 nd offense	Step 6 30 days	Step 6 30 days
		3 or more offenses or severe incident	Step 6 60 days	Step 6 60 days
PEIMS 11	<u>Used, exhibited, or possessed a firearm- TEC 37.007(a)(1)(A) and/or 37.007(e) brings a firearm to school.</u> (Mandatory Expulsion)	Any offense	Step 7	Step 7 180 days
		Repeat offense or severe incident	Step 7	Step 7 180 days

Action Codes	Categories	Offense	Grades PK-2	Grades 3-5
PEIMS 12	<u>Used, exhibited, or possessed a knife-TEC 37.007(a)(1)(B)</u> (Mandatory Expulsion)	Any offense	Step 7	Step 7 180 days
		Repeat offense or severe incident	Step 7	Step 7 180 days
PEIMS 13	<u>Used, exhibited, or possessed an illegal club-TEC 37.007(a)(1)(C)</u> (Mandatory Expulsion)	Any offense	Step 7	Step 7 180 days
		Repeat offense or severe incident	Step 7	Step 7 180 days
PEIMS 14	Used, exhibited, or possessed a prohibited weapon under Penal Code Section 45.05-TEC 37.007(a)(1)(D) (Mandatory Expulsion)	Any offense	Step 7	Step 7 180 days
		Repeat offense or severe incident	Step 7	Step 7 180 days
PEIMS 16	Arson-TEC 37.007(a)(2)(B) (Mandatory Expulsion)	Any offense	Step 7	Step 7 180 days
		Repeat offense or severe incident	Step 7	Step 7 180 days
PEIMS 17	Murder, capital murder, criminal attempt to commit murder, or capital murder- TEC 37.007(a)(2)(C) (Mandatory Expulsion)	Any offense	Step 7	Step 7 180 days
		Repeat offense or severe incident	Step 7	Step 7 180 days
PEIMS 18	Indecency with a child- TEC 37.007(a)(2)(D) (Mandatory Expulsion)	Any offense	Step 7	Step 7 180 days
		Repeat offense or severe incident	Step 7	Step 7 180 days
PEIMS 19	Aggravated kidnapping TEC 37.007(a)(2)(E) (Mandatory Expulsion)	Any offense	Step 7	Step 7 180 days
		Repeat offense or severe incident	Step 7	Step 7 180 days
PEIMS 20	Serious or persistent misconduct violating the student code of conduct while placed in alternative education program TEC 37.007(c) (Discretionary Placement based on severity or number of offenses)	1 st offense	Step 6 10 days	Step 6 10 days
		2 or more offenses or severe incident	Step 7 20 days	Step 7 20 days
PEIMS 21	Violation of student code of conduct not included under TEC 37.006, 37.007, or 37.002(b) (Discretionary Placement based on severity or number of offenses)	1 st offense	Step 3	Discretionary Placement based on severity
		2 or more offenses or severe incident	Step 6	Discretionary Placement based on severity

Action Codes	Categories	Offense	Grades PK-2	Grades 3-5
PEIMS 22	Criminal mischief TEC 37.007(f) \$49.99 and Under - Damage Restitution Required	1 st offense	Step 3 1 day	Step 3 1 day
		2 nd offense (Citation to City Court)	Step 6 3 days	Step 6 3 days
	Criminal mischief TEC 37.007(f) \$50.00 and Over Damage Restitution Required	1 st offense (Restitution required)	Step 6 10 days	Step 6 10 days
		2 nd offense (Criminal Charges Filed)	Step 6 20 days	Step 6 20 days
		3 or more offenses (Criminal charges filed)	Step 6 30 days	Step 6 30 days
PEIMS 23	Emergency Placement to DAEP or expulsion TEC 37.019 <u>(Discretionary Placement based on severity or number of offenses)</u>	Record as an additional offense code: When a principal or designee reasonably believes the behavior is so unruly, disruptive, or abusive that it seriously interferes with the student's classmates' ability to learn, or with the operation of the school or school sponsored activity, the student may be removed, pending a conference and/or a hearing. (Step 4 or Step 5)		
PEIMS 26	Terroristic threat TEC 37.006 (a)(1) or 37.007(b) (Mandatory removal to DAEP)	1 st offense	Step 6 10 days	Step 6 10 days
		2 nd offense	Step 6 15 days	Step 6 15 days
		3 or more offenses or severe incident	Step 6 20 days	Step 6 20 days
PEIMS 27	Assault under Penal Code Section 22.01(a)(1) against a school district employee or volunteer TEC 37.007(b)(2)(C) (Mandatory removal to DAEP)	1 st offense	Step 6 20 days	Step 6 20 days
		2 or more offenses or severe incident	Step 6 30 days	Step 6 30 days
PEIMS 28	Assault under Penal Code Section 22.01(a)(1) against someone other than a school district employee or volunteer TEC 37.007(b)(2)(B) (Mandatory removal to DAEP)	1 st offense	Step 6 10 days	Step 6 10 days
		2nd offense	Step 6 20 days	Step 6 20 days
		3 or more offenses or severe incident	Step 6 30 days	Step 6 30 days
PEIMS 29	Aggravated assault under Penal Code Section 22.02 against a school district employee or volunteer TEC 37.007(d) (Mandatory Expulsion)	Any offense	Step 7 180 days expulsion	Step 7 180 days expulsion
		Repeat offense or severity of action	Step 7 180 days expulsion	Step 7 180 days expulsion
PEIMS 30	Aggravated assault under Penal Code Section 22.02 against someone other than a school district employee or volunteer TEC 37.007(a)(2)(A) (Mandatory Expulsion)	Any offense	Step 7 180 days expulsion	Step 7 180 days expulsion
		Repeat offense or severity of action	Step 7 180 days expulsion	Step 7 180 days expulsion

Action Codes	Categories	Offense	Grades PK-2	Grades 3-5
PEIMS 31	Sexual assault under Penal Code Section 22.011 or aggravated sexual assault under 22.021 against a school district employee or volunteer TEC 37.007(d) (Mandatory Expulsion)	Any offense	Step 7 180 days expulsion	Step 7 180 days expulsion
		Repeat offense or severity of action	Step 7 180 days expulsion	Step 7 180 days expulsion
PEIMS 32	Sexual assault under Penal Code Section 22.011 or aggravated sexual assault under 22.021 against someone other than a school district employee or volunteer TEC 37.007(a)(2)(A) (Mandatory Expulsion)	Any offense	Step 7 180 days expulsion	Step 7 180 days expulsion
		Repeat offense or severity of action	Step 7 180 days expulsion	Step 7 180 days expulsion
PEIMS 33	Possessed, purchased, used or accepted a cigarette or tobacco product as defined in the Health and Safety Code, Section 3.01, chapter 161.252	1 st offense	Step 3 2 days	Step 3 2 days
		2 nd offense	Step 3 5 days	Step 3 5 days
		3 or more offenses or severe incident	Step 6 10 days	Step 6 10 days
PEIMS 34	School-related gang violence (Discretionary Placement based on severity or number of offenses)	1 st offense	Step 6 10 days	Step 6 10 days
		2 or more offenses or severe incident	Step 6 20 days	Step 6 20 days
PEIMS 35	False alarm/false report-TEC 37.006(a)(1) and 37.007 (b) (Mandatory removal to DAEP)	1 st offense	Step 6 10 days	Step 6 10 days
		2 nd offense	Step 6 20 days	Step 6 20 days
		3 or more offenses or severe incident	Step 6 30 days	Step 7 30 days
PEIMS 36	Felony controlled substance violation TEC 37.007(a)(3) (Mandatory Expulsion)	Any offense	Step 7 180 days expulsion	Step 7 180 days expulsion
		Repeat offense or severe incident	Step 7 180 days expulsion	Step 7 180 days expulsion
PEIMS 37	Felony alcohol violation TEC 37.007(a)(3) (Mandatory Expulsion)	Any offense	Step 7 180 days expulsion	Step 7 180 days expulsion
		Repeat offense or severe incident	Step 7 180 days expulsion	Step 7 180 days expulsion
PEIMS 41	Fighting/Mutual Combat Excludes all offenses under Penal Code 22.01	1 st Offense	Step 3 1 days	Step 3 1 days
		2 nd Offense	Step 3 2 days	Step 3 3 day
		3 rd or more Offense or Injury	Step 3– 3 days	Step 5 – 1 day

Action Codes	Categories	Offense	Grades PK-2	Grades 3-5
101 (PEIMS 021)	<u>Violation of District Vehicle Rules</u> (May include removal of riding privileges in addition to HISD disciplinary procedures)			
102 (PEIMS 021)	Dress Code Violations	1 st Offense	Step 1	Step 1
		2 nd Offense	Step 2	Step 2
		3 rd Offense	Step 3	Step 3
103(a) (PEIMS 021)	Minor Insubordination: Disrespect, ignoring requests, inappropriate classroom behavior	1 st Offense	Step 1	Step 1
		2-4 Offenses	Step 2	Step 2
		5 or more offenses or severe incident	Step 3 1 day	Step 3 1 day
103(b) (PEIMS 021)	Major Insubordination: Profanity, arguing, flagrant disrespect	1 st Offense	Step 3 1 day	Step 3 1 day
		2-3 Offenses	Step 3 2 days	Step 3 3 days
		4 or more offenses or severe incident	Step 3 3 days	Step 6 5 days
105 (PEIMS 021)	Skipping school or leaving school grounds and school sponsored events without permission.	1 st Offense	Step 1	Step 1
		2 nd Offense	Step 2	Step 2
		3 or more offenses or severe incident	Step 3 1 day	Step 3 1 day
106 (PEIMS 021)	Tardy	1 st Offense	See tardy policy in HES handbook	See tardy policy in HES handbook
		2 nd – 4 th Offense	See tardy policy in HES handbook	See tardy policy in HES handbook
		4 or more offenses or severe incident	See tardy policy in HES handbook	See tardy policy in HES handbook
107 (PEIMS 021)	Cutting or leaving class	1 st Offense	Step 1	Step 1
		2 nd Offense	Step 2	Step 2
		3 or more offenses or severe incident	Step 2	Step 2
110 (PEIMS 021)	Violation of Technology and / or Computer “Acceptable Use Policy” as established by the AISD Code of Conduct	1 st Offense	Step 2	Step 2
		2 nd Offense	Step 2	Step 2
		3 or more offenses or severe incident	Step 3	Step 3
201 (PEIMS 021)	Possession laser lights, matches, lighters, or any other prohibited item(s) <i>Item will be confiscated; Unclaimed items will be destroyed after 30 days</i>	1 st Offense	Step 2	Step 2
		2 nd Offense	Step 2	Step 2
		3 or more offenses or severe incident	Step 3	Step 3

Action Codes	Categories	Offense	Grades PK-2	Grades 3-5
202 (PEIMS 021)	Gambling	1 st Offense	Step 2	Step 2
		2 nd Offense	Step 2	Step 2
		3 or more offenses or severe incident	Step 3 3 days	Step 3 3 days
203 (PEIMS 021)	Theft/Minor Offenses (\$49.99 or HESs) *Occurring at any HISD school sponsored event or activity: Student/parents liable for monetary restitution	1 st Offense	Step 2	Step 2 1 day
		2 nd Offense	Step 2 1 day	Step 3 2 days ISS
		3 or more offenses or severe incident	Step 3 3 days ISS	Step 3 3 days ISS
204 (PEIMS 021)	Theft/Major Offenses (\$50.00 or more) *Occurring at any HISD school sponsored event or activity: Student/parents liable for monetary restitution	1 st Offense	Step 3 3 days ISS	Step 3 3 days ISS
		2 nd Offense	Step 3 3 days ISS	Step 3 5 days ISS
		3 or more offenses or severe incident	Step 6 3 days DAEP	Step 6 5 days DAEP
205 (PEIMS 021)	Extortion, coercion, or blackmail: Obtaining money, objects, or favors from unwilling person(s)	1 st Offense	Step 3 1 day ISS	Step 3 1 day ISS
		2 nd Offense	Step 3 3 days ISS	Step 3 3 days ISS
		3 or more offenses or severe incident	Step 6 3 Days ISS	Step 6 5 days DAEP
300 (PEIMS 021)	Student to employees or patrons, verbal abuse, profanity, vulgar or inappropriate language or behavior, obscene gestures	1 st Offense	Step 3 2 days	Step 3 3 days
		2 nd Offense	Step 3 3 days	Step 3 5 days
		3 rd Offense	Step 3 3 days	Step 6 5 days DAEP
301a (PEIMS 021)	Student to student verbal abuse, profanity, vulgar or inappropriate language or behavior, obscene gestures	1 st Offense	Step 2	Step 2
		2-3 Offenses	Step 3 1 day	Step 3 1 day
		4 or more offenses or severe incident	Step 3 3 days ISS	Step 3 3 days ISS
301b (PEIMS 021)	Indirect Profanity	1 st Offense	Step 1	Step 1
		2 nd Offense	Step 2	Step 2
		3 rd Offense	Step 2 3 days	Step 2 3 days
302 (PEIMS 021)	Hazing/Bullying/Making Enemy Lists/ Discussions of Harmful Use of Weapons Conducting or directing any demeaning action forced upon an unwilling person	1 st Offense	Step 2 1 days	Step 3 1 days
		2 nd Offense	Step 2 2 days	Step 3 2 days
		3 or more offenses or severe incident	Step 2 3 days	Step 3 3 days

Action Codes	Categories	Offense	Grades PK-2	Grades 3-5
303 <i>(PEIMS 021)</i>	Horseplay: Intentional physical actions between willing participants;	1 st Offense	Step 2	Step 2
		2 nd Offense	Step 2	Step 2
	Throwing objects	3 or more offenses or severe incident	Step 3 1 days	Step 3 2 days
304 <i>(PEIMS 021)</i>	Pushing/Shoving/Hitting	1 st Offense	Step 1	Step 1
		2 nd Offense	Step 2	Step 2
		3 or more offenses or severe incident	Step 3 3 days	Step 3 3 days
305 <i>(PEIMS 021)</i>	Simple Assault against someone other than a school district employee or volunteer	1 st Offense	Step 2 3 days ISS	Step 3 3 days ISS
		2 nd Offense	Step 2 5 days ISS	Step 2 5 days ISS
		3 or more offenses or severe incident	Step 6 10 days DAEP	Step 6 10 days DAEP
306 <i>(PEIMS 021)</i>	Simple Assault against school district employee or volunteer	1 st Offense	Step 3 5 days ISS	Step 3 5 days ISS
		2 nd Offense	Step 3 10 days ISS	Step 3 10 days ISS
		3 or more offenses or severe incident	Step 6 20 days DAEP	Step 6 20 days DAEP
307 <i>(PEIMS 021))</i>	Retaliation against another student	1 st Offense	Step 3 3 days	Step 3 3 days
		2 nd Offense	Step 3 5 days	Step 3 5 days
		3 or more offenses or severe incident	Step 6 10 days DAEP	Step 6 10 days DAEP
308 <i>(PEIMS 021))</i>	<u>Discharging a fire extinguisher</u>	1 st Offense	Step 3 3 days	Step 3 3 days
	Student/parents liable for monetary restitution	2 nd Offense	Step 3 5 days	Step 3 5 days
	3 or more offenses or severe incident	Step 6 10 days DAEP	Step 6 10 days DAEP	
310 <i>(PEIMS 021))</i>	Participation in, or representation of self as a member of any secret society, fraternity, sorority, or gang	1 st Offense	Step 2 1 day	Step 2 1 day
		2 nd Offense	Step 3 3 days	Step 3 3 days
		3 or more offenses or severe incident	Step 6 10 days	Step 6 10 days
311 <i>(PEIMS 022)</i>	<u>Defacing or damaging school property with graffiti or by any other means</u>	1 st Offense	Step 2	Step 2
	Student/parents liable for monetary damages	2 nd Offense	Step 3 3 days	Step 3 3 days
		3 or more offenses or severe incident	Step 6 10 days	Step 6 10 days
312 <i>(PEIMS 021)</i>	Possession of a "Pocket Knife"	1 st Offense	Step 2	Step 2
	Knife will be confiscated.	2 or more offenses or severe incident	Step 3 3 days	Step 3 3 days

Action Codes	Categories	Offense	Grades PK-2	Grades 3-5
313 (PEIMS 021)	Displaying a "Pocket Knife" Knife will be confiscated.	1 st Offense	Step 2 1 day	Step 2 1 day
		2 or more offenses or severe incident	Step 3 3 days	Step 3 3 days
314 (PEIMS 021)	<u>Possessing a razor, box cutter, chain, or any other object that may be used in a way that threatens or inflicts bodily harm</u> <u>Items will be confiscated</u>	1 st Offense	Step 3 1 day	Step 3 1 day
		2 nd Offense	Step 6 5 days	Step 6 5 days
		3 or more offenses or severe incident	Step 6 10 days	Step 6 10 days
315 (PEIMS 021)	Public Display of Affection (PDA)	1 st Offense	Step 1	Step 1
		2 nd Offense	Step 2	Step 2
		3 or more offenses or severe incident	Step 2	Step 3
315 (a) (PEIMS 021)	Sexual Misconduct	1 st Offense	Step 3 2 days	Step 3 5 days
		2 nd Offense	Step 3 3 days	Step 3 10 days
		3 or more offenses or severe incident	Step 6 10 days	Step 6 10 days
316 (PEIMS 021)	Sexual Harassment/Verbal	1 st Offense	Step 3 3 days	Step 3 3 days
		2 nd Offense	Step 3 5 days	Step 3 5 days
		3 or more offenses or severe incident	Step 6 10 days	Step 6 10 days
317 (PEIMS 021)	Sexual Harassment/Physical	1 st Offense	Step 3 10 days	Step 3 10 days
		2 or more offenses or severe incident	Step 6 20 days DAEP	Step 6 20 days DAEP
318 (a)	"Substance Abuse": Possession or use of: (a) unauthorized medication or supplement	1 st Offense	Step 2	Step 2
		2 nd Offense	Step 3 3 days	Step 3 3 days
		3 or more offenses or severe incident	Step 6 10 days	Step 6 10 days
318 (b)	"Substance Abuse": Possession or use of: (b) illegal medication or supplement	1 st Offense	Step 3 1 day	Step 3 1 day
		2 nd Offense	Step 3 3 days	Step 3 3 days
		3 or more offenses or severe incident	Step 6 10 days	Step 6 10 days
318 (c)	"Substance Abuse": Possession or use of: (c) felony possession of controlled substance	1 st Offense	Step 6 45 days	Step 6 45 days
		2 nd Offense	Step 6 85 days DAEP	Step 6 85 days DAEP
319 (a) (Same as PEIMS 02)	"Substance Abuse": Possession to sell or distribute: (a) unauthorized medication or supplement (including any "simulated controlled substance")	1 st Offense	Step 6 10 days	Step 6 10 days
		2 or more offenses or severe incident	Step 6 45 days	Step 6 45 days

Action Codes	Categories	Offense	Grades PK-2	Grades 3-5
319 (b)	"Substance Abuse": Possession to sell or distribute: (b) illegal medication or supplement (including any "simulated controlled substance")	1 st Offense	Step 6 45 days	Step 6 45 days
		2 or more offenses or severe incident	Step 6 90 days	Step 6 90 days
319 (c)	"Substance Abuse": Possession to sell or distribute: (c) felony possession of controlled substance: 120 days minimum (including any "simulated controlled substance")	1 st Offense	Step 6 120 days	Step 6 120 days
		2 or more offenses or severe incident	Step 6 180 days expulsion	Step 7 180 days expulsion
320 (PEIMS 021)	"Simulated" Alcoholic Substance: Possessed to use, sell or distribute any substance purported to be alcoholic	1 st Offense	Step 3 10 days	Step 3 10 days
		2 nd Offense	Step 6 15 days	Step 6 15 days
		3 or more offenses or severe incident	Step 6 20 days	Step 6 20 days
321 (PEIMS 021) 321 (A)	"Simulated" Tobacco Product": Possessed to use, sell or distribute any substance purported to be tobacco products 321(A) Possessed to use, sell or distribute e-cigarettes and vaporizing products	1 st Offense	Step 3 1 day	Step 3 1 day
		2 nd Offense	Step 3 3 days	Step 3 3 days
		3 or more offenses or severe incident	Step 3 5 days	Step 3 5 days
322 (PEIMS 021)	<u>Possessing or selling a "simulated" weapon</u> *Discretionary placement based on severity and degree of disturbance	1 st Offense	Step 2	Step 2
		2 nd Offense	Step 3 3 days	Step 3 3 days
		3 or more offenses or severe incident	Step 6 10 days	Step 6 10 days
323 (PEIMS 021)	<u>Possessing fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device</u>	1 st Offense	Step 3 1 day	Step 3 1 day
		2 nd Offense	Step 3 3 days	Step 3 3 days
		3 or more offenses or severe incident	Step 6 10 days	Step 6 10 days
324 (PEIMS 021)	<u>Falsifying records, passes, or other school-related documents</u>	1 st Offense	Step 2 1 day	Step 2 1 day
		2 nd Offense	Step 2 3 days	Step 2 3 days
		3 or more offenses or severe incident	Step 3 3 days	Step 3 3 days
401 (PEIMS 021)	Persistent "On-Campus" Misbehavior Four or more incidents	Multiple Serious Incidents	Step 6 10 days	Step 6 10 days
402 (PEIMS 021)	The use of laptops, Cellular telephones, iPods, or any other electronic item(s) without teacher permission. Cell phones taken up for inappropriate use:	1 st Offense	Device confiscated until end of day	
		2 nd Offense	Device confiscated overnight until next school day	
		3 rd Offense	Device confiscated until retrieved by parent and \$15 fee	

Harleton Elementary Student Code of Conduct
2020–2021 School Year



If you have difficulty accessing the information in this document because of disability, please contact 903-777-4092

TABLE OF CONTENTS

Harleton Elementary Student Code of Conduct	i
Student Code of Conduct.....	1
Accessibility.....	1
Purpose	1
School District Authority and Jurisdiction.....	2
Campus Behavior Coordinator.....	2
Threat Assessment and Safe and Supportive School Team.....	2
Searches	2
Reporting Crimes	3
Security Personnel	3
“Parent” Defined.....	3
Participating in Graduation Activities	3
Unauthorized Persons.....	4
Standards for Student Conduct	5
General Conduct Violations	6
Disregard for Authority	6
Mistreatment of Others.....	6
Property Offenses	7
Possession of Prohibited Items.....	7
Possession of Telecommunications or Other Electronic Devices.....	8
Illegal, Prescription, and Over-the-Counter Drugs	8
Misuse of Technology Resources and the Internet	8
Safety Transgressions	9
Miscellaneous Offenses	9
Discipline Management Techniques.....	10
Students with Disabilities.....	10
Techniques	10
Prohibited Aversive Techniques	11
Notification	12
Appeals.....	12

Removal from the School Bus.....	13
Removal from the Regular Educational Setting.....	14
Routine Referral.....	14
Formal Removal.....	14
Returning a Student to the Classroom.....	14
Out-of-School Suspension.....	16
Misconduct.....	16
Process.....	16
Coursework During Suspension.....	17
Disciplinary Alternative Education Program (DAEP) Placement.....	18
Discretionary Placement: Misconduct That May Result in DAEP Placement.....	18
Mandatory Placement: Misconduct That Requires DAEP Placement.....	19
Sexual Assault and Campus Assignments.....	20
Process.....	20
Length of Placement.....	21
Appeals.....	22
Restrictions During Placement.....	22
Placement Review.....	22
Additional Misconduct.....	22
Notice of Criminal Proceedings.....	23
Withdrawal During Process.....	23
Newly Enrolled Students.....	23
Emergency Placement Procedure.....	24
Transition Services.....	24
Placement and/or Expulsion for Certain Offenses.....	25
Registered Sex Offenders.....	25
Certain Felonies.....	25
Expulsion.....	28
Discretionary Expulsion: Misconduct That May Result in Expulsion.....	28
Mandatory Expulsion: Misconduct That Requires Expulsion.....	30
Under Age Ten.....	31
Process.....	31
Length of Expulsion.....	32

Withdrawal During Process	33
Additional Misconduct.....	33
Restrictions During Expulsion	33
Newly Enrolled Students.....	33
Emergency Expulsion Procedures.....	34
DAEP Placement of Expelled Students	34
Transition Services	34
Glossary.....	35
Index.....	43

Student Code of Conduct

Accessibility

If you have difficulty accessing the information in this document because of disability, please contact *Harleton Elementary Principal, Traci Jones at 903-777-4092*.

Purpose

The Student Code of Conduct (“Code”) is the district’s response to the requirements of Chapter 37 of the Texas Education Code.

The Code provides methods and options for managing students in the classroom and on school grounds, disciplining students, and preventing and intervening in student discipline problems.

The law requires the district to define misconduct that may—or must—result in a range of specific disciplinary consequences including removal from a regular classroom or campus, out-of-school suspension, placement in a disciplinary alternative education program (DAEP), placement in a juvenile justice alternative education program (JJAEP), or expulsion from school.

This Student Code of Conduct has been adopted by the *Harleton ISD* Board of Trustees and developed with the advice of the district-level committee. This Code provides information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline. It remains in effect during summer school and at all school-related events and activities outside the school year until an updated version adopted by the board becomes effective for the next school year.

In accordance with state law, the Code shall be posted at each school campus or shall be available for review at the office of the campus principal. Additionally, the Code shall be available at the office of the campus behavior coordinator and posted on the district’s website. Parents shall be notified of any conduct violation that may result in a student being suspended, placed in a DAEP or JJAEP, expelled, or taken into custody by a law enforcement officer under Chapter 37 of the Education Code.

Because the Student Code of Conduct is adopted by the district’s board of trustees, it has the force of policy; therefore, in case of conflict between the Code and the Student Handbook, the Code shall prevail.

Please note: The discipline of students with disabilities who are eligible for services under federal law (Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973) is subject to the provisions of those laws.

School District Authority and Jurisdiction

School rules and the authority of the district to administer discipline apply whenever the interest of the district is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities.

The district has disciplinary authority over a student:

1. During the regular school day and while the student is going to and from school or a school-sponsored or school-related activity on district transportation;
2. During lunch periods in which a student is allowed to leave campus;
3. While the student is in attendance at any school-related activity, regardless of time or location;
4. For any school-related misconduct, regardless of time or location;
5. When retaliation against a school employee, board member, or volunteer occurs or is threatened, regardless of time or location;
6. When a student engages in cyberbullying, as provided by Education Code 37.0832;
7. When criminal mischief is committed on or off school property or at a school-related event;
8. For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
9. For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas;
10. When the student commits a felony, as provided by Education Code 37.006 or 37.0081; and
11. When the student is required to register as a sex offender.

Campus Behavior Coordinator

As required by law, a person at each campus must be designated to serve as the campus behavior coordinator. The designated person may be the principal of the campus or any other campus administrator selected by the principal. The campus behavior coordinator is primarily responsible for maintaining student discipline. The district shall post on its website and in the Student Handbook, for each campus, the email address and telephone number of the person serving as campus behavior coordinator. Contact information may be found www.harletonisd.net

Threat Assessment and Safe and Supportive School Team

The campus behavior coordinator or other appropriate administrator will work closely with the campus threat assessment safe and supportive school team to implement the district's threat assessment policy and procedures, as required by law, and shall take appropriate disciplinary action in accordance with the Code of Conduct.

Searches

District officials may conduct searches of students, their belongings, and their vehicles in accordance with state and federal law and district policy. Searches of students shall be conducted in a reasonable and nondiscriminatory manner. Refer to the district's policies at FNF(LEGAL) and FNF(LOCAL) for more information regarding investigations and searches.

The district has the right to search a vehicle driven to school by a student and parked on school property whenever there is reasonable suspicion to believe it contains articles or materials prohibited by the district.

Desks, lockers, district-provided technology, and similar items are the property of the district and are provided for student use as a matter of convenience. District property is subject to search or inspection at any time without notice.

Reporting Crimes

The principal and campus behavior coordinator and other school administrators as appropriate shall report crimes as required by law and shall call local law enforcement when an administrator suspects that a crime has been committed on campus.

Security Personnel

To ensure sufficient security and protection of students, staff, and property, the board employs police officers, school resource officers (SROs), and/or security personnel. In accordance with law, the board has coordinated with the campus behavior coordinator and other district employees to ensure appropriate law enforcement duties are assigned to security staff. The law enforcement duties of district peace officers are listed in policy CKE(LOCAL). The law enforcement duties of school resource officers are: implement the District's comprehensive safety programs; the District has entered into an agreement with a local law enforcement agency for school resource officers. School resource officers shall provide services consistent with the terms of the agreement, the comprehensive safety programs, and Board policy.

A school resource officer shall perform duties as described in the agreement and as included in the District improvement plan and the Student Code of Conduct. A school resource officer shall not be assigned routine classroom discipline or administrative tasks.

All school resource officers shall receive at least the minimum amount of education and training required by law.

"Parent" Defined

Throughout the Code of Conduct and related discipline policies, the term "parent" includes a parent, legal guardian, or other person having lawful control of the child.

Participating in Graduation Activities

The district has the right to limit a student's participation in graduation activities for violating the district's Code.

Participation might include a speaking role, as established by district policy and procedures.

Students eligible to give the opening and closing remarks at graduation shall be notified by the campus principal. Notwithstanding any other eligibility requirements, in order to be considered as an eligible student to give the opening or closing remarks, a student shall not have engaged in any misconduct in violation of the district's Code resulting in an out-of-school suspension, removal to a DAEP, or expulsion during the semester immediately preceding graduation.

Unauthorized Persons

In accordance with Education Code 37.105, a school administrator, school resource officer (SRO), or district police officer shall have the authority to refuse entry or eject a person from district property if the person refuses to leave peaceably on request and:

1. The person poses a substantial risk of harm to any person; or
2. The person behaves in a manner that is inappropriate for a school setting, and the person persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with policies FNG(LOCAL) or GF(LOCAL), as appropriate. However, the timelines for the district's grievance procedures shall be adjusted as necessary to permit the person to address the board in person within 90 days, unless the complaint is resolved before a board hearing.

See **DAEP—Restrictions During Placement** on page 22, for information regarding a student assigned to DAEP at the time of graduation.

Standards for Student Conduct

Each student is expected to:

- Demonstrate courtesy, even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet district and campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of students, teachers, and other district staff and volunteers.
- Respect the property of others, including district property and facilities.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.

Adhere to the requirements of the Student Code of Conduct. Chapter 37 requires the Code to include standards that schools expect from students. Modify the list to emphasize conduct the district would like to encourage.

General Conduct Violations

The categories of conduct below are prohibited at school, in vehicles owned or operated by the district, and at all school-related activities, but the list does not include the most severe offenses. In the subsequent sections on **Out-of-School Suspension** on page 16, **DAEP Placement** on page 18, **Placement and/or Expulsion for Certain Offenses** on page 25, and **Expulsion** on page 28, certain offenses that require or permit specific consequences are listed. Any offense, however, may be severe enough to result in **Removal from the Regular Educational Setting** as detailed in that section on page 14.

Disregard for Authority

Students shall not:

- Fail to comply with directives given by school personnel (insubordination).
- Leave school grounds or school-sponsored events without permission.
- Disobey rules for conduct in district vehicles.
- Refuse to accept discipline management techniques assigned by a teacher or principal.

Mistreatment of Others

Students shall not:

- Use profanity or vulgar language or make obscene gestures.
- Fight or scuffle. (For assault, see **DAEP—Placement and/or Expulsion for Certain Offenses** on page 25.)
- Threaten a district student, employee, or volunteer, including off school property, if the conduct causes a substantial disruption to the educational environment.
- Engage in bullying, cyberbullying, harassment, or making hit lists. (See **glossary** for all four terms.)
- Release or threaten to release intimate visual material of a minor or a student who is 18 years of age or older without the student's consent.
- Engage in conduct that constitutes sexual or gender-based harassment or sexual abuse, whether by word, gesture, or any other conduct, directed toward another person, including a district student, employee, board member, or volunteer.
- Engage in conduct that constitutes dating violence. (See **glossary**.)
- Engage in inappropriate or indecent exposure of private body parts.
- Participate in hazing. (See **glossary**.)
- Cause an individual to act through the use of or threat of force (coercion).
- Commit extortion or blackmail (obtaining money or an object of value from an unwilling person).
- Engage in inappropriate verbal, physical, or sexual conduct directed toward another person, including a district student, employee, or volunteer.

- Record the voice or image of another without the prior consent of the individual being recorded or in any way that disrupts the educational environment or invades the privacy of others.

Property Offenses

Students shall not:

- Damage or vandalize property owned by others. (For felony criminal mischief, see **DAEP— Placement and/or Expulsion for Certain Offenses** on page 25.)
- Deface or damage school property—including textbooks, technology and electronic resources, lockers, furniture, and other equipment—with graffiti or by other means.
- Steal from students, staff, or the school.
- Commit or assist in a robbery or theft, even if it does not constitute a felony according to the Penal Code. (For felony robbery, aggravated robbery, and theft, see **DAEP— Placement and/or Expulsion for Certain Offenses** on page 25.)

Possession of Prohibited Items

Students shall not possess or use:

- Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
- A razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
- A “look-alike” weapon that is intended to be used as a weapon or could reasonably be perceived as a weapon;
- An air gun or BB gun;
- Ammunition;
- A hand instrument designed to cut or stab another by being thrown;
- Knuckles;
- *A location-restricted knife;
- *A club;
- *A firearm;
- A stun gun;
- A pocketknife or any other small knife;
- Mace or pepper spray;
- Pornographic material;
- Tobacco products; cigarettes; e-cigarettes; and any component, part, or accessory for an e-cigarette device;
- Matches or a lighter;
- A laser pointer for other than an approved use; or
- Any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists.

- Fidget spinners and other similar toys or items (except when they are included as part of a student’s 504 or IEP accommodations).

*For weapons and firearms, see **DAEP—Placement and/or Expulsion for Certain Offenses** on page 25. In many circumstances, possession of these items is punishable by mandatory expulsion under federal or state law.

Possession of Telecommunications or Other Electronic Devices

Students shall not:

- Display, turn on, or use a telecommunications device, including a cellular telephone, or other electronic device on school property during the school day.

Illegal, Prescription, and Over-the-Counter Drugs

Students shall not:

- Possess, use, give, or sell alcohol or an illegal drug. (Also see **DAEP Placement** on page 18 and **Expulsion** on page 28 for mandatory and permissive consequences under state law.)
- Possess or sell seeds or pieces of marijuana in less than a usable amount.
- Possess, use, give, or sell paraphernalia related to any prohibited substance. (See **glossary** for “paraphernalia.”)
- Possess, use, abuse, or sell look-alike drugs or attempt to pass items off as drugs or contraband.
- Abuse the student’s own prescription drug, give a prescription drug to another student, or possess or be under the influence of another person’s prescription drug on school property or at a school-related event. (See **glossary** for “abuse.”)
- Abuse over-the-counter drugs. (See **glossary** for “abuse.”)
- Be under the influence of prescription or over-the-counter drugs that cause impairment of the physical or mental faculties. (See **glossary** for “under the influence.”)
- Have or take prescription drugs or over-the-counter drugs at school other than as provided by district policy.

Misuse of Technology Resources and the Internet

Students shall not:

- Violate policies, rules, or agreements signed by the student or the student’s parent regarding the use of technology resources.
- Attempt to access or circumvent passwords or other security-related information of the district, students, or employees or upload or create computer viruses, including off school property if the conduct causes a substantial disruption to the educational environment.
- Attempt to alter, destroy, or disable district technology resources including, but not limited to, computers and related equipment, district data, the data of others, or other networks connected to the district’s system, including off school property if the conduct causes a substantial disruption to the educational environment.

- Use the internet or other electronic communications to threaten or harass district students, employees, board members, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.
- Send, post, deliver, or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyberbullying and "sexting," either on or off school property, if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.
- Use the internet or other electronic communication to engage in or encourage illegal behavior or threaten school safety, including off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.

Safety Transgressions

Students shall not:

- Possess published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.
- Engage in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property.
- Make false accusations or perpetrate hoaxes regarding school safety.
- Engage in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.
- Throw objects that can cause bodily injury or property damage.
- Discharge a fire extinguisher without valid cause.

Miscellaneous Offenses

Students shall not:

- Violate dress and grooming standards as communicated in the Student Handbook.
- Cheat or copy the work of another.
- Gamble.
- Falsify records, passes, or other school-related documents.
- Engage in actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Repeatedly violate other communicated campus or classroom standards of conduct.

The district may impose campus or classroom rules in addition to those found in the Code. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Code.

Discipline Management Techniques

Discipline shall be designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action shall draw on the professional judgment of teachers and administrators and on a range of discipline management techniques, including restorative practices. Discipline shall be based on the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements.

Students with Disabilities

The discipline of students with disabilities is subject to applicable state and federal law in addition to the Student Code of Conduct. To the extent any conflict exists, the district shall comply with federal law. For more information regarding discipline of students with disabilities, see policy FOF(LEGAL).

In accordance with the Education Code, a student who receives special education services may not be disciplined for conduct meeting the definition of bullying, cyberbullying, harassment, or making hit lists (see **glossary**) until an ARD committee meeting has been held to review the conduct.

In deciding whether to order suspension, DAEP placement, or expulsion, regardless of whether the action is mandatory or discretionary, the district shall take into consideration a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

Techniques

The following discipline management techniques may be used alone, in combination, or as part of progressive interventions for behavior prohibited by the Student Code of Conduct or by campus or classroom rules:

- Verbal correction, oral or written.
- Cooling-off time or a brief "time-out" period, in accordance with law.
- Seating changes within the classroom or vehicles owned or operated by the district.
- Temporary confiscation of items that disrupt the educational process.
- Rewards or demerits.
- Behavioral contracts.
- Counseling by teachers, school counselors, or administrative personnel.
- Parent-teacher conferences.
- Behavior coaching.
- Anger management classes.
- Mediation (victim-offender).
- Classroom circles.
- Family group conferencing.
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.

- Detention, including outside regular school hours.
- Sending the student to the office or other assigned area, or to in-school suspension.
- Assignment of school duties, such as cleaning or picking up litter.
- Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Penalties identified in individual student organizations' extracurricular standards of behavior.
- Restriction or revocation of district transportation privileges.
- School-assessed and school-administered probation.
- Corporal punishment, unless the student's parent or guardian has provided a signed statement prohibiting its use.
- Out-of-school suspension, as specified in **Out-of-School Suspension** on page 16.
- Placement in a DAEP, as specified in **DAEP** on page 18.
- Placement and/or expulsion in an alternative educational setting, as specified in **Placement and/or Expulsion for Certain Offenses** on page 25.
- Expulsion, as specified in **Expulsion** on page 28.
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district.
- Other strategies and consequences as determined by school officials.

Prohibited Aversive Techniques

Aversive techniques are prohibited for use with students and are defined as techniques or interventions intended to reduce the reoccurrence of a behavior by intentionally inflicting significant physical or emotional discomfort or pain. Aversive techniques include:

- Using techniques designed or likely to cause physical pain, other than corporal punishment as permitted by district policy. [See policy FO(LOCAL).]
- Using techniques designed or likely to cause physical pain by electric shock or any procedure involving pressure points or joint locks.
- Directed release of noxious, toxic, or unpleasant spray, mist, or substance near a student's face.
- Denying adequate sleep, air, food, water, shelter, bedding, physical comfort, supervision, or access to a restroom facility.
- Ridiculing or demeaning a student in a manner that adversely affects or endangers the learning or mental health of the student or constitutes verbal abuse.
- Employing a device, material, or object that immobilizes all four of a student's extremities, including prone or supine floor restraint.
- Impairing the student's breathing, including applying pressure to the student's torso or neck or placing something in, on, or over the student's mouth or nose or covering the student's face.

- Restricting the student's circulation.
- Securing the student to a stationary object while the student is standing or sitting.
- Inhibiting, reducing, or hindering the student's ability to communicate.
- Using chemical restraints.
- Using time-out in a manner that prevents the student from being able to be involved in and progress appropriately in the required curriculum or any applicable individualized education program (IEP) goals, including isolating the student by the use of physical barriers.
- Depriving the student of one or more of the student's senses, unless the technique does not cause the student discomfort or complies with the student's IEP or behavior intervention plan (BIP).

Notification

The campus behavior coordinator shall promptly notify a student's parent by phone or in person of any violation that may result in in-school or out-of-school suspension, placement in a DAEP, placement in a JJAEP, or expulsion. The campus behavior coordinator shall also notify a student's parent if the student is taken into custody by a law enforcement officer under the disciplinary provisions of the Education Code. A good faith effort shall be made on the day the action was taken to provide to the student for delivery to the student's parent written notification of the disciplinary action. If the parent has not been reached by telephone or in person by 5:00 p.m. of the first business day after the day the disciplinary action was taken, the campus behavior coordinator shall send written notification by U.S. Mail. If the campus behavior coordinator is not able to provide notice to the parent, the principal or designee shall provide the notice.

Before the principal or appropriate administrator assigns a student under age 18 to detention outside regular school hours, notice shall be given to the student's parent to inform him or her of the reason for the detention and permit arrangements for necessary transportation.

Appeals

Questions from parents regarding disciplinary measures should be addressed to the teacher, campus administration, or campus behavior coordinator, as appropriate. Appeals or complaints regarding the use of specific discipline management techniques should be addressed in accordance with policy FNG(LOCAL). A copy of the policy may be obtained from the principal's office, the campus behavior coordinator's office, or the central administration office or at the following address: www.harletonisd.net

The district shall not delay a disciplinary consequence while a student or parent pursues a grievance.

Removal from the School Bus

A bus driver may refer a student to the principal's office or the campus behavior coordinator's office to maintain effective discipline on the bus. The principal or campus behavior coordinator must employ additional discipline management techniques, as appropriate, which can include restricting or revoking a student's bus riding privileges.

Since the district's primary responsibility in transporting students in district vehicles is to do so as safely as possible, the operator of the vehicle must focus on driving and not have his or her attention distracted by student misbehavior. Therefore, when appropriate disciplinary management techniques fail to improve student behavior or when specific misconduct warrants immediate removal, the principal or the campus behavior coordinator may restrict or revoke a student's transportation privileges, in accordance with law.

Removal from the Regular Educational Setting

In addition to other discipline management techniques, misconduct may result in removal from the regular educational setting in the form of a routine referral or a formal removal.

Routine Referral

A routine referral occurs when a teacher sends a student to the campus behavior coordinator's office as a discipline management technique. The campus behavior coordinator shall employ alternative discipline management techniques, including progressive interventions. A teacher or administrator may remove a student from class for a behavior that violates this Code to maintain effective discipline in the classroom.

Formal Removal

A teacher may also initiate a formal removal from class if:

1. The student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach his or her class or with the student's classmates' ability to learn; or
2. The behavior is so unruly, disruptive, or abusive that the teacher cannot teach, and the students in the classroom cannot learn.

Within three school days of the formal removal, the campus behavior coordinator or appropriate administrator shall schedule a conference with the student's parent, the student, the teacher who removed the student from class, and any other appropriate administrator.

At the conference, the campus behavior coordinator or appropriate administrator shall inform the student of the alleged misconduct and the proposed consequences. The student shall have an opportunity to respond to the allegations.

When a student is removed from the regular classroom by a teacher and a conference is pending, the campus behavior coordinator or other administrator may place the student in:

- Another appropriate classroom.
- In-school suspension.
- Out-of-school suspension.
- DAEP.

A teacher or administrator must remove a student from class if the student engages in behavior that under the Education Code requires or permits the student to be placed in a DAEP or expelled. When removing for those reasons, the procedures in the subsequent sections on DAEP or expulsion shall be followed.

Returning a Student to the Classroom

When a student has been formally removed from class by a teacher for conduct against the teacher containing the elements of assault, aggravated assault, sexual assault, aggravated sexual assault, murder, capital murder, or criminal attempt to commit murder or capital murder, the student may not be returned to the teacher's class without the teacher's consent.

When a student has been formally removed by a teacher for any other conduct, the student may be returned to the teacher's class without the teacher's consent if the placement review committee determines that the teacher's class is the best or only alternative available.

Out-of-School Suspension

Misconduct

Students may be suspended for any behavior listed in the Code as a general conduct violation, DAEP offense, or expellable offense.

The district shall not use out-of-school suspension for students in grade 2 or below unless the conduct meets the requirements established in law.

A student below grade 3 or a student who is homeless shall not be placed in out-of-school suspension unless, while on school property or while attending a school-sponsored or school-related activity on or off school property, the student engages in:

- Conduct that contains the elements of a weapons offense, as provided in Penal Code Section 46.02 or 46.05;
- Conduct that contains the elements of assault, sexual assault, aggravated assault, or aggravated sexual assault, as provided by the Penal Code; or
- Selling, giving, or delivering to another person or possessing, using, or being under the influence of any amount of marijuana, an alcoholic beverage, or a controlled substance or dangerous drug as defined by federal or state law.

The district shall use a positive behavior program as a disciplinary alternative for students below grade 3 who commit general conduct violations instead of suspension or placement in a DAEP. The program shall meet the requirements of law.

Process

State law allows a student to be suspended for no more than three school days per behavior violation, with no limit on the number of times a student may be suspended in a semester or school year.

Before being suspended a student shall have an informal conference with the campus behavior coordinator or appropriate administrator, who shall advise the student of the alleged misconduct. The student shall have the opportunity to respond to the allegation before the administrator makes a decision.

The campus behavior coordinator shall determine the number of days of a student's suspension, not to exceed three school days.

In deciding whether to order out-of-school suspension, the campus behavior coordinator shall take into consideration:

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or

6. A student's status as homeless.

The appropriate administrator shall determine any restrictions on participation in school-sponsored or school-related extracurricular and cocurricular activities.

Coursework During Suspension

The district shall ensure a student receives access to coursework for foundation curriculum courses while the student is placed in in-school or out-of-school suspension, including at least one method of receiving this coursework that doesn't require the use of the internet.

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district.

Disciplinary Alternative Education Program (DAEP) Placement

The DAEP shall be provided in a setting other than the student's regular classroom. An elementary school student may not be placed in a DAEP with a student who is not an elementary school student.

For purposes of DAEP, elementary classification shall be kindergarten–grade 5 and secondary classification shall be grades 6–12.

A student who is expelled for an offense that otherwise would have resulted in a DAEP placement does not have to be placed in a DAEP in addition to the expulsion.

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the campus behavior coordinator shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

Discretionary Placement: Misconduct That May Result in DAEP Placement

A student may be placed in a DAEP for behaviors prohibited in the General Conduct Violations section of this Code.

Misconduct Identified in State Law

In accordance with state law, a student **may** be placed in a DAEP for any one of the following offenses:

- Engaging in bullying that encourages a student to commit or attempt to commit suicide.
- Inciting violence against a student through group bullying.
- Releasing or threatening to release intimate visual material of a minor or of a student who is 18 years of age or older without the student's consent.
- Involvement in a public school fraternity, sorority, or secret society, including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, secret society, or gang. (See **glossary**.)
- Involvement in criminal street gang activity. (See **glossary**.)
- Criminal mischief, not punishable as a felony.
- Assault (no bodily injury) with threat of imminent bodily injury.
- Assault by offensive or provocative physical contact.

In accordance with state law, a student **may** be placed in a DAEP if the superintendent or the superintendent's designee has reasonable belief (see **glossary**) that the student has engaged in conduct punishable as a felony, other than aggravated robbery or those listed as offenses in

Title 5 (see **glossary**) of the Penal Code, that occurs off school property and not at a school-sponsored or school-related event, if the student's presence in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

The campus behavior coordinator **may**, but is not required to, place a student in a DAEP for off-campus conduct for which DAEP placement is required by state law if the administrator does not have knowledge of the conduct before the first anniversary of the date the conduct occurred.

Mandatory Placement: Misconduct That Requires DAEP Placement

A student **must** be placed in a DAEP if the student:

- Engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (See **glossary**.)
- Commits the following offenses on school property or within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
 - Engages in conduct punishable as a felony.
 - Commits an assault (see **glossary**) under Penal Code 22.01(a)(1).
 - Sells, gives, or delivers to another person, or possesses, uses, or is under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense. A student with a valid prescription for low-THC cannabis as authorized by Chapter 487 of the Health and Safety Code does not violate this provision. (School-related felony drug offenses are addressed in **Expulsion** on page 28.) (See **glossary** for "under the influence.")
 - Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol, if the conduct is not punishable as a felony offense. (School-related felony alcohol offenses are addressed in **Expulsion** on page 28.)
 - Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.
 - Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure. (See **glossary**.)
 - Engages in conduct that contains the elements of an offense of harassment against an employee under Penal Code 42.07(a)(1), (2), (3), or (7).
- Engages in expellable conduct and is between six and nine years of age.
- Commits a federal firearms violation and is younger than six years of age.
- Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property. (Committing retaliation in combination with another expellable offense is addressed in **Expulsion** on page 28.)
- Engages in conduct punishable as aggravated robbery or a felony listed under Title 5 (see **glossary**) of the Penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:

- The student receives deferred prosecution (see **glossary**),
- A court or jury finds that the student has engaged in delinquent conduct (see **glossary**), or
- The superintendent or designee has a reasonable belief (see **glossary**) that the student engaged in the conduct.

Sexual Assault and Campus Assignments

If a student has been convicted of continuous sexual abuse of a young child or children or convicted of or placed on deferred adjudication for sexual assault or aggravated sexual assault against another student on the same campus, and if the victim's parent or another person with the authority to act on behalf of the victim requests that the board transfer the offending student to another campus, the offending student shall be transferred to another campus in the district. If there is no other campus in the district serving the grade level of the offending student, the offending student shall be transferred to a DAEP.

Process

Removals to a DAEP shall be made by the campus behavior coordinator.

Conference

When a student is removed from class for a DAEP offense, the campus behavior coordinator or appropriate administrator shall schedule a conference within three school days with the student's parent, the student, and the teacher, in the case of a teacher removal.

At the conference, the campus behavior coordinator or appropriate administrator shall inform the student, orally or in writing, of the reasons for the removal and shall give the student an explanation of the basis for the removal and an opportunity to respond to the reasons for the removal.

Following valid attempts to require attendance, the district may hold the conference and make a placement decision regardless of whether the student or the student's parents attend the conference.

Consideration of Mitigating Factors

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the campus behavior coordinator shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct, or
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

Placement Order

After the conference, if the student is placed in the DAEP, the campus behavior coordinator shall write a placement order. A copy of the DAEP placement order shall be sent to the student and the student's parent.

Not later than the second business day after the conference, the board's designee shall deliver to the juvenile court a copy of the placement order and all information required by Section 52.04 of the Family Code.

If the student is placed in the DAEP and the length of placement is inconsistent with the guidelines included in this Code, the placement order shall give notice of the inconsistency.

Coursework Notice

The parent or guardian of a student placed in DAEP shall be given written notice of the student's opportunity to complete a foundation curriculum course in which the student was enrolled at the time of removal and which is required for graduation, at no cost to the student. The notice shall include information regarding all methods available for completing the coursework.

Length of Placement

The campus behavior coordinator shall determine the duration of a student's placement in a DAEP.

The duration of a student's placement shall be determined case by case based on the seriousness of the offense, the student's age and grade level, the frequency of misconduct, the student's attitude, and statutory requirements.

The maximum period of DAEP placement shall be one calendar year, except as provided below.

Unless otherwise specified in the placement order, days absent from a DAEP shall not count toward fulfilling the total number of days required in a student's DAEP placement order.

The district shall administer the required pre- and post-assessments for students assigned to DAEP for a period of 90 days or longer in accordance with established district administrative procedures for administering other diagnostic or benchmark assessments.

Exceeds One Year

Placement in a DAEP may exceed one year when a review by the district determines that the student is a threat to the safety of other students or to district employees.

The statutory limitations on the length of a DAEP placement do not apply to a placement resulting from the board's decision to place a student who engaged in the sexual assault of another student so that the students are not assigned to the same campus.

Exceeds School Year

Students who commit offenses requiring placement in a DAEP at the end of one school year may be required to continue that placement at the start of the next school year to complete the assigned term of placement.

For placement in a DAEP to extend beyond the end of the school year, the campus behavior coordinator or the board's designee must determine that:

1. The student's presence in the regular classroom or campus presents a danger of physical harm to the student or others, or
2. The student has engaged in serious or persistent misbehavior (see **glossary**) that violates the district's Code.

Exceeds 60 Days

For placement in a DAEP to extend beyond 60 days or the end of the next grading period, whichever is sooner, a student's parent shall be given notice and the opportunity to participate in a proceeding before the board or the board's designee.

Appeals

Questions from parents regarding disciplinary measures should be addressed to the campus administration.

Student or parent appeals regarding a student's placement in a DAEP should be addressed in accordance with policy FNG(LOCAL). A copy of this policy may be obtained from the principal's office, the campus behavior coordinator's office, the central administration office, or at www.harletonisd.net

The district shall not delay disciplinary consequences pending the outcome of an appeal. The decision to place a student in a DAEP cannot be appealed beyond the board.

Restrictions During Placement

State law prohibits a student placed in a DAEP for reasons specified in state law from attending or participating in school-sponsored or school-related extracurricular activities.

A student placed in a DAEP shall not be provided transportation unless he or she is a student with a disability who is entitled to transportation in accordance with the student's individualized education program (IEP) or Section 504 plan.

Placement Review

A student placed in a DAEP shall be provided a review of his or her status, including academic status, by the campus behavior coordinator or the board's designee at intervals not to exceed 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan shall also be reviewed. At the review, the student or the student's parent shall be given the opportunity to present arguments for the student's return to the regular classroom or campus. The student may not be returned to the classroom of a teacher who removed the student without that teacher's consent.

Additional Misconduct

If during the term of placement in a DAEP the student engages in additional misconduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the campus behavior coordinator may enter an additional disciplinary order as a result of those proceedings.

Notice of Criminal Proceedings

When a student is placed in a DAEP for certain offenses, the office of the prosecuting attorney shall notify the district if:

1. Prosecution of a student's case was refused for lack of prosecutorial merit or insufficient evidence and no formal proceedings, deferred adjudication (see **glossary**), or deferred prosecution will be initiated; or
2. The court or jury found a student not guilty, or made a finding that the student did not engage in delinquent conduct or conduct indicating a need for supervision, and the case was dismissed with prejudice.

If a student was placed in a DAEP for such conduct, on receiving the notice from the prosecutor, the superintendent or designee shall review the student's placement and schedule a review with the student's parent not later than the third day after the superintendent or designee receives notice from the prosecutor. The student may not be returned to the regular classroom pending the review.

After reviewing the notice and receiving information from the student's parent, the superintendent or designee may continue the student's placement if there is reason to believe that the presence of the student in the regular classroom threatens the safety of other students or teachers.

The student or the student's parent may appeal the superintendent's decision to the board. The student may not be returned to the regular classroom pending the appeal. In the case of an appeal, the board shall, at the next scheduled meeting, review the notice from the prosecutor and receive information from the student, the student's parent, and the superintendent or designee, and confirm or reverse the decision of the superintendent or designee. The board shall make a record of the proceedings.

If the board confirms the decision of the superintendent or designee, the student and the student's parent may appeal to the Commissioner of Education. The student may not be returned to the regular classroom pending the appeal.

Withdrawal During Process

When a student violates the district's Code in a way that requires or permits the student to be placed in a DAEP and the student withdraws from the district before a placement order is completed, the campus behavior coordinator may complete the proceedings and issue a placement order. If the student then re-enrolls in the district during the same or a subsequent school year, the district may enforce the order at that time, less any period of the placement that has been served by the student during enrollment in another district. If the campus behavior coordinator or the board fails to issue a placement order after the student withdraws, the next district in which the student enrolls may complete the proceedings and issue a placement order.

Newly Enrolled Students

The district shall continue the DAEP placement of a student who enrolls in the district and was assigned to a DAEP in an open-enrollment charter school or another district.

A newly enrolled student with a DAEP placement from a district in another state shall be placed as any other newly enrolled student if the behavior committed is a reason for DAEP placement in the receiving district.

If the student was placed in a DAEP by a school district in another state for a period that exceeds one year, this district, by state law, shall reduce the period of the placement so that the total placement does not exceed one year. After a review, however, the placement may be extended beyond a year if the district determines that the student is a threat to the safety of other students or employees or the extended placement is in the best interest of the student.

Emergency Placement Procedure

When an emergency placement is necessary because the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with classroom or school operations, the student shall be given oral notice of the reason for the action. Not later than the tenth day after the date of the placement, the student shall be given the appropriate conference required for assignment to a DAEP.

Transition Services

In accordance with law and district procedures, campus staff shall provide transition services to a student returning to the regular classroom from an alternative education program, including a DAEP. See policy FOCA(LEGAL) for more information.

Placement and/or Expulsion for Certain Offenses

This section includes two categories of offenses for which the Education Code provides unique procedures and specific consequences.

Registered Sex Offenders

Upon receiving notification in accordance with state law that a student is currently required to register as a sex offender, the district must remove the student from the regular classroom and determine appropriate placement unless the court orders JJAEP placement.

If the student is under any form of court supervision, including probation, community supervision, or parole, the placement shall be in either DAEP or JJAEP for at least one semester.

If the student is not under any form of court supervision, the placement may be in DAEP or JJAEP for one semester or the placement may be in a regular classroom. The placement may not be in the regular classroom if the board or its designee determines that the student's presence:

1. Threatens the safety of other students or teachers,
2. Will be detrimental to the educational process, or
3. Is not in the best interests of the district's students.

Review Committee

At the end of the first semester of a student's placement in an alternative educational setting and before the beginning of each school year for which the student remains in an alternative placement, the district shall convene a committee, in accordance with state law, to review the student's placement. The committee shall recommend whether the student should return to the regular classroom or remain in the placement. Absent a special finding, the board or its designee must follow the committee's recommendation.

The placement review of a student with a disability who receives special education services must be made by the ARD committee.

Newly Enrolled Student

If a student enrolls in the district during a mandatory placement as a registered sex offender, the district may count any time already spent by the student in a placement or may require an additional semester in an alternative placement without conducting a review of the placement.

Appeal

A student or the student's parent may appeal the placement by requesting a conference between the board or its designee, the student, and the student's parent. The conference is limited to the factual question of whether the student is required to register as a sex offender. Any decision of the board or its designee under this section is final and may not be appealed.

Certain Felonies

Regardless of whether placement or expulsion is required or permitted by one of the reasons in the DAEP Placement or Expulsion sections, in accordance with Education Code 37.0081, a

student may be expelled and placed in either DAEP or JJAEP if the board or campus behavior coordinator makes certain findings and the following circumstances exist in relation to aggravated robbery or a felony offense under Title 5 (see **glossary**) of the Penal Code. The student must:

- Have received deferred prosecution for conduct defined as aggravated robbery or a Title 5 felony offense;
- Have been found by a court or jury to have engaged in delinquent conduct for conduct defined as aggravated robbery or a Title 5 felony offense;
- Have been charged with engaging in conduct defined as aggravated robbery or a Title 5 felony offense;
- Have been referred to a juvenile court for allegedly engaging in delinquent conduct for conduct defined as aggravated robbery or a Title 5 felony offense; or
- Have received probation or deferred adjudication or have been arrested for, charged with, or convicted of aggravated robbery or a Title 5 felony offense.

The district may expel the student and order placement under these circumstances regardless of:

1. The date on which the student's conduct occurred,
2. The location at which the conduct occurred,
3. Whether the conduct occurred while the student was enrolled in the district, or
4. Whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.

Hearing and Required Findings

The student must first have a hearing before the board or its designee, who must determine that in addition to the circumstances above that allow for the expulsion, the student's presence in the regular classroom:

1. Threatens the safety of other students or teachers,
2. Will be detrimental to the educational process, or
3. Is not in the best interest of the district's students.

Any decision of the board or the board's designee under this section is final and may not be appealed.

Length of Placement

The student is subject to the placement until:

1. The student graduates from high school,
2. The charges are dismissed or reduced to a misdemeanor offense, or
3. The student completes the term of the placement or is assigned to another program.

Placement Review

A student placed in a DAEP or JJAEP under these circumstances is entitled to a review of his or her status, including academic status, by the campus behavior coordinator or board's designee at intervals not to exceed 120 days. In the case of a high school student, the student's progress

toward graduation and the student's graduation plan shall also be reviewed. At the review, the student or the student's parent shall have the opportunity to present arguments for the student's return to the regular classroom or campus.

Newly Enrolled Students

A student who enrolls in the district before completing a placement under this section from another school district must complete the term of the placement.

Expulsion

In deciding whether to order expulsion, regardless of whether the action is mandatory or discretionary, the campus behavior coordinator shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

Discretionary Expulsion: Misconduct That May Result in Expulsion

Some of the following types of misconduct may result in mandatory placement in a DAEP, whether or not a student is expelled. (See **DAEP Placement** on page 18)

Any Location

A student **may** be expelled for:

- Engaging in bullying that encourages a student to commit or attempt to commit suicide.
- Inciting violence against a student through group bullying.
- Releasing or threatening to release intimate visual material of a minor or of a student who is 18 years of age or older without the student's consent.
- Conduct that contains the elements of assault under Penal Code 22.01(a)(1) in retaliation against a school employee or volunteer.
- Criminal mischief, if punishable as a felony.
- Engaging in conduct that contains the elements of one of the following offenses against another student:
 - Aggravated assault.
 - Sexual assault.
 - Aggravated sexual assault.
 - Murder.
 - Capital murder.
 - Criminal attempt to commit murder or capital murder.
 - Aggravated robbery.
- Breach of computer security. (See **glossary**)

At School, Within 300 Feet, or at a School Event

A student **may** be expelled for committing any of the following offenses on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, or a dangerous drug, if the conduct is not punishable as a felony. A student with a valid prescription for low-THC cannabis as authorized by Chapter 487 of the Health and Safety Code does not violate this provision. (See **glossary** for “under the influence.”)
- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of alcohol; or committing a serious act or offense while under the influence of alcohol, if the conduct is not punishable as a felony.
- Engaging in conduct that contains the elements of an offense relating to abusable volatile chemicals.
- Engaging in conduct that contains the elements of assault under Section 22.01(a)(1) against an employee or a volunteer.
- Engaging in deadly conduct. (See **glossary**.)

Within 300 Feet of School

A student **may** be expelled for engaging in the following conduct while within 300 feet of school property, as measured from any point on the school’s real property boundary line:

- Aggravated assault, sexual assault, or aggravated sexual assault.
- Arson. (See **glossary**.)
- Murder, capital murder, or criminal attempt to commit murder or capital murder.
- Indecency with a child, aggravated kidnapping, manslaughter, criminally negligent homicide, or aggravated robbery.
- Continuous sexual abuse of a young child or children.
- Felony drug- or alcohol-related offense.
- Unlawfully carrying on or about the student’s person a handgun or a location-restricted knife, as these terms are defined by state law. (See **glossary**.)
- Possessing, manufacturing, transporting, repairing, or selling a prohibited weapon, as defined by state law. (See **glossary**.)
- Possession of a firearm, as defined by federal law. (See **glossary**.)

Property of Another District

A student **may** be expelled for committing any offense that is a state-mandated expellable offense if the offense is committed on the property of another district in Texas or while the student is attending a school-sponsored or school-related activity of a school in another district in Texas.

While in DAEP

A student may be expelled for engaging in documented serious misbehavior that violates the district’s Code, despite documented behavioral interventions while placed in a DAEP. For purposes of discretionary expulsion from a DAEP, serious misbehavior means:

1. Deliberate violent behavior that poses a direct threat to the health or safety of others;

2. Extortion, meaning the gaining of money or other property by force or threat;
3. Conduct that constitutes coercion, as defined by Section 1.07, Penal Code; or
4. Conduct that constitutes the offense of:
 - a) Public lewdness under Penal Code 21.07;
 - b) Indecent exposure under Penal Code 21.08;
 - c) Criminal mischief under Penal Code 28.03;
 - d) Hazing under Education Code 37.152; or
 - e) Harassment under Penal Code 42.07(a)(1) of a student or district employee.

Mandatory Expulsion: Misconduct That Requires Expulsion

A student **must** be expelled under federal or state law for any of the following offenses that occur on school property or while attending a school-sponsored or school-related activity on or off school property:

Under Federal Law

- Bringing to school or possessing at school, including any setting that is under the district's control or supervision for the purpose of a school activity, a firearm, as defined by federal law. (See **glossary**.)

Note: Mandatory expulsion under the federal Gun Free Schools Act does not apply to a firearm that is lawfully stored inside a locked vehicle, or to firearms used in activities approved and authorized by the district when the district has adopted appropriate safeguards to ensure student safety.

Under the Penal Code

- Unlawfully carrying on or about the student's person the following, in the manner prohibited by Penal Code 46.02:
 - A handgun, defined by state law as any firearm designed, made, or adapted to be used with one hand. (See **glossary**.)

Note: A student may not be expelled solely on the basis of the student's use, exhibition, or possession of a firearm that occurs at an approved target range facility that is not located on a school campus, while participating in or preparing for a school-sponsored, shooting sports competition or a shooting sports educational activity that is sponsored or supported by the Parks and Wildlife Department, or a shooting sports sanctioning organization working with the department. [See policy FNCG(LEGAL).]

 - A location-restricted knife, as defined by state law. (See **glossary**.)
- Possessing, manufacturing, transporting, repairing, or selling a prohibited weapon, as defined in state law. (See **glossary**.)
- Behaving in a manner that contains elements of the following offenses under the Penal Code:
 - Aggravated assault, sexual assault, or aggravated sexual assault.
 - Arson. (See **glossary**.)
 - Murder, capital murder, or criminal attempt to commit murder or capital murder.
 - Indecency with a child.

- Aggravated kidnapping.
 - Aggravated robbery.
 - Manslaughter.
 - Criminally negligent homicide.
 - Continuous sexual abuse of a young child or children.
 - Behavior punishable as a felony that involves selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, a dangerous drug, or alcohol; or committing a serious act or offense while under the influence of alcohol.
- Engaging in retaliation against a school employee or volunteer combined with one of the above-listed mandatory expulsion offenses.

Under Age Ten

When a student under the age of ten engages in behavior that is expellable behavior, the student shall not be expelled, but shall be placed in a DAEP. A student under age six shall not be placed in a DAEP unless the student commits a federal firearm offense.

Process

If a student is believed to have committed an expellable offense, the campus behavior coordinator or other appropriate administrator shall schedule a hearing within a reasonable time. The student's parent shall be invited in writing to attend the hearing.

Until a hearing can be held, the campus behavior coordinator or other administrator may place the student in:

- Another appropriate classroom.
- In-school suspension.
- Out-of-school suspension.
- DAEP.

Hearing

A student facing expulsion shall be given a hearing with appropriate due process. The student is entitled to:

1. Representation by the student's parent or another adult who can provide guidance to the student and who is not an employee of the district,
2. An opportunity to testify and to present evidence and witnesses in the student's defense, and
3. An opportunity to question the witnesses called by the district at the hearing.

After providing notice to the student and parent of the hearing, the district may hold the hearing regardless of whether the student or the student's parent attends.

The hearing shall be conducted by the board of trustees and the decision to expel shall be made by the board.

OR

Board Review of Expulsion

After the due process hearing, the expelled student may request that the board review the expulsion decisions. The student or parent must submit a written request to the superintendent within seven days after receipt of the written decision. The superintendent must provide the student or parent written notice of the date, time, and place of the meeting at which the board will review the decision.

The board shall review the record of the expulsion hearing in a closed meeting unless the parent requests in writing that the matter be held in an open meeting. The board may also hear a statement from the student or parent and from the board's designee.

The board shall hear statements made by the parties at the review and shall base its decision on evidence reflected in the record and any statements made by the parties at the review. The board shall make and communicate its decision orally at the conclusion of the presentation. Consequences shall not be deferred pending the outcome of the hearing.

Expulsion Order

Before ordering the expulsion, the board or campus behavior coordinator shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

If the student is expelled, the board or its designee shall deliver to the student and the student's parent a copy of the order expelling the student.

Not later than the second business day after the hearing, the school district shall deliver to the juvenile court a copy of the expulsion order and the information required by Section 52.04 of the Family Code.

If the length of the expulsion is inconsistent with the guidelines included in the Student Code of Conduct, the expulsion order shall give notice of the inconsistency.

Length of Expulsion

The length of an expulsion shall be based on the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, and statutory requirements.

The duration of a student's expulsion shall be determined on a case-by-case basis. The maximum period of expulsion is one calendar year, except as provided below.

An expulsion may not exceed one year unless, after review, the district determines that:

1. The student is a threat to the safety of other students or to district employees, or
2. Extended expulsion is in the best interest of the student.

State and federal law require a student to be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm, as defined by federal law, to school. However, the superintendent may modify the length of the expulsion on a case-by-case basis.

Students who commit offenses that require expulsion at the end of one school year may be expelled into the next school year to complete the term of expulsion.

Withdrawal During Process

When a student has violated the district's Code in a way that requires or permits expulsion from the district and the student withdraws from the district before the expulsion hearing takes place, the district may conduct the hearing after sending written notice to the parent and student.

If the student then re-enrolls in the district during the same or subsequent school year, the district may enforce the expulsion order at that time, less any expulsion period that has been served by the student during enrollment in another district.

If the campus behavior coordinator or the board fails to issue an expulsion order after the student withdraws, the next district in which the student enrolls may complete the proceedings.

Additional Misconduct

If during the expulsion, the student engages in additional conduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the campus behavior coordinator or the board may issue an additional disciplinary order as a result of those proceedings.

Restrictions During Expulsion

Expelled students are prohibited from being on school grounds or attending school-sponsored or school-related activities during the period of expulsion.

No district academic credit shall be earned for work missed during the period of expulsion unless the student is enrolled in a JJAEP or another district-approved program.

Newly Enrolled Students

The district shall decide on a case-by-case basis the placement of a student who is subject to an expulsion order from another district or an open-enrollment charter school upon enrollment in the district.

If a student expelled in another state enrolls in the district, the district may continue the expulsion under the terms of the expulsion order, may place the student in a DAEP for the period specified in the order, or may allow the student to attend regular classes if:

1. The out-of-state district provides the district with a copy of the expulsion order, and
2. The offense resulting in the expulsion is also an expellable offense in the district in which the student is enrolling.

If a student is expelled by a district in another state for a period that exceeds one year and the district continues the expulsion or places the student in a DAEP, the district shall reduce the period of the expulsion or DAEP placement so that the entire period does not exceed one year, unless after a review it is determined that:

1. The student is a threat to the safety of other students or district employees, or
2. Extended placement is in the best interest of the student.

Emergency Expulsion Procedures

When an emergency expulsion is necessary to protect persons or property from imminent harm, the student shall be given verbal notice of the reason for the action. Within ten days after the date of the emergency expulsion, the student shall be given appropriate due process required for a student facing expulsion.

DAEP Placement of Expelled Students

The district may provide educational services to any expelled student in a DAEP; however, educational services in the DAEP must be provided if the student is less than ten years of age.

Transition Services

In accordance with law and district procedures, campus staff shall provide transition services for a student returning to the regular classroom from placement in an alternative education program, including a DAEP or JJAEP. See policies FOCA(LEGAL) and FODA(LEGAL) for more information.

Glossary

Abuse is improper or excessive use.

Aggravated robbery is defined in part by Penal Code 29.03(a) as when a person commits robbery and:

1. Causes serious bodily injury to another;
2. Uses or exhibits a deadly weapon; or
3. Causes bodily injury to another person or threatens or places another person in fear of imminent bodily injury or death, if the other person is:
 - a) 65 years of age or older, or
 - b) A disabled person.

Armor-piercing ammunition is defined by Penal Code 46.01 as handgun ammunition used in pistols and revolvers and designed primarily for the purpose of penetrating metal or body armor.

Arson is defined in part by Penal Code 28.02 as:

1. A crime that involves starting a fire or causing an explosion with intent to destroy or damage:
 - a) Any vegetation, fence, or structure on open-space land; or
 - b) Any building, habitation, or vehicle:
 - 1) Knowing that it is within the limits of an incorporated city or town,
 - 2) Knowing that it is insured against damage or destruction,
 - 3) Knowing that it is subject to a mortgage or other security interest,
 - 4) Knowing that it is located on property belonging to another,
 - 5) Knowing that it has located within it property belonging to another, or
 - 6) When the person starting the fire is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.
2. A crime that involves recklessly starting a fire or causing an explosion while manufacturing or attempting to manufacture a controlled substance and the fire or explosion damages any building, habitation, or vehicle; or
3. A crime that involves intentionally starting a fire or causing an explosion and in so doing:
 - a) Recklessly damages or destroys a building belonging to another, or
 - b) Recklessly causes another person to suffer bodily injury or death.

Assault is defined in part by Penal Code §22.01(a)(1) as intentionally, knowingly, or recklessly causing bodily injury to another; §22.01(a)(2) as intentionally or knowingly threatening another with imminent bodily injury; and §22.01(a)(3) as intentionally or knowingly causing physical contact with another that can reasonably be regarded as offensive or provocative.

Breach of computer security includes knowingly accessing a computer, computer network, or computer system without the effective consent of the owner as defined in Penal Code 33.02, if the conduct involves accessing a computer, computer network, or computer system owned by or operated on behalf of a school district; and the student knowingly alters, damages, or

deletes school district property or information; or commits a breach of any other computer, computer network, or computer system.

Bullying is defined in Section 37.0832 of the Education Code as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
2. Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
3. Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
4. Infringes on the rights of the victim at school.

Bullying includes cyberbullying. (See below) This state law on bullying prevention applies to:

1. Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
2. Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
3. Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Chemical dispensing device is defined by Penal Code 46.01 as a device designed, made, or adapted for the purpose of dispensing a substance capable of causing an adverse psychological or physiological effect on a human being. A small chemical dispenser sold commercially for personal protection is not in this category.

Club is defined by Penal Code 46.01 as an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death. A blackjack, nightstick, mace, and tomahawk are in the same category.

Controlled substance means a substance, including a drug, an adulterant, and a dilutant, listed in Schedules I through V or Penalty Group 1, 1-A, 2, 2-A, 3, or 4 of the Texas Controlled Substances Act. The term includes the aggregate weight of any mixture, solution, or other substance containing a controlled substance. The term does not include hemp, as defined by Agriculture Code 121.001, or the tetrahydrocannabinols (THC) in hemp.

Criminal street gang is defined by Penal Code 71.01 as three or more persons having a common identifying sign or symbol or an identifiable leadership who continuously or regularly associate in the commission of criminal activities.

Cyberbullying is defined by Section 37.0832 of the Education Code as bullying that is done through the use of any electronic communication device, including through the use of a cellular

or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an internet website, or any other internet-based communication tool.

Dangerous drug is defined by Health and Safety Code 483.001 as a device or a drug that is unsafe for self-medication and that is not included in Schedules I through V or Penalty Groups 1 through 4 of the Texas Controlled Substances Act. The term includes a device or drug that federal law prohibits dispensing without prescription or restricts to use by or on the order of a licensed veterinarian.

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense, as defined by Section 71.0021 of the Family Code.

Deadly conduct under Penal Code 22.05 occurs when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury, such as knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

Deferred adjudication is an alternative to seeking a conviction in court that may be offered to a juvenile for delinquent conduct or conduct indicating a need for supervision.

Deferred prosecution may be offered to a juvenile as an alternative to seeking a conviction in court for delinquent conduct or conduct indicating a need for supervision.

Delinquent conduct is conduct that violates either state or federal law and is punishable by imprisonment or confinement in jail. It includes conduct that violates certain juvenile court orders, including probation orders, but does not include violations of traffic laws.

Discretionary means that something is left to or regulated by a local decision maker.

E-cigarette means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device. The term includes any device that is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description and a component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.

Explosive weapon is defined by Penal Code 46.01 as any explosive or incendiary bomb, grenade, rocket, or mine and its delivery mechanism that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror.

False alarm or report under Penal Code 42.06 occurs when a person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

1. Cause action by an official or volunteer agency organized to deal with emergencies;

2. Place a person in fear of imminent serious bodily injury; or
3. Prevent or interrupt the occupation of a building, room, or place of assembly.

Firearm is defined by federal law (18 U.S.C. 921(a)) as:

1. Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive;
 2. The frame or receiver of any such weapon;
 3. Any firearm muffler or firearm weapon; or
 4. Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.
- Such term does not include an antique firearm.

Firearm silencer is defined by Penal Code 46.01 as any device designed, made, or adapted to muffle the report of a firearm.

Graffiti includes markings with paint, an indelible pen or marker, or an etching or engraving device on tangible property without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.

Handgun is defined by Penal Code 46.01 as any firearm that is designed, made, or adapted to be fired with one hand.

Harassment includes:

1. Conduct that meets the definition established in district policies DIA(LOCAL) and FFH(LOCAL);
2. Conduct that threatens to cause harm or bodily injury to another person, including a district student, employee, board member, or volunteer; is sexually intimidating; causes physical damage to the property of another student; subjects another student to physical confinement or restraint; or maliciously and substantially harms another student's physical or emotional health or safety, as defined in Section 37.001(b)(2) of the Education Code; or
3. Conduct that is punishable as a crime under Penal Code 42.07, including the following types of conduct if carried out with the intent to harass, annoy, alarm, abuse, torment, or embarrass another:
 - a) Initiating communication and, in the course of the communication, making a comment, request, suggestion, or proposal that is obscene, as defined by law;
 - b) Threatening, in a manner reasonably likely to alarm the person receiving the threat, to inflict bodily injury on the person or to commit a felony against the person, a member of the person's family or household, or the person's property;
 - c) Conveying, in a manner reasonably likely to alarm the person receiving the report, a false report, which is known by the conveyor to be false, that another person has suffered death or serious bodily injury; and
 - d) Sending repeated electronic communications in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another.

Hazing is defined by Section 37.151 of the Education Code as an intentional, knowing, or reckless act, on or off campus, by one person alone or acting with others, directed against a student for the purpose of pledging, initiation into, affiliation with, holding office in, or

maintaining membership in a student organization if the act meets the elements in Education Code 37.151, including:

1. Any type of physical brutality;
2. An activity that subjects the student to an unreasonable risk of harm or that adversely affects the student's mental or physical health, such as sleep deprivation, exposure to the elements, confinement to small spaces, calisthenics, or consumption of food, liquids, drugs, or other substances;
3. An activity that induces, causes, or requires the student to perform a duty or task that violates the Penal Code; and
4. Coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated.

Hit list is defined in Section 37.001(b)(3) of the Education Code as a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

Improvised explosive device is defined by Penal Code 46.01 as a completed and operational bomb designed to cause serious bodily injury, death, or substantial property damage that is fabricated in an improvised manner using nonmilitary components.

Indecent exposure is defined by Penal Code 21.08 as an offense that occurs when a person exposes the person's anus or any part of the person's genitals with intent to arouse or gratify the sexual desire of any person, and is reckless about whether another is present who will be offended or alarmed by the act.

Intimate visual material is defined by Civil Practices and Remedies Code 98B.001 and Penal Code 21.16 as visual material that depicts a person with the person's intimate parts exposed or engaged in sexual conduct. "Visual material" means any film, photograph, video tape, negative, or slide of any photographic reproduction or any other physical medium that allows an image to be displayed on a computer or other video screen and any image transmitted to a computer or other video screen.

Location-restricted knife is defined by Penal Code 46.01 as a knife with a blade over five and one-half inches.

Knuckles means any instrument consisting of finger rings or guards made of a hard substance and designed or adapted for inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

Look-alike weapon means an item that resembles a weapon but is not intended to be used to cause serious bodily injury.

Machine gun as defined by Penal Code 46.01 is any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

Mandatory means that something is obligatory or required because of an authority.

Paraphernalia are devices that can be used for inhaling, ingesting, injecting, or otherwise introducing a controlled substance into a human body.

Possession means to have an item on one's person or in one's personal property, including, but not limited to, clothing, purse, or backpack; a private vehicle used for transportation to or from school or school-related activities, including, but not limited, to an automobile, truck, motorcycle, or bicycle; telecommunications or electronic devices; or any school property used by the student, including, but not limited to, a locker or desk.

Prohibited weapon under Penal Code 46.05(a) means:

1. The following items unless registered with the U.S. Bureau of Alcohol, Tobacco, Firearms, and Explosives or otherwise not subject to that registration requirement or unless the item is classified as a curio or relic by the U.S. Department of Justice:
 - a) An explosive weapon;
 - b) A machine gun;
 - c) A short-barrel firearm;
2. Armor-piercing ammunition;
3. A chemical dispensing device;
4. A zip gun;
5. A tire deflation device;
6. An improvised explosive device; or
7. A firearm silencer, unless classified as a curio or relic by the U.S. Department of Justice or the actor otherwise possesses, manufactures, transports, repairs, or sells the firearm silencer in compliance with federal law.

Public Lewdness is defined by Penal Code 21.07 as an offense that occurs when a person knowingly engages in an act of sexual intercourse, deviate sexual intercourse, or sexual contact in a public place or, if not in a public place, is reckless about whether another is present who will be offended or alarmed by the act.

Public school fraternity, sorority, secret society, or gang means an organization composed wholly or in part of students that seeks to perpetuate itself by taking additional members from the students enrolled in school based on a decision of its membership rather than on the free choice of a qualified student. Educational organizations listed in Section 37.121(d) of the Education Code are excepted from this definition.

Reasonable belief is that which an ordinary person of average intelligence and sound mind would believe. Chapter 37 requires certain disciplinary decisions when the superintendent or designee has a reasonable belief that a student engaged in conduct punishable as a felony offense. In forming such a reasonable belief, the superintendent or designee may use all available information, including the notice of a student's arrest under Article 15.27 of the Code of Criminal Procedure.

Self-defense is the use of force against another to the degree a person reasonably believes the force is immediately necessary to protect himself or herself.

Serious misbehavior means:

1. Deliberate violent behavior that poses a direct threat to the health or safety of others;
2. Extortion, meaning the gaining of money or other property by force or threat;

3. Conduct that constitutes coercion, as defined by Section 1.07, Penal Code; or
4. Conduct that constitutes the offense of:
 - a) Public lewdness under Penal Code 21.07;
 - b) Indecent exposure under Penal Code 21.08;
 - c) Criminal mischief under Penal Code 28.03;
 - d) Hazing under Education Code 37.152; or
 - e) Harassment under Penal Code 42.07(a)(1) of a student or district employee.

Serious or persistent misbehavior includes, but is not limited to:

- Behavior that is grounds for permissible expulsion or mandatory DAEP placement.
- Behavior identified by the district as grounds for discretionary DAEP placement.
- Actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Refusal to attempt or complete school work as assigned.
- Insubordination.
- Profanity, vulgar language, or obscene gestures.
- Leaving school grounds without permission.
- Falsification of records, passes, or other school-related documents.
- Refusal to accept discipline assigned by the teacher or principal.

Short-barrel firearm is defined by Penal Code 46.01 as a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

Terroristic threat is defined by Penal Code 22.07 as a threat of violence to any person or property with intent to:

1. Cause a reaction of any type by an official or volunteer agency organized to deal with emergencies;
2. Place any person in fear of imminent serious bodily injury;
3. Prevent or interrupt the occupation or use of a building; room, place of assembly, or place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place;
4. Cause impairment or interruption of public communications; public transportation; public water, gas, or power supply; or other public service;
5. Place the public or a substantial group of the public in fear of serious bodily injury; or
6. Influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state (including the district).

Tire deflation device is defined in part by Penal Code 46.01 as a device, including a caltrop or spike strip, that, when driven over, impedes or stops the movement of a wheeled vehicle by puncturing one or more of the vehicle's tires.

Title 5 felonies are those crimes listed in Title 5 of the Penal Code that typically involve injury to a person and may include:

- Murder, manslaughter, or homicide under Sections 19.02, – .05;

- Kidnapping under Section 20.03;
- Trafficking of persons under Section 20A.02;
- Smuggling or continuous smuggling of persons under Sections 20.05 – .06;
- Assault under Section 22.01;
- Aggravated assault under Section 22.02;
- Sexual assault under Section 22.011;
- Aggravated sexual assault under Section 22.021;
- Unlawful restraint under Section 20.02;
- Continuous sexual abuse of a young child or children under Section 21.02;
- Bestiality under Section 21.09;
- Improper relationship between educator and student under Section 21.12;
- Voyeurism under Section 21.17;
- Indecency with a child under Section 21.11;
- Invasive visual recording under Section 21.15;
- Disclosure or promotion of intimate visual material under Section 21.16;
- Sexual coercion under Section 21.18;
- Injury to a child, an elderly person, or a disabled person of any age under Section 22.04;
- Abandoning or endangering a child under Section 22.041;
- Deadly conduct under Section 22.05;
- Terroristic threat under Section 22.07;
- Aiding a person to commit suicide under Section 22.08; and
- Tampering with a consumer product under Section 22.09.

[See FOC(EXHIBIT).]

Under the influence means lacking the normal use of mental or physical faculties. Impairment of a person’s physical or mental faculties may be evidenced by a pattern of abnormal or erratic behavior, the presence of physical symptoms of drug or alcohol use, or by admission. A student “under the influence” need not be legally intoxicated to trigger disciplinary action.

Use means voluntarily introducing into one’s body, by any means, a prohibited substance.

Zip gun is defined by Penal Code 46.01 as a device or combination of devices, not originally a firearm, but adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.

Index

- admission, review, and dismissal (ARD) committee, 10, 25
- appeals process
 - board review of expulsion, 32
 - DAEP appeals, 22, 23
 - discipline management techniques, 12
 - sex offender registry, 25
- attendance, 5
- aversive techniques, 11
- board of trustees, 1
- campus behavior
 - coordinator, 2–3
- campus rules, 5, 9
- cell phones. *See* electronic devices.
- cheating. *See* prohibited behavior.
- classroom rules, 5, 9
- computers, 8–9
 - breach of security, 8
 - hacking/cracking, 8
 - See also* technology resources.
- confiscation of student property
 - confiscation of property. *See* discipline management techniques.
- consideration of mitigating factors, 20
- corporal punishment. *See* discipline management techniques.
- counseling, 10
- courtesy, 5
- crimes
 - aggravated robbery, 7, 18, 19, 26, 28
 - breach of computer security, 28
 - breach of security, 8
 - criminal mischief, 2, 7, 18, 28
 - criminal proceedings and placement in DAEP, 23
 - felonies, 2, 7, 25, 26, 28–30, 30, 31
 - reporting, 3
 - Title 5 offenses, 19, 26, 41
 - expulsion and placement, 26
 - hearing and required findings, 26
 - length of placement, 26–27
 - newly enrolled students, 27
 - placement review, 26
 - delinquent conduct, 20, 23, 26, 37
 - demonstrations, 9
 - detention. *See* discipline management techniques.
 - disciplinary alternative education program (DAEP), 18–24, 25
 - additional misconduct, 22
 - appeals. *See* appeals process.
 - coursework notice, 21
 - discretionary placement, 18–19
 - elementary school students, 18
 - emergency placement, 24
 - extracurricular activities, 22
 - grade classification, 18
 - length of placement, 21–22
 - mandatory placement, 19–20
 - 300 foot rule, 19
 - newly enrolled students, 23
 - notice of criminal proceedings, 23
 - placement review, 22
 - pre- and post-assessments, 21
 - process, 20–21
 - restrictions during placement, 22
 - transition services, 24
 - transportation, 22
 - under age six, 19
 - under age ten, 19
 - withdrawal during process, 23
 - discipline management techniques, 10–12
 - alternative educational setting, 11
 - appeals. *See* appeals process.
 - behavioral contracts, 10
 - bus privileges, 11, 13
 - confiscation of property, 10
 - corporal punishment, 11
 - counseling, 10
 - criminal prosecution, 11
 - DAEP. *See* disciplinary alternative education program (DAEP).
 - demerits, 10
 - detention, 11

- expulsion. *See* expulsion.
- extracurricular
 - organizations, 11
- grade reductions, 10
- in-school suspension, 11
- loss of privileges, 11
- notification, 12
- out-of-school suspension, 11
- probation, 11
- referral. *See* routine referral.
- refusal to accept, 6
- rewards, 10
- school duties, 11
- students with disabilities, 10
- time-out, 10
- dress code, 5, 9
- drugs, 8
 - marijuana, 8
 - over-the-counter, 8
 - paraphernalia, 8
 - prescription, 8
 - under the influence, 8
- electronic cigarette
 - definition, 37
 - See also* prohibited items e-cigarettes.
- electronic devices, 8
- expulsion, 28
 - 300 foot rule, 28–29
 - additional misconduct, 33
 - and DAEP placement, 34
 - discretionary, 28–30
 - emergency, 34
 - for serious misbehavior committed while in DAEP, 29
 - length, 32–33
 - mandatory, 30–31
 - newly enrolled students, 33–34
 - process, 31–32
 - restrictions, 33
 - under age six, 31
 - under age ten, 31
 - withdrawal during process, 33
- falsification of records, 9, 41
- firearms exception, 30
- formal removal from class, 14
 - returning student to the classroom, 14–15
- foster care, 16, 18, 20, 28, 32
- fraternity, 18, 40
- gangs, 18, 36, 40
- gender-based harassment, 6,
 - See also* prohibited behavior.
- graduation
 - participation, 3
- Gun Free Schools Act**, 30
- homelessness, 16, 17, 18, 20, 28, 32
- improvised explosive device, 39, 40
- inspections. *See* searches
- jurisdiction of the district
 - 300 foot rule, 2
- juvenile justice alternative education program (JJAEP), 25, 26, 33
- laser pointers, 7
- location-restricted knife, 7, 29, 30, 39
- lunch period, 2
- parent, 3
- parent-teacher conferences, 10
- peace officer. *See* security personnel
- placement review committee, 15, 25
- plagiarism. *See* prohibited behavior: cheating.
- police officer. *See* security personnel
- posting
 - of the Student Code of Conduct, 1
- preparation for class, 5
- progressive interventions, 10
- prohibited behavior, 6–9
 - 300 foot rule, 19, 28–29
 - aggravated sexual assault, 20
 - alcohol, 19, 29
 - assault, 6, 14, 19, 28, 29, 42
 - at another district, 29
 - blackmail, 6
 - bullying, 6
 - cheating, 9
 - coercion, 6
 - dating violence, 6
 - deadly conduct, 29
 - disclosure or promotion of intimate visual material, 42
 - drugs, 19, 29
 - false accusations, 9
 - false alarm, 19
 - fighting, 6
 - fire extinguishers discharged without cause, 9
 - forgery. *See* falsification of records.
 - gambling, 9
 - gender-based harassment, 6
 - graffiti, 7
 - harassment, 6
 - hazing, 6
 - hit lists, 6
 - hoaxes, 9

- inappropriate conduct, 6
- inciting violence, 9
- indecent exposure, 6, 19
- insubordination, 6
- invasive visual recording, 42
- leaving school grounds, 6
- misuse of technology resources, 8
- on school buses, 6
- recording without consent, 7
- repeated offenses, 9
- robbery, 7
- sexual abuse, 6
- sexual assault, 20, 21
- sexual coercion, 42
- sexual harassment, 6
- smuggling or continuous smuggling of persons, 42
- stealing, 7
- terroristic threat, 19, 42
- theft, 7
- threats, 6, 9
- throwing objects, 9
- trafficking of persons, 42
- under the influence, 29
- vandalism, 7
- volatile chemicals, 19, 29
- voyeurism, 42
- prohibited items
 - air guns, 7
 - alcohol, 31
 - ammunition, 7
 - clubs, 29
 - drugs, 31
 - e-cigarettes, 7, 37
 - firearms, 19, 30
 - fireworks, 7
 - handgun, 30
 - knives, 29, 30
 - lighters, 7
 - mace, 7
 - matches, 7
 - other dangerous items, 7, 29
 - other weapons, 30
 - pepper spray, 7
 - pornography, 7
 - stun guns, 7
 - tobacco, 7
- property, 5
- protests. *See* demonstrations.
- removal from the regular educational setting, 14–15
- respect, 5
- restorative discipline practices, 10
- retaliation, 2, 19, 28, 31
- routine referral, 14
- safety, 5, 9
- school resource officer (SRO). *See* security personnel
- searches, 2
 - desks, 3
 - lockers, 3
 - vehicles, 3
- secret society, 18, 40
- security. *See* computers, *See* security personnel
- security personnel, 3, 4
- self-defense, 16, 18, 20, 28
- self-discipline, 5
- serious misbehavior, 29
- sex offender, 2, 25
 - appeal of placement as a registered sex offender, 25
 - newly enrolled student, 25
- sexual abuse, 6, *See also* prohibited behavior.
- sexual assault
 - campus assignments, 20
 - See also* prohibited behavior.
 - sexual harassment, 6, *See also* prohibited behavior.
 - smart phones. *See* electronic devices.
 - sorority, 18, 40
 - special education, 10
 - standards for student conduct, 5
 - student handbook
 - conflict with Student Code of Conduct, 1
 - students with disabilities, 1, 25
 - discipline management techniques, 10
 - transportation while in DAEP, 22
 - suspension
 - in-school. *See* discipline management techniques.
 - out-of-school, 11, 16–17
 - technology resources
 - district policy, 8
 - See also* computers.
 - telecommunications devices. *See* electronic devices.
 - threat assessment, 2
 - time-out. *See* discipline management techniques.
 - Title 5 offenses. *See* crimes.
 - transfers
 - campus assignments, 20
 - transportation, 2
 - discipline management techniques, 11
 - rules for conduct, 6
 - while in DAEP, 22

Harleton Junior High Student Code of Conduct

2020-2021 School Year

If you have difficulty accessing the information in this document because of disability, please contact sellersjulie@harletonisd.net or 903 777-3010.



TABLE OF CONTENTS

Harleton Junior High Student Code of Conduct	i
Student Code of Conduct.....	1
Accessibility.....	1
Purpose	1
School District Authority and Jurisdiction.....	2
Campus Behavior Coordinator.....	2
Threat Assessment and Safe and Supportive School Team.....	2
Searches	2
Reporting Crimes	3
Security Personnel	3
“Parent” Defined.....	3
Unauthorized Persons.....	3
Standards for Student Conduct	4
General Conduct Violations	5
Disregard for Authority.....	5
Mistreatment of Others.....	5
Property Offenses	6
Possession of Prohibited Items.....	6
Possession of Telecommunications or Other Electronic Devices.....	7
Illegal, Prescription, and Over-the-Counter Drugs	7
Misuse of Technology Resources and the Internet	7
Safety Transgressions	8
Miscellaneous Offenses	8
Discipline Management Techniques.....	9
Students with Disabilities.....	9
Techniques	9
Prohibited Aversive Techniques	10
Notification	11
Appeals.....	11
Removal from the School Bus.....	12

Removal from the Regular Educational Setting.....	13
Routine Referral.....	13
Formal Removal.....	13
Returning a Student to the Classroom.....	13
Out-of-School Suspension.....	15
Misconduct.....	15
Process.....	15
Coursework During Suspension.....	16
Disciplinary Alternative Education Program (DAEP) Placement.....	17
Discretionary Placement: Misconduct That May Result in DAEP Placement.....	17
Mandatory Placement: Misconduct That Requires DAEP Placement.....	18
Sexual Assault and Campus Assignments.....	19
Process.....	19
Length of Placement.....	20
Appeals.....	21
Restrictions During Placement.....	21
Placement Review.....	22
Additional Misconduct.....	22
Notice of Criminal Proceedings.....	22
Withdrawal During Process.....	23
Newly Enrolled Students.....	23
Emergency Placement Procedure.....	23
Transition Services.....	23
Placement and/or Expulsion for Certain Offenses.....	24
Registered Sex Offenders.....	24
Certain Felonies.....	24
Expulsion.....	27
Discretionary Expulsion: Misconduct That May Result in Expulsion.....	27
Mandatory Expulsion: Misconduct That Requires Expulsion.....	29
Under Age Ten.....	30
Process.....	30
Length of Expulsion.....	32
Withdrawal During Process.....	32

Additional Misconduct	32
Restrictions During Expulsion	32
Newly Enrolled Students.....	33
Emergency Expulsion Procedures.....	33
DAEP Placement of Expelled Students	33
Transition Services	33
Glossary.....	34
Index.....	42

Student Code of Conduct

Accessibility

If you have difficulty accessing the information in this document because of disability, please contact Julie Sellers, sellersjulie@harletonisd.net or 903 777-3010.

Purpose

The Student Code of Conduct (“Code”) is the district’s response to the requirements of Chapter 37 of the Texas Education Code.

The Code provides methods and options for managing students in the classroom and on school grounds, disciplining students, and preventing and intervening in student discipline problems.

The law requires the district to define misconduct that may—or must—result in a range of specific disciplinary consequences including removal from a regular classroom or campus, out-of-school suspension, placement in a disciplinary alternative education program (DAEP), placement in a juvenile justice alternative education program (JJAEP), or expulsion from school.

This Student Code of Conduct has been adopted by the Harleton ISD Board of Trustees and developed with the advice of the district-level committee. This Code provides information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline. It remains in effect during summer school and at all school-related events and activities outside the school year until an updated version adopted by the board becomes effective for the next school year.

In accordance with state law, the Code shall be posted at each school campus or shall be available for review at the office of the campus principal. Additionally, the Code shall be available at the office of the campus behavior coordinator and posted on the district’s website. Parents shall be notified of any conduct violation that may result in a student being suspended, placed in a DAEP or JJAEP, expelled, or taken into custody by a law enforcement officer under Chapter 37 of the Education Code.

Because the Student Code of Conduct is adopted by the district’s board of trustees, it has the force of policy; therefore, in case of conflict between the Code and the Student Handbook, the Code shall prevail.

Please note: The discipline of students with disabilities who are eligible for services under federal law (Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973) is subject to the provisions of those laws.

School District Authority and Jurisdiction

School rules and the authority of the district to administer discipline apply whenever the interest of the district is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities.

The district has disciplinary authority over a student:

1. During the regular school day and while the student is going to and from school or a school-sponsored or school-related activity on district transportation;
2. During lunch periods in which a student is allowed to leave campus;
3. While the student is in attendance at any school-related activity, regardless of time or location;
4. For any school-related misconduct, regardless of time or location;
5. When retaliation against a school employee, board member, or volunteer occurs or is threatened, regardless of time or location;
6. When a student engages in cyberbullying, as provided by Education Code 37.0832;
7. When criminal mischief is committed on or off school property or at a school-related event;
8. For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
9. For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas;
10. When the student commits a felony, as provided by Education Code 37.006 or 37.0081; and
11. When the student is required to register as a sex offender.

Campus Behavior Coordinator

As required by law, a person at each campus must be designated to serve as the campus behavior coordinator. The designated person may be the principal of the campus or any other campus administrator selected by the principal. The campus behavior coordinator is primarily responsible for maintaining student discipline. The district shall post on its website and in the Student Handbook, for each campus, the email address and telephone number of the person serving as campus behavior coordinator. Contact information may be found at www.harletonisd.net.

Threat Assessment and Safe and Supportive School Team

The campus behavior coordinator or other appropriate administrator will work closely with the campus threat assessment safe and supportive school team to implement the district's threat assessment policy and procedures, as required by law, and shall take appropriate disciplinary action in accordance with the Code of Conduct.

Searches

District officials may conduct searches of students, their belongings, and their vehicles in accordance with state and federal law and district policy. Searches of students shall be conducted in a reasonable and nondiscriminatory manner. Refer to the district's policies at FNF(LEGAL) and FNF(LOCAL) for more information regarding investigations and searches.

The district has the right to search a vehicle driven to school by a student and parked on school property whenever there is reasonable suspicion to believe it contains articles or materials prohibited by the district.

Desks, lockers, district-provided technology, and similar items are the property of the district and are provided for student use as a matter of convenience. District property is subject to search or inspection at any time without notice.

Reporting Crimes

The principal and other school administrators as appropriate shall report crimes as required by law and shall call local law enforcement when an administrator suspects that a crime has been committed on campus.

Security Personnel

To ensure sufficient security and protection of students, staff, and property, the board employs police officers, and/or security personnel. In accordance with law, the board has coordinated with the campus behavior coordinator and other district employees to ensure appropriate law enforcement duties are assigned to security staff.

“Parent” Defined

Throughout the Code of Conduct and related discipline policies, the term “parent” includes a parent, legal guardian, or other person having lawful control of the child.

Unauthorized Persons

In accordance with Education Code 37.105, a school administrator, school resource officer (SRO), or district police officer shall have the authority to refuse entry or eject a person from district property if the person refuses to leave peaceably on request and:

1. The person poses a substantial risk of harm to any person; or
2. The person behaves in a manner that is inappropriate for a school setting, and the person persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with policies FNG(LOCAL) or GF(LOCAL), as appropriate. However, the timelines for the district’s grievance procedures shall be adjusted as necessary to permit the person to address the board in person within 90 days, unless the complaint is resolved before a board hearing.

See **DAEP—Restrictions During Placement** on page 21, for information regarding a student assigned to DAEP at the time of graduation.

Standards for Student Conduct

Each student is expected to:

- Demonstrate courtesy, even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet district and campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of students, teachers, and other district staff and volunteers.
- Respect the property of others, including district property and facilities.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.

Adhere to the requirements of the Student Code of Conduct. Chapter 37 requires the Code to include standards that schools expect from students. Modify the list to emphasize conduct the district would like to encourage.

General Conduct Violations

The categories of conduct below are prohibited at school, in vehicles owned or operated by the district, and at all school-related activities, but the list does not include the most severe offenses. In the subsequent sections on **Out-of-School Suspension** on page 15, **DAEP Placement** on page 17, **Placement and/or Expulsion for Certain Offenses** on page 24, and **Expulsion** on page 27, certain offenses that require or permit specific consequences are listed. Any offense, however, may be severe enough to result in **Removal from the Regular Educational Setting** as detailed in that section on page 13.

Disregard for Authority

Students shall not:

- Fail to comply with directives given by school personnel (insubordination).
- Leave school grounds or school-sponsored events without permission.
- Disobey rules for conduct in district vehicles.
- Refuse to accept discipline management techniques assigned by a teacher or principal.

Mistreatment of Others

Students shall not:

- Use profanity or vulgar language or make obscene gestures.
- Fight or scuffle. (For assault, see **DAEP—Placement and/or Expulsion for Certain Offenses** on page 24.)
- Threaten a district student, employee, or volunteer, including off school property, if the conduct causes a substantial disruption to the educational environment.
- Engage in bullying, cyberbullying, harassment, or making hit lists. (See **glossary** for all four terms.)
- Release or threaten to release intimate visual material of a minor or a student who is 18 years of age or older without the student's consent.
- Engage in conduct that constitutes sexual or gender-based harassment or sexual abuse, whether by word, gesture, or any other conduct, directed toward another person, including a district student, employee, board member, or volunteer.
- Engage in conduct that constitutes dating violence. (See **glossary**.)
- Engage in inappropriate or indecent exposure of private body parts.
- Participate in hazing. (See **glossary**.)
- Cause an individual to act through the use of or threat of force (coercion).
- Commit extortion or blackmail (obtaining money or an object of value from an unwilling person).
- Engage in inappropriate verbal, physical, or sexual conduct directed toward another person, including a district student, employee, or volunteer.

- Record the voice or image of another without the prior consent of the individual being recorded or in any way that disrupts the educational environment or invades the privacy of others.

Property Offenses

Students shall not:

- Damage or vandalize property owned by others. (For felony criminal mischief, see **DAEP—Placement and/or Expulsion for Certain Offenses** on page 24.)
- Deface or damage school property—including textbooks, technology and electronic resources, lockers, furniture, and other equipment—with graffiti or by other means.
- Steal from students, staff, or the school.
- Commit or assist in a robbery or theft, even if it does not constitute a felony according to the Penal Code. (For felony robbery, aggravated robbery, and theft, see **DAEP—Placement and/or Expulsion for Certain Offenses** on page 24.)

Possession of Prohibited Items

Students shall not possess or use:

- Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
- A razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
- A “look-alike” weapon that is intended to be used as a weapon or could reasonably be perceived as a weapon;
- An air gun or BB gun;
- Ammunition;
- A hand instrument designed to cut or stab another by being thrown;
- Knuckles;
- *A location-restricted knife;
- *A club;
- *A firearm;
- A stun gun;
- A pocketknife or any other small knife;
- Mace or pepper spray;
- Pornographic material;
- Tobacco products; cigarettes; e-cigarettes; and any component, part, or accessory for an e-cigarette device;
- Matches or a lighter;
- A laser pointer for other than an approved use; or
- Any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists.

*For weapons and firearms, see **DAEP—Placement and/or Expulsion for Certain Offenses** on page 24. In many circumstances, possession of these items is punishable by mandatory expulsion under federal or state law.

Possession of Telecommunications or Other Electronic Devices

Students shall not:

- Use a telecommunications device, including a cellular telephone, or other electronic device in violation of district and campus rules.

Illegal, Prescription, and Over-the-Counter Drugs

Students shall not:

- Possess, use, give, or sell alcohol or an illegal drug. (Also see **DAEP Placement** on page 17 and **Expulsion** on page 27 for mandatory and permissive consequences under state law.)
- Possess or sell seeds or pieces of marijuana in less than a usable amount.
- Possess, use, give, or sell paraphernalia related to any prohibited substance. (See **glossary** for “paraphernalia.”)
- Possess, use, abuse, or sell look-alike drugs or attempt to pass items off as drugs or contraband.
- Abuse the student’s own prescription drug, give a prescription drug to another student, or possess or be under the influence of another person’s prescription drug on school property or at a school-related event. (See **glossary** for “abuse.”)
- Abuse over-the-counter drugs. (See **glossary** for “abuse.”)
- Be under the influence of prescription or over-the-counter drugs that cause impairment of the physical or mental faculties. (See **glossary** for “under the influence.”)
- Have or take prescription drugs or over-the-counter drugs at school other than as provided by district policy.

Misuse of Technology Resources and the Internet

Students shall not:

- Violate policies, rules, or agreements signed by the student or the student’s parent regarding the use of technology resources.
- Attempt to access or circumvent passwords or other security-related information of the district, students, or employees or upload or create computer viruses, including off school property if the conduct causes a substantial disruption to the educational environment.
- Attempt to alter, destroy, or disable district technology resources including, but not limited to, computers and related equipment, district data, the data of others, or other networks connected to the district’s system, including off school property if the conduct causes a substantial disruption to the educational environment.

- Use the internet or other electronic communications to threaten or harass district students, employees, board members, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.
- Send, post, deliver, or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyberbullying and "sexting," either on or off school property, if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.
- Use the internet or other electronic communication to engage in or encourage illegal behavior or threaten school safety, including off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.

Safety Transgressions

Students shall not:

- Possess published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.
- Engage in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property.
- Make false accusations or perpetrate hoaxes regarding school safety.
- Engage in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.
- Throw objects that can cause bodily injury or property damage.
- Discharge a fire extinguisher without valid cause.

Miscellaneous Offenses

Students shall not:

- Violate dress and grooming standards as communicated in the Student Handbook.
- Cheat or copy the work of another.
- Gamble.
- Falsify records, passes, or other school-related documents.
- Engage in actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Repeatedly violate other communicated campus or classroom standards of conduct.

The district may impose campus or classroom rules in addition to those found in the Code. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Code.

Discipline Management Techniques

Discipline shall be designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action shall draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Discipline shall be based on the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements.

Students with Disabilities

The discipline of students with disabilities is subject to applicable state and federal law in addition to the Student Code of Conduct. To the extent any conflict exists, the district shall comply with federal law. For more information regarding discipline of students with disabilities, see policy FOF(LEGAL).

In accordance with the Education Code, a student who receives special education services may not be disciplined for conduct meeting the definition of bullying, cyberbullying, harassment, or making hit lists (see **glossary**) until an ARD committee meeting has been held to review the conduct.

In deciding whether to order suspension, DAEP placement, or expulsion, regardless of whether the action is mandatory or discretionary, the district shall take into consideration a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

Techniques

The following discipline management techniques may be used alone, in combination, or as part of progressive interventions for behavior prohibited by the Student Code of Conduct or by campus or classroom rules:

- Verbal correction, oral or written.
- Cooling-off time or a brief "time-out" period, in accordance with law.
- Seating changes within the classroom or vehicles owned or operated by the district.
- Temporary confiscation of items that disrupt the educational process.
- Rewards or demerits.
- Behavioral contracts.
- Counseling by teachers, school counselors, or administrative personnel.
- Parent-teacher conferences.
- Behavior coaching.
- Anger management classes.
- Mediation (victim-offender).
- Classroom circles.
- Family group conferencing.
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.

- Detention, including outside regular school hours.
- Sending the student to the office or other assigned area, or to in-school suspension.
- Assignment of school duties, such as cleaning or picking up litter.
- Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Penalties identified in individual student organizations' extracurricular standards of behavior.
- Restriction or revocation of district transportation privileges.
- School-assessed and school-administered probation.
- Corporal punishment, unless the student's parent or guardian has provided a signed statement prohibiting its use.
- Out-of-school suspension, as specified in **Out-of-School Suspension** on page 15.
- Placement in a DAEP, as specified in **DAEP** on page 17.
- Placement and/or expulsion in an alternative educational setting, as specified in **Placement and/or Expulsion for Certain Offenses** on page 24.
- Expulsion, as specified in **Expulsion** on page 27.
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district.
- Other strategies and consequences as determined by school officials.

Prohibited Aversive Techniques

Aversive techniques are prohibited for use with students and are defined as techniques or interventions intended to reduce the reoccurrence of a behavior by intentionally inflicting significant physical or emotional discomfort or pain. Aversive techniques include:

- Using techniques designed or likely to cause physical pain, other than corporal punishment as permitted by district policy. [See policy FO(LOCAL).]
- Using techniques designed or likely to cause physical pain by electric shock or any procedure involving pressure points or joint locks.
- Directed release of noxious, toxic, or unpleasant spray, mist, or substance near a student's face.
- Denying adequate sleep, air, food, water, shelter, bedding, physical comfort, supervision, or access to a restroom facility.
- Ridiculing or demeaning a student in a manner that adversely affects or endangers the learning or mental health of the student or constitutes verbal abuse.
- Employing a device, material, or object that immobilizes all four of a student's extremities, including prone or supine floor restraint.
- Impairing the student's breathing, including applying pressure to the student's torso or neck or placing something in, on, or over the student's mouth or nose or covering the student's face.

- Restricting the student's circulation.
- Securing the student to a stationary object while the student is standing or sitting.
- Inhibiting, reducing, or hindering the student's ability to communicate.
- Using chemical restraints.
- Using time-out in a manner that prevents the student from being able to be involved in and progress appropriately in the required curriculum or any applicable individualized education program (IEP) goals, including isolating the student by the use of physical barriers.
- Depriving the student of one or more of the student's senses, unless the technique does not cause the student discomfort or complies with the student's IEP or behavior intervention plan (BIP).

Notification

The campus behavior coordinator shall promptly notify a student's parent by phone or in person of any violation that may result in in-school or out-of-school suspension, placement in a DAEP, placement in a JJAEP, or expulsion. The campus behavior coordinator shall also notify a student's parent if the student is taken into custody by a law enforcement officer under the disciplinary provisions of the Education Code. A good faith effort shall be made on the day the action was taken to provide to the student for delivery to the student's parent written notification of the disciplinary action. If the parent has not been reached by telephone or in person by 5:00 p.m. of the first business day after the day the disciplinary action was taken, the campus behavior coordinator shall send written notification by U.S. Mail. If the campus behavior coordinator is not able to provide notice to the parent, the principal or designee shall provide the notice.

Before the principal or appropriate administrator assigns a student under age 18 to detention outside regular school hours, notice shall be given to the student's parent to inform him or her of the reason for the detention and permit arrangements for necessary transportation.

Appeals

Questions from parents regarding disciplinary measures should be addressed to the teacher, campus administration, or campus behavior coordinator, as appropriate. Appeals or complaints regarding the use of specific discipline management techniques should be addressed in accordance with policy FNG(LOCAL). A copy of the policy may be obtained from the principal's office, the campus behavior coordinator's office, or the central administration office.

The district shall not delay a disciplinary consequence while a student or parent pursues a grievance.

Removal from the School Bus

A bus driver may refer a student to the principal's office to maintain effective discipline on the bus. The principal must employ additional discipline management techniques, as appropriate, which can include restricting or revoking a student's bus riding privileges.

Since the district's primary responsibility in transporting students in district vehicles is to do so as safely as possible, the operator of the vehicle must focus on driving and not have his or her attention distracted by student misbehavior. Therefore, when appropriate disciplinary management techniques fail to improve student behavior or when specific misconduct warrants immediate removal, the principal may restrict or revoke a student's transportation privileges, in accordance with law.

Removal from the Regular Educational Setting

In addition to other discipline management techniques, misconduct may result in removal from the regular educational setting in the form of a routine referral or a formal removal.

Routine Referral

A routine referral occurs when a teacher sends a student to the campus behavior coordinator's office as a discipline management technique. The campus behavior coordinator shall employ alternative discipline management techniques, including progressive interventions. A teacher or administrator may remove a student from class for a behavior that violates this Code to maintain effective discipline in the classroom.

Formal Removal

A teacher may also initiate a formal removal from class if:

1. The student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach his or her class or with the student's classmates' ability to learn; or
2. The behavior is so unruly, disruptive, or abusive that the teacher cannot teach, and the students in the classroom cannot learn.

Within three school days of the formal removal, the campus behavior coordinator or appropriate administrator shall schedule a conference with the student's parent, the student, the teacher who removed the student from class, and any other appropriate administrator.

At the conference, the campus behavior coordinator or appropriate administrator shall inform the student of the alleged misconduct and the proposed consequences. The student shall have an opportunity to respond to the allegations.

When a student is removed from the regular classroom by a teacher and a conference is pending, the campus behavior coordinator or other administrator may place the student in:

- Another appropriate classroom.
- In-school suspension.
- Out-of-school suspension.
- DAEP.

A teacher or administrator must remove a student from class if the student engages in behavior that under the Education Code requires or permits the student to be placed in a DAEP or expelled. When removing for those reasons, the procedures in the subsequent sections on DAEP or expulsion shall be followed.

Returning a Student to the Classroom

When a student has been formally removed from class by a teacher for conduct against the teacher containing the elements of assault, aggravated assault, sexual assault, aggravated sexual assault, murder, capital murder, or criminal attempt to commit murder or capital murder, the student may not be returned to the teacher's class without the teacher's consent.

When a student has been formally removed by a teacher for any other conduct, the student may be returned to the teacher's class without the teacher's consent if the placement review committee determines that the teacher's class is the best or only alternative available.

Out-of-School Suspension

Misconduct

Students may be suspended for any behavior listed in the Code as a general conduct violation, DAEP offense, or expellable offense.

The district shall not use out-of-school suspension for students in grade 2 or below unless the conduct meets the requirements established in law.

A student below grade 3 or a student who is homeless shall not be placed in out-of-school suspension unless, while on school property or while attending a school-sponsored or school-related activity on or off school property, the student engages in:

- Conduct that contains the elements of a weapons offense, as provided in Penal Code Section 46.02 or 46.05;
- Conduct that contains the elements of assault, sexual assault, aggravated assault, or aggravated sexual assault, as provided by the Penal Code; or
- Selling, giving, or delivering to another person or possessing, using, or being under the influence of any amount of marijuana, an alcoholic beverage, or a controlled substance or dangerous drug as defined by federal or state law.

The district shall use a positive behavior program as a disciplinary alternative for students below grade 3 who commit general conduct violations instead of suspension or placement in a DAEP. The program shall meet the requirements of law.

Process

State law allows a student to be suspended for no more than three school days per behavior violation, with no limit on the number of times a student may be suspended in a semester or school year.

Before being suspended a student shall have an informal conference with the campus behavior coordinator or appropriate administrator, who shall advise the student of the alleged misconduct. The student shall have the opportunity to respond to the allegation before the administrator makes a decision.

The campus behavior coordinator shall determine the number of days of a student's suspension, not to exceed three school days.

In deciding whether to order out-of-school suspension, the campus behavior coordinator shall take into consideration:

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or

6. A student's status as homeless.

The appropriate administrator shall determine any restrictions on participation in school-sponsored or school-related extracurricular and cocurricular activities.

Coursework During Suspension

The district shall ensure a student receives access to coursework for foundation curriculum courses while the student is placed in in-school or out-of-school suspension, including at least one method of receiving this coursework that doesn't require the use of the internet.

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district.

Disciplinary Alternative Education Program (DAEP) Placement

The DAEP shall be provided in a setting other than the student's regular classroom. An elementary school student may not be placed in a DAEP with a student who is not an elementary school student.

For purposes of DAEP, elementary classification shall be kindergarten–grade 5 and secondary classification shall be grades 6–12.

A student who is expelled for an offense that otherwise would have resulted in a DAEP placement does not have to be placed in a DAEP in addition to the expulsion.

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the campus behavior coordinator shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

Discretionary Placement: Misconduct That May Result in DAEP Placement

A student may be placed in a DAEP for behaviors prohibited in the General Conduct Violations section of this Code.

Misconduct Identified in State Law

In accordance with state law, a student **may** be placed in a DAEP for any one of the following offenses:

- Engaging in bullying that encourages a student to commit or attempt to commit suicide.
- Inciting violence against a student through group bullying.
- Releasing or threatening to release intimate visual material of a minor or of a student who is 18 years of age or older without the student's consent.
- Involvement in a public school fraternity, sorority, or secret society, including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, secret society, or gang. (See **glossary**.)
- Involvement in criminal street gang activity. (See **glossary**.)
- Criminal mischief, not punishable as a felony.
- Assault (no bodily injury) with threat of imminent bodily injury.
- Assault by offensive or provocative physical contact.

In accordance with state law, a student **may** be placed in a DAEP if the superintendent or the superintendent's designee has reasonable belief (see **glossary**) that the student has engaged in conduct punishable as a felony, other than aggravated robbery or those listed as offenses in

Title 5 (see **glossary**) of the Penal Code, that occurs off school property and not at a school-sponsored or school-related event, if the student's presence in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

The campus behavior coordinator **may**, but is not required to, place a student in a DAEP for off-campus conduct for which DAEP placement is required by state law if the administrator does not have knowledge of the conduct before the first anniversary of the date the conduct occurred.

Mandatory Placement: Misconduct That Requires DAEP Placement

A student **must** be placed in a DAEP if the student:

- Engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (See **glossary**.)
- Commits the following offenses on school property or within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
 - Engages in conduct punishable as a felony.
 - Commits an assault (see **glossary**) under Penal Code 22.01(a)(1).
 - Sells, gives, or delivers to another person, or possesses, uses, or is under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense. A student with a valid prescription for low-THC cannabis as authorized by Chapter 487 of the Health and Safety Code does not violate this provision. (School-related felony drug offenses are addressed in **Expulsion** on page 27.) (See **glossary** for "under the influence.")
 - Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol, if the conduct is not punishable as a felony offense. (School-related felony alcohol offenses are addressed in **Expulsion** on page 27.)
 - Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.
 - Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure. (See **glossary**.)
 - Engages in conduct that contains the elements of an offense of harassment against an employee under Penal Code 42.07(a)(1), (2), (3), or (7).
- Engages in expellable conduct and is between six and nine years of age.
- Commits a federal firearms violation and is younger than six years of age.
- Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property. (Committing retaliation in combination with another expellable offense is addressed in **Expulsion** on page 27.)
- Engages in conduct punishable as aggravated robbery or a felony listed under Title 5 (see **glossary**) of the Penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:

1. The student receives deferred prosecution (see glossary),
2. A court or jury finds that the student has engaged in delinquent conduct (see glossary), or
3. The superintendent or designee has a reasonable belief (see glossary) that the student engaged in the conduct.

Sexual Assault and Campus Assignments

If a student has been convicted of continuous sexual abuse of a young child or children or convicted of or placed on deferred adjudication for sexual assault or aggravated sexual assault against another student on the same campus, and if the victim's parent or another person with the authority to act on behalf of the victim requests that the board transfer the offending student to another campus, the offending student shall be transferred to another campus in the district. If there is no other campus in the district serving the grade level of the offending student, the offending student shall be transferred to a DAEP.

Process

Removals to a DAEP shall be made by the campus behavior coordinator.

Conference

When a student is removed from class for a DAEP offense, the campus behavior coordinator or appropriate administrator shall schedule a conference within three school days with the student's parent, the student, and the teacher, in the case of a teacher removal.

At the conference, the campus behavior coordinator or appropriate administrator shall inform the student, orally or in writing, of the reasons for the removal and shall give the student an explanation of the basis for the removal and an opportunity to respond to the reasons for the removal.

Following valid attempts to require attendance, the district may hold the conference and make a placement decision regardless of whether the student or the student's parents attend the conference.

Consideration of Mitigating Factors

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the campus behavior coordinator shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct, or
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

Placement Order

After the conference, if the student is placed in the DAEP, the campus behavior coordinator shall write a placement order. A copy of the DAEP placement order shall be sent to the student and the student's parent.

Not later than the second business day after the conference, the board's designee shall deliver to the juvenile court a copy of the placement order and all information required by Section 52.04 of the Family Code.

If the student is placed in the DAEP and the length of placement is inconsistent with the guidelines included in this Code, the placement order shall give notice of the inconsistency.

Coursework Notice

The parent or guardian of a student placed in DAEP shall be given written notice of the student's opportunity to complete a foundation curriculum course in which the student was enrolled at the time of removal and which is required for graduation, at no cost to the student. The notice shall include information regarding all methods available for completing the coursework.

Length of Placement

The campus behavior coordinator shall determine the duration of a student's placement in a DAEP.

The duration of a student's placement shall be determined case by case based on the seriousness of the offense, the student's age and grade level, the frequency of misconduct, the student's attitude, and statutory requirements.

The maximum period of DAEP placement shall be one calendar year, except as provided below.

Unless otherwise specified in the placement order, days absent from a DAEP shall not count toward fulfilling the total number of days required in a student's DAEP placement order.

The district shall administer the required pre- and post-assessments for students assigned to DAEP for a period of 90 days or longer in accordance with established district administrative procedures for administering other diagnostic or benchmark assessments.

Exceeds One Year

Placement in a DAEP may exceed one year when a review by the district determines that the student is a threat to the safety of other students or to district employees.

The statutory limitations on the length of a DAEP placement do not apply to a placement resulting from the board's decision to place a student who engaged in the sexual assault of another student so that the students are not assigned to the same campus.

Exceeds School Year

Students who commit offenses requiring placement in a DAEP at the end of one school year may be required to continue that placement at the start of the next school year to complete the assigned term of placement.

For placement in a DAEP to extend beyond the end of the school year, the campus behavior coordinator or the board's designee must determine that:

1. The student's presence in the regular classroom or campus presents a danger of physical harm to the student or others, or
2. The student has engaged in serious or persistent misbehavior (see **glossary**) that violates the district's Code.

Exceeds 60 Days

For placement in a DAEP to extend beyond 60 days or the end of the next grading period, whichever is sooner, a student's parent shall be given notice and the opportunity to participate in a proceeding before the board or the board's designee.

Appeals

Questions from parents regarding disciplinary measures should be addressed to the campus administration.

Student or parent appeals regarding a student's placement in a DAEP should be addressed in accordance with policy FNG(LOCAL). A copy of this policy may be obtained from the principal's office, the campus behavior coordinator's office, the central administration office, or through Policy On Line at the following address: www.harletonisd.net.

Appeals shall begin at Level Two with the superintendent.

The district shall not delay disciplinary consequences pending the outcome of an appeal. The decision to place a student in a DAEP cannot be appealed beyond the board.

Restrictions During Placement

The district does not permit a student who is placed in a DAEP to participate in any school-sponsored or school-related extracurricular or cocurricular activity, including seeking or holding honorary positions and/or membership in school-sponsored clubs and organizations.

A student placed in a DAEP shall not be provided transportation unless he or she is a student with a disability who is entitled to transportation in accordance with the student's individualized education program (IEP) or Section 504 plan.

Placement Review

A student placed in a DAEP shall be provided a review of his or her status, including academic status, by the campus behavior coordinator or the board's designee at intervals not to exceed 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan shall also be reviewed. At the review, the student or the student's parent shall be given the opportunity to present arguments for the student's return to the regular classroom or campus. The student may not be returned to the classroom of a teacher who removed the student without that teacher's consent.

Additional Misconduct

If during the term of placement in a DAEP the student engages in additional misconduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the campus behavior coordinator may enter an additional disciplinary order as a result of those proceedings.

Notice of Criminal Proceedings

When a student is placed in a DAEP for certain offenses, the office of the prosecuting attorney shall notify the district if:

1. Prosecution of a student's case was refused for lack of prosecutorial merit or insufficient evidence and no formal proceedings, deferred adjudication (see **glossary**), or deferred prosecution will be initiated; or
2. The court or jury found a student not guilty, or made a finding that the student did not engage in delinquent conduct or conduct indicating a need for supervision, and the case was dismissed with prejudice.

If a student was placed in a DAEP for such conduct, on receiving the notice from the prosecutor, the superintendent or designee shall review the student's placement and schedule a review with the student's parent not later than the third day after the superintendent or designee receives notice from the prosecutor. The student may not be returned to the regular classroom pending the review.

After reviewing the notice and receiving information from the student's parent, the superintendent or designee may continue the student's placement if there is reason to believe that the presence of the student in the regular classroom threatens the safety of other students or teachers.

The student or the student's parent may appeal the superintendent's decision to the board. The student may not be returned to the regular classroom pending the appeal. In the case of an appeal, the board shall, at the next scheduled meeting, review the notice from the prosecutor and receive information from the student, the student's parent, and the superintendent or designee, and confirm or reverse the decision of the superintendent or designee. The board shall make a record of the proceedings.

If the board confirms the decision of the superintendent or designee, the student and the student's parent may appeal to the Commissioner of Education. The student may not be returned to the regular classroom pending the appeal.

Withdrawal During Process

When a student violates the district's Code in a way that requires or permits the student to be placed in a DAEP and the student withdraws from the district before a placement order is completed, the campus behavior coordinator may complete the proceedings and issue a placement order. If the student then re-enrolls in the district during the same or a subsequent school year, the district may enforce the order at that time, less any period of the placement that has been served by the student during enrollment in another district. If the campus behavior coordinator or the board fails to issue a placement order after the student withdraws, the next district in which the student enrolls may complete the proceedings and issue a placement order.

Newly Enrolled Students

The district shall continue the DAEP placement of a student who enrolls in the district and was assigned to a DAEP in an open-enrollment charter school or another district.

A newly enrolled student with a DAEP placement from a district in another state shall be placed as any other newly enrolled student if the behavior committed is a reason for DAEP placement in the receiving district.

If the student was placed in a DAEP by a school district in another state for a period that exceeds one year, this district, by state law, shall reduce the period of the placement so that the total placement does not exceed one year. After a review, however, the placement may be extended beyond a year if the district determines that the student is a threat to the safety of other students or employees or the extended placement is in the best interest of the student.

Emergency Placement Procedure

When an emergency placement is necessary because the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with classroom or school operations, the student shall be given oral notice of the reason for the action. Not later than the tenth day after the date of the placement, the student shall be given the appropriate conference required for assignment to a DAEP.

Transition Services

In accordance with law and district procedures, campus staff shall provide transition services to a student returning to the regular classroom from an alternative education program, including a DAEP. See policy FOCA(LEGAL) for more information.

Placement and/or Expulsion for Certain Offenses

This section includes two categories of offenses for which the Education Code provides unique procedures and specific consequences.

Registered Sex Offenders

Upon receiving notification in accordance with state law that a student is currently required to register as a sex offender, the district must remove the student from the regular classroom and determine appropriate placement unless the court orders JJAEP placement.

If the student is under any form of court supervision, including probation, community supervision, or parole, the placement shall be in either DAEP or JJAEP for at least one semester.

If the student is not under any form of court supervision, the placement may be in DAEP or JJAEP for one semester or the placement may be in a regular classroom. The placement may not be in the regular classroom if the board or its designee determines that the student's presence:

1. Threatens the safety of other students or teachers,
2. Will be detrimental to the educational process, or
3. Is not in the best interests of the district's students.

Review Committee

At the end of the first semester of a student's placement in an alternative educational setting and before the beginning of each school year for which the student remains in an alternative placement, the district shall convene a committee, in accordance with state law, to review the student's placement. The committee shall recommend whether the student should return to the regular classroom or remain in the placement. Absent a special finding, the board or its designee must follow the committee's recommendation.

The placement review of a student with a disability who receives special education services must be made by the ARD committee.

Newly Enrolled Student

If a student enrolls in the district during a mandatory placement as a registered sex offender, the district may count any time already spent by the student in a placement or may require an additional semester in an alternative placement without conducting a review of the placement.

Appeal

A student or the student's parent may appeal the placement by requesting a conference between the board or its designee, the student, and the student's parent. The conference is limited to the factual question of whether the student is required to register as a sex offender. Any decision of the board or its designee under this section is final and may not be appealed.

Certain Felonies

Regardless of whether placement or expulsion is required or permitted by one of the reasons in the DAEP Placement or Expulsion sections, in accordance with Education Code 37.0081, a

student may be expelled and placed in either DAEP or JJAEP if the board or campus behavior coordinator makes certain findings and the following circumstances exist in relation to aggravated robbery or a felony offense under Title 5 (see **glossary**) of the Penal Code. The student must:

- Have received deferred prosecution for conduct defined as aggravated robbery or a Title 5 felony offense;
- Have been found by a court or jury to have engaged in delinquent conduct for conduct defined as aggravated robbery or a Title 5 felony offense;
- Have been charged with engaging in conduct defined as aggravated robbery or a Title 5 felony offense;
- Have been referred to a juvenile court for allegedly engaging in delinquent conduct for conduct defined as aggravated robbery or a Title 5 felony offense; or
- Have received probation or deferred adjudication or have been arrested for, charged with, or convicted of aggravated robbery or a Title 5 felony offense.

The district may expel the student and order placement under these circumstances regardless of:

1. The date on which the student's conduct occurred,
2. The location at which the conduct occurred,
3. Whether the conduct occurred while the student was enrolled in the district, or
4. Whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.

Hearing and Required Findings

The student must first have a hearing before the board or its designee, who must determine that in addition to the circumstances above that allow for the expulsion, the student's presence in the regular classroom:

1. Threatens the safety of other students or teachers,
2. Will be detrimental to the educational process, or
3. Is not in the best interest of the district's students.

Any decision of the board or the board's designee under this section is final and may not be appealed.

Length of Placement

The student is subject to the placement until:

1. The student graduates from high school,
2. The charges are dismissed or reduced to a misdemeanor offense, or
3. The student completes the term of the placement or is assigned to another program.

Placement Review

A student placed in a DAEP or JJAEP under these circumstances is entitled to a review of his or her status, including academic status, by the campus behavior coordinator or board's designee at intervals not to exceed 120 days. In the case of a high school student, the student's progress

toward graduation and the student's graduation plan shall also be reviewed. At the review, the student or the student's parent shall have the opportunity to present arguments for the student's return to the regular classroom or campus.

Newly Enrolled Students

A student who enrolls in the district before completing a placement under this section from another school district must complete the term of the placement.

Expulsion

In deciding whether to order expulsion, regardless of whether the action is mandatory or discretionary, the campus behavior coordinator shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

Discretionary Expulsion: Misconduct That May Result in Expulsion

Some of the following types of misconduct may result in mandatory placement in a DAEP, whether or not a student is expelled. (See **DAEP Placement** on page 17)

Any Location

A student **may** be expelled for:

- Engaging in bullying that encourages a student to commit or attempt to commit suicide.
- Inciting violence against a student through group bullying.
- Releasing or threatening to release intimate visual material of a minor or of a student who is 18 years of age or older without the student's consent.
- Conduct that contains the elements of assault under Penal Code 22.01(a)(1) in retaliation against a school employee or volunteer.
- Criminal mischief, if punishable as a felony.
- Engaging in conduct that contains the elements of one of the following offenses against another student:
 - Aggravated assault.
 - Sexual assault.
 - Aggravated sexual assault.
 - Murder.
 - Capital murder.
 - Criminal attempt to commit murder or capital murder.
 - Aggravated robbery.
- Breach of computer security. (See **glossary**)
- Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.

At School, Within 300 Feet, or at a School Event

A student **may** be expelled for committing any of the following offenses on or within 300 feet of school property, as measured from any point on the school’s real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, or a dangerous drug, if the conduct is not punishable as a felony. A student with a valid prescription for low-THC cannabis as authorized by Chapter 487 of the Health and Safety Code does not violate this provision. (See **glossary** for “under the influence.”)
- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of alcohol; or committing a serious act or offense while under the influence of alcohol, if the conduct is not punishable as a felony.
- Engaging in conduct that contains the elements of an offense relating to abusable volatile chemicals.
- Engaging in conduct that contains the elements of assault under Section 22.01(a)(1) against an employee or a volunteer.
- Engaging in deadly conduct. (See **glossary**.)

Within 300 Feet of School

A student **may** be expelled for engaging in the following conduct while within 300 feet of school property, as measured from any point on the school’s real property boundary line:

- Aggravated assault, sexual assault, or aggravated sexual assault.
- Arson. (See **glossary**.)
- Murder, capital murder, or criminal attempt to commit murder or capital murder.
- Indecency with a child, aggravated kidnapping, manslaughter, criminally negligent homicide, or aggravated robbery.
- Continuous sexual abuse of a young child or children.
- Felony drug- or alcohol-related offense.
- Unlawfully carrying on or about the student’s person a handgun or a location-restricted knife, as these terms are defined by state law. (See **glossary**.)
- Possessing, manufacturing, transporting, repairing, or selling a prohibited weapon, as defined by state law. (See **glossary**.)
- Possession of a firearm, as defined by federal law. (See **glossary**.)

Property of Another District

A student **may** be expelled for committing any offense that is a state-mandated expellable offense if the offense is committed on the property of another district in Texas or while the student is attending a school-sponsored or school-related activity of a school in another district in Texas.

While in DAEP

A student may be expelled for engaging in documented serious misbehavior that violates the district's Code, despite documented behavioral interventions while placed in a DAEP. For purposes of discretionary expulsion from a DAEP, serious misbehavior means:

1. Deliberate violent behavior that poses a direct threat to the health or safety of others;
2. Extortion, meaning the gaining of money or other property by force or threat;
3. Conduct that constitutes coercion, as defined by Section 1.07, Penal Code; or
4. Conduct that constitutes the offense of:
 - a) Public lewdness under Penal Code 21.07;
 - b) Indecent exposure under Penal Code 21.08;
 - c) Criminal mischief under Penal Code 28.03;
 - d) Hazing under Education Code 37.152; or
 - e) Harassment under Penal Code 42.07(a)(1) of a student or district employee.

Mandatory Expulsion: Misconduct That Requires Expulsion

A student **must** be expelled under federal or state law for any of the following offenses that occur on school property or while attending a school-sponsored or school-related activity on or off school property:

Under Federal Law

- Bringing to school or possessing at school, including any setting that is under the district's control or supervision for the purpose of a school activity, a firearm, as defined by federal law. (See **glossary**.)

Note: Mandatory expulsion under the federal Gun Free Schools Act does not apply to a firearm that is lawfully stored inside a locked vehicle, or to firearms used in activities approved and authorized by the district when the district has adopted appropriate safeguards to ensure student safety.

Under the Penal Code

- Unlawfully carrying on or about the student's person the following, in the manner prohibited by Penal Code 46.02:
 - A handgun, defined by state law as any firearm designed, made, or adapted to be used with one hand. (See **glossary**.)

Note: A student may not be expelled solely on the basis of the student's use, exhibition, or possession of a firearm that occurs at an approved target range facility that is not located on a school campus, while participating in or preparing for a school-sponsored, shooting sports competition or a shooting sports educational activity that is sponsored or supported by the Parks and Wildlife Department, or a shooting sports sanctioning organization working with the department. [See policy FNCG(LEGAL).]

- A location-restricted knife, as defined by state law. (See **glossary**.)
- Possessing, manufacturing, transporting, repairing, or selling a prohibited weapon, as defined in state law. (See **glossary**.)

- Behaving in a manner that contains elements of the following offenses under the Penal Code:
 - Aggravated assault, sexual assault, or aggravated sexual assault.
 - Arson. (See **glossary**.)
 - Murder, capital murder, or criminal attempt to commit murder or capital murder.
 - Indecency with a child.
 - Aggravated kidnapping.
 - Aggravated robbery.
 - Manslaughter.
 - Criminally negligent homicide.
 - Continuous sexual abuse of a young child or children.
 - Behavior punishable as a felony that involves selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, a dangerous drug, or alcohol; or committing a serious act or offense while under the influence of alcohol.
- Engaging in retaliation against a school employee or volunteer combined with one of the above-listed mandatory expulsion offenses.

Under Age Ten

When a student under the age of ten engages in behavior that is expellable behavior, the student shall not be expelled, but shall be placed in a DAEP. A student under age six shall not be placed in a DAEP unless the student commits a federal firearm offense.

Process

If a student is believed to have committed an expellable offense, the campus behavior coordinator or other appropriate administrator shall schedule a hearing within a reasonable time. The student's parent shall be invited in writing to attend the hearing.

Until a hearing can be held, the campus behavior coordinator or other administrator may place the student in:

- Another appropriate classroom.
- In-school suspension.
- Out-of-school suspension.
- DAEP.

Hearing

A student facing expulsion shall be given a hearing with appropriate due process. The student is entitled to:

1. Representation by the student's parent or another adult who can provide guidance to the student and who is not an employee of the district,
2. An opportunity to testify and to present evidence and witnesses in the student's defense, and

3. An opportunity to question the witnesses called by the district at the hearing.
4. After providing notice to the student and parent of the hearing, the district may hold the hearing regardless of whether the student or the student's parent attends.

The board of trustees delegates to the principal authority to conduct hearings and expel students.

Board Review of Expulsion

After the due process hearing, the expelled student may request that the board review the expulsion decisions. The student or parent must submit a written request to the superintendent within seven days after receipt of the written decision. The superintendent must provide the student or parent written notice of the date, time, and place of the meeting at which the board will review the decision.

The board shall review the record of the expulsion hearing in a closed meeting unless the parent requests in writing that the matter be held in an open meeting. The board may also hear a statement from the student or parent and from the board's designee.

The board shall hear statements made by the parties at the review and shall base its decision on evidence reflected in the record and any statements made by the parties at the review. The board shall make and communicate its decision orally at the conclusion of the presentation. Consequences shall not be deferred pending the outcome of the hearing.

Expulsion Order

Before ordering the expulsion, the board or campus behavior coordinator shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

If the student is expelled, the board or its designee shall deliver to the student and the student's parent a copy of the order expelling the student.

Not later than the second business day after the hearing, the principal shall deliver to the juvenile court a copy of the expulsion order and the information required by Section 52.04 of the Family Code.

If the length of the expulsion is inconsistent with the guidelines included in the Student Code of Conduct, the expulsion order shall give notice of the inconsistency.

Length of Expulsion

The length of an expulsion shall be based on the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, and statutory requirements.

The duration of a student's expulsion shall be determined on a case-by-case basis. The maximum period of expulsion is one calendar year, except as provided below.

An expulsion may not exceed one year unless, after review, the district determines that:

1. The student is a threat to the safety of other students or to district employees, or
2. Extended expulsion is in the best interest of the student.

State and federal law require a student to be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm, as defined by federal law, to school.

However, the superintendent may modify the length of the expulsion on a case-by-case basis.

Students who commit offenses that require expulsion at the end of one school year may be expelled into the next school year to complete the term of expulsion.

Withdrawal During Process

When a student has violated the district's Code in a way that requires or permits expulsion from the district and the student withdraws from the district before the expulsion hearing takes place, the district may conduct the hearing after sending written notice to the parent and student.

If the student then re-enrolls in the district during the same or subsequent school year, the district may enforce the expulsion order at that time, less any expulsion period that has been served by the student during enrollment in another district.

If the campus behavior coordinator or the board fails to issue an expulsion order after the student withdraws, the next district in which the student enrolls may complete the proceedings.

Additional Misconduct

If during the expulsion, the student engages in additional conduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the campus behavior coordinator or the board may issue an additional disciplinary order as a result of those proceedings.

Restrictions During Expulsion

Expelled students are prohibited from being on school grounds or attending school-sponsored or school-related activities during the period of expulsion.

No district academic credit shall be earned for work missed during the period of expulsion unless the student is enrolled in a JJAEP or another district-approved program.

Newly Enrolled Students

The district shall continue the expulsion of any newly enrolled student expelled from another district or an open-enrollment charter school until the period of the expulsion is completed.

If a student expelled in another state enrolls in the district, the district may continue the expulsion under the terms of the expulsion order, may place the student in a DAEP for the period specified in the order, or may allow the student to attend regular classes if:

1. The out-of-state district provides the district with a copy of the expulsion order, and
2. The offense resulting in the expulsion is also an expellable offense in the district in which the student is enrolling.

If a student is expelled by a district in another state for a period that exceeds one year and the district continues the expulsion or places the student in a DAEP, the district shall reduce the period of the expulsion or DAEP placement so that the entire period does not exceed one year, unless after a review it is determined that:

1. The student is a threat to the safety of other students or district employees, or
2. Extended placement is in the best interest of the student.

Emergency Expulsion Procedures

When an emergency expulsion is necessary to protect persons or property from imminent harm, the student shall be given verbal notice of the reason for the action. Within ten days after the date of the emergency expulsion, the student shall be given appropriate due process required for a student facing expulsion.

DAEP Placement of Expelled Students

The district may provide educational services to any expelled student in a DAEP; however, educational services in the DAEP must be provided if the student is less than ten years of age.

Transition Services

In accordance with law and district procedures, campus staff shall provide transition services for a student returning to the regular classroom from placement in an alternative education program, including a DAEP or JJAEP. See policies FOCA(LEGAL) and FODA(LEGAL) for more information.

Glossary

Abuse is improper or excessive use.

Aggravated robbery is defined in part by Penal Code 29.03(a) as when a person commits robbery and:

1. Causes serious bodily injury to another;
2. Uses or exhibits a deadly weapon; or
3. Causes bodily injury to another person or threatens or places another person in fear of imminent bodily injury or death, if the other person is:
 - a) 65 years of age or older, or
 - b) A disabled person.

Armor-piercing ammunition is defined by Penal Code 46.01 as handgun ammunition used in pistols and revolvers and designed primarily for the purpose of penetrating metal or body armor.

Arson is defined in part by Penal Code 28.02 as:

1. A crime that involves starting a fire or causing an explosion with intent to destroy or damage:
 - a) Any vegetation, fence, or structure on open-space land; or
 - b) Any building, habitation, or vehicle:
 - 1) Knowing that it is within the limits of an incorporated city or town,
 - 2) Knowing that it is insured against damage or destruction,
 - 3) Knowing that it is subject to a mortgage or other security interest,
 - 4) Knowing that it is located on property belonging to another,
 - 5) Knowing that it has located within it property belonging to another, or
 - 6) When the person starting the fire is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.
2. A crime that involves recklessly starting a fire or causing an explosion while manufacturing or attempting to manufacture a controlled substance and the fire or explosion damages any building, habitation, or vehicle; or
3. A crime that involves intentionally starting a fire or causing an explosion and in so doing:
 - a) Recklessly damages or destroys a building belonging to another, or
 - b) Recklessly causes another person to suffer bodily injury or death.

Assault is defined in part by Penal Code §22.01(a)(1) as intentionally, knowingly, or recklessly causing bodily injury to another; §22.01(a)(2) as intentionally or knowingly threatening another with imminent bodily injury; and §22.01(a)(3) as intentionally or knowingly causing physical contact with another that can reasonably be regarded as offensive or provocative.

Breach of computer security includes knowingly accessing a computer, computer network, or computer system without the effective consent of the owner as defined in Penal Code 33.02, if the conduct involves accessing a computer, computer network, or computer system owned by or operated on behalf of a school district; and the student knowingly alters, damages, or

deletes school district property or information; or commits a breach of any other computer, computer network, or computer system.

Bullying is defined in Section 37.0832 of the Education Code as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
2. Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
3. Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
4. Infringes on the rights of the victim at school.

Bullying includes cyberbullying. (See below) This state law on bullying prevention applies to:

1. Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
2. Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
3. Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Chemical dispensing device is defined by Penal Code 46.01 as a device designed, made, or adapted for the purpose of dispensing a substance capable of causing an adverse psychological or physiological effect on a human being. A small chemical dispenser sold commercially for personal protection is not in this category.

Club is defined by Penal Code 46.01 as an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death. A blackjack, nightstick, mace, and tomahawk are in the same category.

Controlled substance means a substance, including a drug, an adulterant, and a dilutant, listed in Schedules I through V or Penalty Group 1, 1-A, 2, 2-A, 3, or 4 of the Texas Controlled Substances Act. The term includes the aggregate weight of any mixture, solution, or other substance containing a controlled substance. The term does not include hemp, as defined by Agriculture Code 121.001, or the tetrahydrocannabinols (THC) in hemp.

Criminal street gang is defined by Penal Code 71.01 as three or more persons having a common identifying sign or symbol or an identifiable leadership who continuously or regularly associate in the commission of criminal activities.

Cyberbullying is defined by Section 37.0832 of the Education Code as bullying that is done through the use of any electronic communication device, including through the use of a cellular

or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an internet website, or any other internet-based communication tool.

Dangerous drug is defined by Health and Safety Code 483.001 as a device or a drug that is unsafe for self-medication and that is not included in Schedules I through V or Penalty Groups 1 through 4 of the Texas Controlled Substances Act. The term includes a device or drug that federal law prohibits dispensing without prescription or restricts to use by or on the order of a licensed veterinarian.

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense, as defined by Section 71.0021 of the Family Code.

Deadly conduct under Penal Code 22.05 occurs when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury, such as knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

Deferred adjudication is an alternative to seeking a conviction in court that may be offered to a juvenile for delinquent conduct or conduct indicating a need for supervision.

Deferred prosecution may be offered to a juvenile as an alternative to seeking a conviction in court for delinquent conduct or conduct indicating a need for supervision.

Delinquent conduct is conduct that violates either state or federal law and is punishable by imprisonment or confinement in jail. It includes conduct that violates certain juvenile court orders, including probation orders, but does not include violations of traffic laws.

Discretionary means that something is left to or regulated by a local decision maker.

E-cigarette means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device. The term includes any device that is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description and a component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.

Explosive weapon is defined by Penal Code 46.01 as any explosive or incendiary bomb, grenade, rocket, or mine and its delivery mechanism that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror.

False alarm or report under Penal Code 42.06 occurs when a person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

1. Cause action by an official or volunteer agency organized to deal with emergencies;

2. Place a person in fear of imminent serious bodily injury; or
3. Prevent or interrupt the occupation of a building, room, or place of assembly.

Firearm is defined by federal law (18 U.S.C. 921(a)) as:

1. Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive;
 2. The frame or receiver of any such weapon;
 3. Any firearm muffler or firearm weapon; or
 4. Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.
- Such term does not include an antique firearm.

Firearm silencer is defined by Penal Code 46.01 as any device designed, made, or adapted to muffle the report of a firearm.

Graffiti includes markings with paint, an indelible pen or marker, or an etching or engraving device on tangible property without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.

Handgun is defined by Penal Code 46.01 as any firearm that is designed, made, or adapted to be fired with one hand.

Harassment includes:

1. Conduct that meets the definition established in district policies DIA(LOCAL) and FFH(LOCAL);
2. Conduct that threatens to cause harm or bodily injury to another person, including a district student, employee, board member, or volunteer; is sexually intimidating; causes physical damage to the property of another student; subjects another student to physical confinement or restraint; or maliciously and substantially harms another student's physical or emotional health or safety, as defined in Section 37.001(b)(2) of the Education Code; or
3. Conduct that is punishable as a crime under Penal Code 42.07, including the following types of conduct if carried out with the intent to harass, annoy, alarm, abuse, torment, or embarrass another:
 - a) Initiating communication and, in the course of the communication, making a comment, request, suggestion, or proposal that is obscene, as defined by law;
 - b) Threatening, in a manner reasonably likely to alarm the person receiving the threat, to inflict bodily injury on the person or to commit a felony against the person, a member of the person's family or household, or the person's property;
 - c) Conveying, in a manner reasonably likely to alarm the person receiving the report, a false report, which is known by the conveyor to be false, that another person has suffered death or serious bodily injury; and
 - d) Sending repeated electronic communications in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another.

Hazing is defined by Section 37.151 of the Education Code as an intentional, knowing, or reckless act, on or off campus, by one person alone or acting with others, directed against a student for the purpose of pledging, initiation into, affiliation with, holding office in, or

maintaining membership in a student organization if the act meets the elements in Education Code 37.151, including:

1. Any type of physical brutality;
2. An activity that subjects the student to an unreasonable risk of harm or that adversely affects the student's mental or physical health, such as sleep deprivation, exposure to the elements, confinement to small spaces, calisthenics, or consumption of food, liquids, drugs, or other substances;
3. An activity that induces, causes, or requires the student to perform a duty or task that violates the Penal Code; and
4. Coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated.

Hit list is defined in Section 37.001(b)(3) of the Education Code as a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

Improvised explosive device is defined by Penal Code 46.01 as a completed and operational bomb designed to cause serious bodily injury, death, or substantial property damage that is fabricated in an improvised manner using nonmilitary components.

Indecent exposure is defined by Penal Code 21.08 as an offense that occurs when a person exposes the person's anus or any part of the person's genitals with intent to arouse or gratify the sexual desire of any person, and is reckless about whether another is present who will be offended or alarmed by the act.

Intimate visual material is defined by Civil Practices and Remedies Code 98B.001 and Penal Code 21.16 as visual material that depicts a person with the person's intimate parts exposed or engaged in sexual conduct. "Visual material" means any film, photograph, video tape, negative, or slide of any photographic reproduction or any other physical medium that allows an image to be displayed on a computer or other video screen and any image transmitted to a computer or other video screen.

Location-restricted knife is defined by Penal Code 46.01 as a knife with a blade over five and one-half inches.

Knuckles means any instrument consisting of finger rings or guards made of a hard substance and designed or adapted for inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

Look-alike weapon means an item that resembles a weapon but is not intended to be used to cause serious bodily injury.

Machine gun as defined by Penal Code 46.01 is any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

Mandatory means that something is obligatory or required because of an authority.

Paraphernalia are devices that can be used for inhaling, ingesting, injecting, or otherwise introducing a controlled substance into a human body.

Possession means to have an item on one's person or in one's personal property, including, but not limited to, clothing, purse, or backpack; a private vehicle used for transportation to or from school or school-related activities, including, but not limited, to an automobile, truck, motorcycle, or bicycle; telecommunications or electronic devices; or any school property used by the student, including, but not limited to, a locker or desk.

Prohibited weapon under Penal Code 46.05(a) means:

1. The following items unless registered with the U.S. Bureau of Alcohol, Tobacco, Firearms, and Explosives or otherwise not subject to that registration requirement or unless the item is classified as a curio or relic by the U.S. Department of Justice:
 - a) An explosive weapon;
 - b) A machine gun;
 - c) A short-barrel firearm;
2. Armor-piercing ammunition;
3. A chemical dispensing device;
4. A zip gun;
5. A tire deflation device;
6. An improvised explosive device; or
7. A firearm silencer, unless classified as a curio or relic by the U.S. Department of Justice or the actor otherwise possesses, manufactures, transports, repairs, or sells the firearm silencer in compliance with federal law.

Public Lewdness is defined by Penal Code 21.07 as an offense that occurs when a person knowingly engages in an act of sexual intercourse, deviate sexual intercourse, or sexual contact in a public place or, if not in a public place, is reckless about whether another is present who will be offended or alarmed by the act.

Public school fraternity, sorority, secret society, or gang means an organization composed wholly or in part of students that seeks to perpetuate itself by taking additional members from the students enrolled in school based on a decision of its membership rather than on the free choice of a qualified student. Educational organizations listed in Section 37.121(d) of the Education Code are excepted from this definition.

Reasonable belief is that which an ordinary person of average intelligence and sound mind would believe. Chapter 37 requires certain disciplinary decisions when the superintendent or designee has a reasonable belief that a student engaged in conduct punishable as a felony offense. In forming such a reasonable belief, the superintendent or designee may use all available information, including the notice of a student's arrest under Article 15.27 of the Code of Criminal Procedure.

Self-defense is the use of force against another to the degree a person reasonably believes the force is immediately necessary to protect himself or herself.

Serious misbehavior means:

1. Deliberate violent behavior that poses a direct threat to the health or safety of others;
2. Extortion, meaning the gaining of money or other property by force or threat;

3. Conduct that constitutes coercion, as defined by Section 1.07, Penal Code; or
4. Conduct that constitutes the offense of:
 - a) Public lewdness under Penal Code 21.07;
 - b) Indecent exposure under Penal Code 21.08;
 - c) Criminal mischief under Penal Code 28.03;
 - d) Hazing under Education Code 37.152; or
 - e) Harassment under Penal Code 42.07(a)(1) of a student or district employee.

Serious or persistent misbehavior includes, but is not limited to:

- Behavior that is grounds for permissible expulsion or mandatory DAEP placement.
- Behavior identified by the district as grounds for discretionary DAEP placement.
- Actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Refusal to attempt or complete school work as assigned.
- Insubordination.
- Profanity, vulgar language, or obscene gestures.
- Leaving school grounds without permission.
- Falsification of records, passes, or other school-related documents.
- Refusal to accept discipline assigned by the teacher or principal.

Short-barrel firearm is defined by Penal Code 46.01 as a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

Terroristic threat is defined by Penal Code 22.07 as a threat of violence to any person or property with intent to:

1. Cause a reaction of any type by an official or volunteer agency organized to deal with emergencies;
2. Place any person in fear of imminent serious bodily injury;
3. Prevent or interrupt the occupation or use of a building; room, place of assembly, or place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place;
4. Cause impairment or interruption of public communications; public transportation; public water, gas, or power supply; or other public service;
5. Place the public or a substantial group of the public in fear of serious bodily injury; or
6. Influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state (including the district).

Tire deflation device is defined in part by Penal Code 46.01 as a device, including a caltrop or spike strip, that, when driven over, impedes or stops the movement of a wheeled vehicle by puncturing one or more of the vehicle's tires.

Title 5 felonies are those crimes listed in Title 5 of the Penal Code that typically involve injury to a person and may include:

- Murder, manslaughter, or homicide under Sections 19.02, – .05;

- Kidnapping under Section 20.03;
- Trafficking of persons under Section 20A.02;
- Smuggling or continuous smuggling of persons under Sections 20.05 – .06;
- Assault under Section 22.01;
- Aggravated assault under Section 22.02;
- Sexual assault under Section 22.011;
- Aggravated sexual assault under Section 22.021;
- Unlawful restraint under Section 20.02;
- Continuous sexual abuse of a young child or children under Section 21.02;
- Bestiality under Section 21.09;
- Improper relationship between educator and student under Section 21.12;
- Voyeurism under Section 21.17;
- Indecency with a child under Section 21.11;
- Invasive visual recording under Section 21.15;
- Disclosure or promotion of intimate visual material under Section 21.16;
- Sexual coercion under Section 21.18;
- Injury to a child, an elderly person, or a disabled person of any age under Section 22.04;
- Abandoning or endangering a child under Section 22.041;
- Deadly conduct under Section 22.05;
- Terroristic threat under Section 22.07;
- Aiding a person to commit suicide under Section 22.08; and
- Tampering with a consumer product under Section 22.09.

[See FOC(EXHIBIT).]

Under the influence means lacking the normal use of mental or physical faculties. Impairment of a person’s physical or mental faculties may be evidenced by a pattern of abnormal or erratic behavior, the presence of physical symptoms of drug or alcohol use, or by admission. A student “under the influence” need not be legally intoxicated to trigger disciplinary action.

Use means voluntarily introducing into one’s body, by any means, a prohibited substance.

Zip gun is defined by Penal Code 46.01 as a device or combination of devices, not originally a firearm, but adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.

Index

- admission, review, and dismissal (ARD) committee, 9, 24
- appeals process
 - board review of expulsion, 31
 - DAEP appeals, 21, 22
 - discipline management techniques, 11
 - sex offender registry, 24
- attendance, 4
- aversive techniques, 10
- board of trustees, 1
- campus behavior
 - coordinator, 2–3
- campus rules, 4, 8
- cheating. *See prohibited behavior.*
- classroom rules, 4, 8
- computers, 7–8
 - breach of security, 7
 - hacking/cracking, 7
 - See also* technology resources.
- confiscation of student property
 - confiscation of property. *See discipline management techniques.*
- consideration of mitigating factors, 19
- corporal punishment. *See* discipline management techniques.
- counseling, 9
- courtesy, 4
- crimes
 - aggravated robbery, 6, 17, 18, 25, 27
 - breach of computer security, 27
 - breach of security, 7
 - criminal mischief, 2, 6, 17, 27
 - criminal proceedings and placement in DAEP, 22
 - felonies, 2, 6, 24, 25, 27–29, **Error! Not a valid bookmark in entry on page 30, 30**
 - reporting, 3
 - Title 5 offenses, 18, 25, 40
 - expulsion and placement, 25
 - hearing and required findings, 25
 - length of placement, 25–26
 - newly enrolled students, 26
 - placement review, 25
 - delinquent conduct, 19, 22, 25, 36
 - demonstrations, 8
 - detention. *See* discipline management techniques.
 - disciplinary alternative education program (DAEP), 17–23, 24
 - additional misconduct, 22
 - appeals. *See* appeals process.
 - coursework notice, 20
 - discretionary placement, 17–18
 - elementary school students, 17
 - emergency placement, 23
 - extracurricular activities, 21
 - grade classification, 17
 - graduation, 21
 - length of placement, 20–21
 - mandatory placement, 18–19
 - 300 foot rule, 18
 - newly enrolled students, 23
 - notice of criminal proceedings, 22
 - placement review, 22
 - pre- and post-assessments, 20
 - process, 19–20
 - restrictions during placement, 21
 - summer programs, 17
 - transition services, 23
 - transportation, 21
 - under age six, 18
 - under age ten, 18
 - withdrawal during process, 23
 - discipline management techniques, 9–11
 - alternative educational setting, 10
 - appeals. *See* appeals process.
 - behavioral contracts, 9
 - bus privileges, 10, 12
 - confiscation of property, 9
 - corporal punishment, 10
 - counseling, 9
 - criminal prosecution, 10
 - DAEP. *See* disciplinary alternative education program (DAEP).
 - demerits, 9

- detention, 10
- expulsion. *See* expulsion.
- extracurricular
 - organizations, 10
- grade reductions, 9
- in-school suspension, 10
- loss of privileges, 10
- notification, 11
- out-of-school suspension, 10
- probation, 10
- referral. *See* routine referral.
- refusal to accept, 5
- rewards, 9
- school duties, 10
- students with disabilities, 9
- time-out, 9
- dress code, 4, 8
- drugs, 7
 - marijuana, 7
 - over-the-counter, 7
 - paraphernalia, 7
 - prescription, 7
 - under the influence, 7
- electronic cigarette
 - definition, 36
 - See also* prohibited items e-cigarettes.
- expulsion, 27
 - 300 foot rule, 28
 - additional misconduct, 32
 - and DAEP placement, 33
 - discretionary, 27–29
 - emergency, 33
 - for serious misbehavior committed while in DAEP, 29
 - length, 32
 - mandatory, 29–30
 - newly enrolled students, 33
 - process, 30–31
 - restrictions, 32
 - under age six, 30
 - under age ten, 30
 - withdrawal during process, 32
- falsification of records, 8, 40
- firearms exception, 29
- formal removal from class, 13
 - returning student to the classroom, 13–14
- foster care, 15, 17, 19, 27, 31
- fraternity, 17, 39
- gangs, 17, 35, 39
- gender-based harassment, 5,
 - See also* prohibited behavior.
- Gun Free Schools Act**, 29
- homelessness, 15, 16, 17, 19, 27, 31
- improvised explosive device, 38, 39
- inspections. *See* searches jurisdiction of the district
 - 300 foot rule, 2
- juvenile justice alternative education program (JJAEP), 24, 25, 32
- laser pointers, 6
- location-restricted knife, 6, 28, 29, 38
- lunch period, 2
- parent, 3
- parent-teacher conferences, 9
- peace officer. *See* security personnel
- placement review committee, 14, 24
- plagiarism. *See* prohibited behavior: cheating.
- police officer. *See* security personnel
- posting
 - of the Student Code of Conduct, 1
- preparation for class, 4
- progressive interventions, 9
- prohibited behavior, 5–8
 - 300 foot rule, 18, 28
 - aggravated sexual assault, 19
 - alcohol, 18, 28
 - assault, 5, 13, 18, 27, 28, 41
 - at another district, 28
 - blackmail, 5
 - bullying, 5
 - cheating, 8
 - coercion, 5
 - dating violence, 5
 - deadly conduct, 28
 - disclosure or promotion of intimate visual material, 41
 - drugs, 18, 28
 - false accusations, 8
 - false alarm, 18, 27
 - fighting, 5
 - fire extinguishers
 - discharged without cause, 8
 - forgery. *See* falsification of records.
 - gambling, 8
 - gender-based harassment, 5
 - graffiti, 6
 - harassment, 5
 - hazing, 5
 - hit lists, 5
 - hoaxes, 8
 - inappropriate conduct, 5
 - inciting violence, 8
 - indecent exposure, 5, 18
 - insubordination, 5

- invasive visual recording, 41
- leaving school grounds, 5
- misuse of technology resources, 7
- on school buses, 5
- recording without consent, 6
- repeated offenses, 8
- robbery, 6
- sexual abuse, 5
- sexual assault, 19, 20
- sexual coercion, 41
- sexual harassment, 5
- smuggling or continuous smuggling of persons, 41
- stealing, 6
- terroristic threat, 18, 27, 41
- theft, 6
- threats, 5, 8
- throwing objects, 8
- trafficking of persons, 41
- under the influence, 28
- vandalism, 6
- volatile chemicals, 18, 28
- voyeurism, 41
- prohibited items
 - air guns, 6
 - alcohol, 30
 - ammunition, 6
 - clubs, 28
 - drugs, 30
 - e-cigarettes, 6, 36
 - firearms, 18, 29
 - fireworks, 6
 - handgun, 29
 - knives, 28, 29
 - lighters, 6
 - mace, 6
 - matches, 6
 - other dangerous items, 6, 28
 - other weapons, 29
 - pepper spray, 6
 - pornography, 6
 - stun guns, 6
 - tobacco, 6
- property, 4
- protests. *See* demonstrations.
- removal from the regular educational setting, 13–14
- respect, 4
- restorative discipline practices, 9
- retaliation, 2, 18, 27, 30
- routine referral, 13
- safety, 4, 8
- school resource officer (SRO). *See* security personnel
- searches, 2
 - desks, 3
 - lockers, 3
 - vehicles, 3
- secret society, 17, 39
- security. *See* computers, *See* security personnel
- security personnel, 3
- self-defense, 15, 17, 19, 27
- self-discipline, 4
- serious misbehavior, 29
- sex offender, 2, 24
 - appeal of placement as a registered sex offender, 24
 - newly enrolled student, 24
- sexual abuse, 5, *See also* prohibited behavior.
- sexual assault
 - campus assignments, 19
 - See also* prohibited behavior.
- sexual harassment, 5, *See also* prohibited behavior.
- sorority, 17, 39
- special education, 9
- standards for student conduct, 4
- student handbook
 - conflict with Student Code of Conduct, 1
- students with disabilities, 1, 24
 - discipline management techniques, 9
 - transportation while in DAEP, 21
- suspension
 - in-school. *See* discipline management techniques.
 - out-of-school, 10, 15–16
- technology resources
 - district policy, 7
 - See also* computers.
- threat assessment, 2
- time-out. *See* discipline management techniques.
- Title 5 offenses. *See* crimes.
- transfers
 - campus assignments, 19
- transportation, 2
 - discipline management techniques, 10
 - rules for conduct, 5
 - while in DAEP, 21

Harleton High School Student Handbook



2020 - 2021

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Harleton High School Student Handbook

Contents

Harleton High School Student Handbook.....	Error! Bookmark not defined.
Preface Parents and Students:	10
Accessibility	11
Section One: Parental Rights.....	12
Consent, Opt-Out, and Refusal Rights.....	12
Consent to Conduct a Psychological Evaluation or Provide a Mental Health Care Service.....	12
Consent to Display a Student’s Original Works and Personal Information	12
Consent to Receive Parenting and Paternity Awareness Instruction if a Student is under Age 14	13
Consent to Video or Audio Record a Student when Not Already Permitted by Law	13
Prohibiting the Use of Corporal Punishment.....	13
Limiting Electronic Communications between Students and District Employees	14
Objecting to the Release of Directory Information	14
Objecting to the Release of Student Information to Military Recruiters and Institutions of Higher Education (Secondary Grade Levels Only).....	15
Participation in Third-Party Surveys	16
Consent Required Before Student Participation in a Federally Funded Survey, Analysis, or Evaluation	16
“Opting Out” of Participation in Other Types of Surveys or Screenings and the Disclosure of Personal Information.....	16
Removing a Student from Instruction or Excusing a Student from a Required Component of Instruction	17
Human Sexuality Instruction.....	17
Reciting a Portion of the Declaration of Independence in Grades 3–12	17
Reciting the Pledges to the U.S. and Texas Flags.....	18
Religious or Moral Beliefs	18
Tutoring or Test Preparation.....	18
Right of Access to Student Records, Curriculum Materials, and District Records/Policies	19
Instructional Materials.....	19
Notices of Certain Student Misconduct to Noncustodial Parent.....	19
Participation in Federally Required, State-Mandated, and District Assessments.....	19
Student Records	19
Accessing Student Records	19
Authorized Inspection and Use of Student Records	20
Teacher and Staff Professional Qualifications	23
A Student with Exceptionalities or Special Circumstances	23

Harleton High School Student Handbook

Children of Military Families	23
Parental Role in Certain Classroom and School Assignments	24
Multiple-Birth Siblings.....	24
Safety Transfers/Assignments	24
Student Use of a Service/Assistance Animal.....	24
A Student in the Conservatorship of the State (Foster Care)	24
A Student Who Is Homeless.....	25
A Student Who Has Learning Difficulties or Who Needs Special Education or Section 504 Services	26
Special Education Referrals.....	26
Contact Person for Special Education Referrals.....	27
Section 504 Referrals	27
Contact Person for Section 504 Referrals.....	27
Notification to Parents of Intervention Strategies for Learning Difficulties Provided to Students in General Education.....	27
A Student Who Receives Special Education Services with Other School-Aged Children in the Home	28
A Student Who Speaks a Primary Language Other than English.....	28
A Student with Physical or Mental Impairments Protected under Section 504.....	28
Section Two: Other Important Information for Parents and Students.....	29
Absences/Attendance	29
Compulsory Attendance	29
Prekindergarten and Kindergarten.....	29
Ages 6–18.....	29
Age 19 and Older	29
Exemptions to Compulsory Attendance.....	29
All Grade Levels	29
Secondary Grade Levels	30
Failure to Comply with Compulsory Attendance	30
All Grade Levels	30
Students with Disabilities.....	31
Ages 6–18.....	31
Age 19 and Older	31
Attendance for Credit or Final Grade (All Grade Levels).....	31
Official Attendance-Taking Time (All Grade Levels)	32

Harleton High School Student Handbook

Documentation after an Absence (All Grade Levels).....	32
Doctor’s Note after an Absence for Illness (All Grade Levels).....	32
Driver License Attendance Verification (Secondary Grade Levels Only).....	33
Accountability under State and Federal Law (All Grade Levels).....	33
Armed Services Vocational Aptitude Battery Test (Grades 10–12).....	33
Awards and Honors (All Grade Levels).....	33
Bullying (All Grade Levels).....	34
Career and Technical Education (CTE) Programs (Secondary Grade Levels Only).....	35
Celebrations (All Grade Levels).....	36
Child Sexual Abuse, Trafficking, and Other Maltreatment of Children (All Grade Levels).....	36
Warning Signs of Sexual Abuse.....	36
Warning Signs of Trafficking.....	37
Reporting and Responding to Sexual Abuse, Trafficking, and Other Maltreatment of Children.....	38
Further Resources on Sexual Abuse, Trafficking, and Other Maltreatment of Children.....	38
Class Rank/Highest-Ranking Student (Secondary Grade Levels Only).....	38
Class Schedules (Secondary Grade Levels Only).....	41
College and University Admissions and Financial Aid (All Grade Levels).....	41
College Credit Courses (Secondary Grade Levels Only).....	42
Communications—Automated (All Grade Levels).....	42
Emergency.....	42
Nonemergency.....	42
Complaints and Concerns (All Grade Levels).....	43
Conduct (All Grade Levels).....	43
Applicability of School Rules.....	43
Campus Behavior Coordinator.....	43
Deliveries.....	44
Disruption of School Operations.....	44
Social Events.....	48
Counseling.....	48
Academic Counseling.....	49
Elementary and Middle/Junior High School Grade Levels.....	49
High School Grade Levels.....	49
Personal Counseling (All Grade Levels).....	50
Course Credit (Secondary Grade Levels Only).....	50
Credit by Examination—If a Student Has Taken the Course/Subject (Grades 6–12).....	50

Harleton High School Student Handbook

Credit by Examination for Advancement/Acceleration—If a Student Has Not Taken the Course/Subject	50
Kindergarten Acceleration	Error! Bookmark not defined.
Students in Grades 1–5	Error! Bookmark not defined.
Students in Grades 6–12.....	51
Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels)	51
Dating Violence	51
Discrimination.....	52
Harassment.....	52
Sexual Harassment and Gender-Based Harassment.....	52
Retaliation	53
Reporting Procedures.....	53
Investigation of Report.....	54
Discrimination	54
Distance Learning (All Grade Levels)	54
Texas Virtual School Network (TXVSN) (Secondary Grade Levels).....	54
Distribution of Literature, Published Materials, or Other Documents (All Grade Levels).....	55
School Materials.....	55
Nonschool Materials	55
From Students	55
From Others	55
Dress and Grooming (All Grade Levels)	56
Electronic Devices and Technology Resources (All Grade Levels)	58
Possession and Use of Personal Telecommunications Devices, Including Cell Phones, and Other Electronic Devices.....	58
Instructional Use of Personal Telecommunications and Other Electronic Devices	58
Acceptable Use of District Technology Resources	59
Unacceptable and Inappropriate Use of Technology Resources.....	59
End-of-Course (EOC) Assessments	60
English Learners (All Grade Levels).....	60
Extracurricular Activities, Clubs, and Organizations (All Grade Levels).....	60
Standards of Behavior	61
Offices and Elections	61
Fees (All Grade Levels)	61
Fundraising (All Grade Levels).....	62
Gang-Free Zones (All Grade Levels).....	62

Harleton High School Student Handbook

Gender-Based Harassment	63
Grade-Level Classification (Grades 9–12 Only).....	63
Grading Guidelines (All Grade Levels)	63
Graduation (Secondary Grade Levels Only).....	65
Requirements for a Diploma.....	65
Testing Requirements for Graduation	65
Foundation Graduation Program	65
Credits Required.....	67
Available Endorsements	68
Personal Graduation Plans	68
Available Course Options for All Graduation Programs	68
Certificates of Coursework Completion	69
Students with Disabilities	69
Graduation Activities	70
Graduation Speakers.....	70
Graduation Expenses	70
Scholarships and Grants.....	70
Harassment	71
Hazing (All Grade Levels)	71
Health—Physical and Mental.....	71
Illness (All Grade Levels).....	71
Immunization (All Grade Levels).....	72
Lice (All Grade Levels).....	72
Medicine at School (All Grade Levels)	73
Asthma and Severe Allergic Reactions	74
Steroids (Secondary Grade Levels Only).....	74
Mental Health Support (All Grade Levels)	74
Physical Activity Requirements.....	75
Elementary School.....	Error! Bookmark not defined.
Junior High/Middle School.....	Error! Bookmark not defined.
Temporary Restriction from Participation in Physical Education.....	Error! Bookmark not defined.
Physical Fitness Assessment (Grades 3–12).....	75
Physical Health Screenings / Examinations	75
Athletics Participation (Secondary Grade Levels Only)	75
Spinal Screening Program	75

Harleton High School Student Handbook

Other Examinations and Screenings (All Grade Levels)	76
Special Health Concerns (All Grade Levels)	76
Bacterial Meningitis (All Grade Levels)	76
Diabetes.....	76
Food Allergies (All Grade Levels).....	76
Seizures (All Grade Levels)	77
Tobacco and E-Cigarettes Prohibited (All Grade Levels and All Others on School Property)..	77
Health-Related Resources, Policies, and Procedures	77
Physical and Mental Health Resources (All Grade Levels)	77
Policies and Procedures that Promote Student Physical and Mental Health (All Grade Levels)	77
School Health Advisory Council (SHAC) (All Grade Levels).....	78
Student Wellness Policy/Wellness Plan (All Grade Levels)	78
Homework (All Grade Levels)	78
Law Enforcement Agencies (All Grade Levels).....	78
Questioning of Students.....	78
Students Taken into Custody	79
Notification of Law Violations.....	79
Leaving Campus (All Grade Levels).....	80
During Lunch.....	80
At Any Other Time during the School Day	81
Lost and Found (All Grade Levels).....	81
Makeup Work	81
Makeup Work Because of Absence (All Grade Levels).....	81
DAEP Makeup Work	81
Elementary and Middle/Junior High School Grade Levels ... Error! Bookmark not defined.	
Grades 9–12.....	81
In-School Suspension (ISS) and Out-of-School Suspension (OSS) Makeup Work (All Grade Levels)	
.....	82
Alternative Means to Receive Coursework	82
Opportunity to Complete Courses.....	82
Nondiscrimination Statement (All Grade Levels).....	82
Nontraditional Academic Programs (All Grade Levels)	83
Parent and Family Engagement (All Grade Levels)	83
Working Together.....	83
Parking and Parking Permits (Secondary Grade Levels Only)	84

Harleton High School Student Handbook

Pledges of Allegiance and a Minute of Silence (All Grade Levels).....	85
Prayer (All Grade Levels).....	85
Promotion and Retention.....	85
Elementary and Middle/Junior High Grade Levels	Error! Bookmark not defined.
High School Grade Levels.....	85
Release of Students from School	86
Report Cards/Progress Reports and Conferences (All Grade Levels).....	86
Retaliation.....	86
Safety (All Grade Levels).....	86
Accident Insurance	87
Insurance for Career and Technical Education (CTE) Programs.....	87
Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies	87
Preparedness Training: CPR and Stop the Bleed.....	87
Emergency Medical Treatment and Information.....	87
Emergency School Closing Information.....	87
SAT, ACT, and Other Standardized Tests.....	88
Schedule Changes (Middle/Junior High and High School Grade Levels).....	88
School Facilities.....	88
Asbestos Management Plan (All Grade Levels).....	88
Food and Nutrition Services (All Grade Levels).....	88
Vending Machines (All Grade Levels).....	89
Pest Management Plan (All Grade Levels)	89
Conduct Before and After School (All Grade Levels)	89
Library (All Grade Levels).....	89
Use of Hallways during Class Time (All Grade Levels).....	89
Use by Students Before and After School (All Grade Levels).....	89
Meetings of Noncurriculum-Related Groups (Secondary Grade Levels Only)	90
School-Sponsored Field Trips (All Grade Levels).....	90
Searches.....	90
Searches in General (All Grade Levels).....	90
District Property (All Grade Levels)	90
Metal Detectors (All Grade Levels).....	91
Telecommunications and Other Electronic Devices (All Grade Levels).....	91
Trained Dogs (All Grade Levels).....	91
Drug Testing (Secondary Grade Levels Only)	91
Vehicles on Campus (Secondary Grade Levels Only).....	91

Harleton High School Student Handbook

Sexual Harassment.....	91
Special Programs (All Grade Levels).....	92
Standardized Testing.....	92
Secondary Grade Levels.....	92
SAT/ACT (Scholastic Aptitude Test and American College Test).....	92
TSI (Texas Success Initiative) Assessment.....	92
STAAR (State of Texas Assessments of Academic Readiness).....	92
Grades 3–8	Error! Bookmark not defined.
High School Courses End-of-Course (EOC) Assessments.....	92
Students in Foster Care (All Grade Levels).....	93
Students Who are Homeless (All Grade Levels).....	93
Student Speakers (All Grade Levels).....	93
Summer School (All Grade Levels)	93
Tardies (All Grade Levels).....	93
Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials (All Grade Levels).....	94
Transfers (All Grade Levels).....	94
Transportation (All Grade Levels)	94
School-Sponsored Trips.....	94
Buses and Other School Vehicles	94
Vandalism (All Grade Levels).....	95
Video Cameras (All Grade Levels).....	95
Visitors to the School (All Grade Levels).....	96
General Visitors.....	96
Unauthorized Persons.....	96
Visitors Participating in Special Programs for Students	96
Business, Civic, and Youth Groups	96
Career Day.....	96
Volunteers (All Grade Levels)	96
Voter Registration (Secondary Grade Levels Only)	97
Withdrawing from School (All Grade Levels)	97
Glossary	98
Appendix: Freedom from Bullying Policy	101
Student Welfare: Freedom from Bullying	101

Harleton High School Student Handbook

Preface Parents and Students:

Welcome to the new school year!

Education is a team effort. Students, parents, teachers, and other staff members working together will make this a successful year.

The Harleton High School Student Handbook is a general reference guide that is divided into two sections:

Section One: Parental Rights describes certain parental rights as specified in state or federal law.

Section Two: Other Important Information for Parents and Students is organized alphabetically by topic. Where applicable, the topics are further organized by grade level.

Note: Unless otherwise noted, the term “parent” refers to the parent, legal guardian, any person granted some other type of lawful control of a student, or any other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to align with law, board-adopted policy, and the Student Code of Conduct, a board-adopted document intended to promote school safety and an atmosphere for learning. The Student Handbook is not meant to be a complete statement of all policies, procedures, or rules in any given circumstance.

In case of conflicts between board policy (including the Student Code of Conduct) and any Student Handbook provision, the district will follow board policy and the Student Code of Conduct.

Therefore, parents and students should become familiar with the Harleton High School Student Code of Conduct. To review the Code of Conduct, visit the district’s website: www.Harletonisd.net State law requires that the Code of Conduct be prominently displayed or made available for review at each campus.

The Student Handbook is updated annually; however, policy adoption and revisions may occur throughout the year. The district encourages parents to stay informed of proposed policy changes by attending board meetings and reviewing newsletter and other communications explaining changes in policy or other rules that affect Student Handbook provisions. The district reserves the right to modify the Student Handbook at any time. Notice of revisions will be provided as is reasonably practical.

Although the Student Handbook may refer to rights established through law or district policy, it does not create additional rights for parents and students. It does not, nor is it intended to, represent a contract between any parent or student and the district.

A hard copy of either the Student Code of Conduct or Student Handbook can be requested at the Harleton High School Office.

Note: References to board policy codes are included for ease of reference. The hard copy of the district’s official policy manual is available for review in the Harleton ISD Central Office.

The policy manual includes:

- Legally referenced (LEGAL) policies that contain provisions from federal and state laws and regulations, case law, and other legal authorities that provide the legal framework for school districts.

Harleton High School Student Handbook

- Board-adopted (LOCAL) policies that articulate the board's choices and values regarding district practices.

For questions about the material in this handbook, please contact Assistant Principal of Student Services Adam Chandler by phone at 903-777-2711 or email ChandlerAdam@Harletonisd.net

Complete and return to the student's campus the following forms (provided in the forms packet distributed at the beginning of the year or upon enrollment):

- Acknowledgment Forms **Or** Acknowledgment of Electronic Distribution of Student Handbook,
- Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information,
- Parent's Objection to the Release of Student Information to Military Recruiters and Institutions of Higher Education (if you choose to restrict the release of information to these entities), and
- Consent/Opt-Out Form for participation in third-party surveys.

[See **Objecting to the Release of Directory Information** on page 14 and **Consent Required Before Student Participation in a Federally Funded Survey, Analysis, or Evaluation** on page 16 for more information.]

Accessibility

If you have difficulty accessing this handbook because of a disability, please contact the Assistant Principal of Student Services Adam Chandler by phone at 903-777-2711 or email ChandlerAdam@Harletonisd.net.

Section One: Parental Rights

This section describes certain parental rights as specified in state or federal law.

Consent, Opt-Out, and Refusal Rights

For information concerning parental rights to “opt-out”, contact either the High School Principal Crystal Brock or Assistant Principal of Student Services Adam Chandler at 903-777-2711.

Consent to Conduct a Psychological Evaluation or Provide a Mental Health Care Service

Unless required under state or federal law, a district employee will not conduct a psychological examination, test, screening, or treatment, without obtaining prior written parental consent.

The district will not provide a mental health care service to a student except as permitted by law.

The district has established procedures for providing a parent with a recommendation for an intervention for a student with early warning signs of mental health concerns or substance abuse or who has been identified as at risk of attempting suicide. The district’s mental health liaison will notify the student’s parent within a reasonable amount of time after the liaison learns that a student has displayed early warning signs and a possible need for intervention and provide information about available counseling options.

The district has also established procedures for staff to notify the mental health liaison regarding a student who may need intervention.

The mental health liaison for Harleton High School is High School Principal Crystal Brock and can be reached at 903-777-2711 or BrockCrystal@Harletonisd.net. Further information regarding these procedures as well as educational materials on identifying risk factors, accessing resources for treatment or support on- and off-campus, and accessing available student accommodations provided on campus.

For further information, see **Mental Health Support** on page 74.

Note: An evaluation may be legally required under special education rules or by the Texas Education Agency for child abuse investigations and reports.

Consent to Display a Student’s Original Works and Personal Information

Teachers may display a student’s work in classrooms or elsewhere on campus as recognition of student achievement without seeking prior parental consent. These displays may include personally identifiable student information. Student work includes:

- Artwork,
- Special projects,
- Photographs,
- Original videos or voice recordings, and
- Other original works.

Harleton High School Student Handbook

However, the district will seek parental consent before displaying a student's work on the district's website, a website affiliated or sponsored by the district (such as a campus or classroom website), or in district publications, which may include printed materials, videos, or other methods of mass communication.

Consent to Receive Parenting and Paternity Awareness Instruction if a Student is under Age 14

A student under age 14 must have parental permission to participate in the district's parenting and paternity awareness program. This program was developed by the Office of the Texas Attorney General and the State Board of Education (SBOE) to be incorporated into health education classes.

Consent to Video or Audio Record a Student when Not Already Permitted by Law

State law permits the school to make a video or voice recording without parental permission when it:

- Is to be used for school safety,
- Relates to classroom instruction or a co-curricular or extracurricular activity,
- Relates to media coverage of the school, or
- Relates to the promotion of student safety as provided by law for a student receiving special education services in certain settings.

In other circumstances, the district will seek written parental consent before making a video or voice recording of a student.

Prohibiting the Use of Corporal Punishment

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

However, in accordance with law, the district may not administer corporal punishment if a student's parent submits a signed, written statement prohibiting its use.

A parent who does not want corporal punishment administered to his or her child must return the form included in the forms packet **Or** submit a written statement to the campus principal stating this decision. This signed statement must be submitted each school year. A parent may revoke this prohibition at any time during the school year by providing a signed statement to the campus principal.

Note:

- District personnel may use discipline methods other than corporal punishment if a parent requests that corporal punishment not be used.
- If the district knows that a student is in temporary or permanent custody of the state (through foster care, kinship care, or other arrangements), corporal punishment will not be administered, even when the student's caregiver or caseworker has not submitted a signed statement prohibiting its use.

Harleton High School Student Handbook

Limiting Electronic Communications between Students and District Employees

The district permits teachers and other approved employees to use electronic communications with students within the scope of professional responsibilities, as described by district guidelines.

For example, a teacher may create a social networking page for his or her class to relay information regarding class work, homework, and tests. A parent is welcome to access such a page.

However, text messages sent to an individual student are only allowed if a district employee with responsibility for an extracurricular activity must communicate with a student participating in that activity.

The employee is required to include his or her immediate supervisor as recipients on all text messages.

Messages relating to academic or non-coaching activities include Mrs. Brock.

Messages relating to athletic events / coaching activities include Coach Little.

A parent who does not want his or her child to receive one-to-one electronic communications from a district employee should contact the campus principal.

Objecting to the Release of Directory Information

The Family Educational Rights and Privacy Act, or FERPA, permits the district to disclose appropriately designated "directory information" from a student's education records without written consent.

"Directory information" is information that, if released, is generally not considered harmful or an invasion of privacy. Examples include:

- A student's photograph (for publication in the school yearbook);
- A student's name and grade level (for communicating class and teacher assignments);
- The name, weight, and height of an athlete (for publication in a school athletic program);
- A list of student birthdays (for generating schoolwide or classroom recognition),
- A student's name and photograph (posted on a district-approved and -managed social media platform); and
- The names and grade levels of students submitted by the district to a local newspaper or other community publication (to recognize the A/B honor roll for a specific grading period.)

Directory information will be released to anyone who follows procedures for requesting it.

However, a parent or eligible student may object to the release of this information. Any objection must be made in writing to the principal within ten school days of the student's first day of instruction for this school year. [See **Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information**, included in the forms packet.]

Harleton High School Student Handbook

The district requests that families living in a shelter for survivors of family violence or trafficking notify district personnel that the student currently resides in such a shelter. Families may want to opt out of the release of directory information so that the district does not release any information that might reveal the location of such a shelter.

The district has identified the following as directory information:

- A student's photograph (for publication in the school yearbook);
- A student's name and grade level (for communicating class and teacher assignments);
- The name, weight, and height of an athlete (for publication in a school athletic program);
- A list of student birthdays (for generating school wide or classroom recognition);
- A student's name and photograph (posted on a district-approved and -managed social media platform); and
- The names and grade levels of students submitted by the district to a local newspaper or other community publication (to recognize the A/B honor roll for a specific grading period.)

If a parent objects to the release of the student's information included on the directory information response form, this objection also applies to the use of that information for school-sponsored purposes, such as:

- Honor roll,
- School newspaper,
- Yearbook,
- Recognition activities,
- News releases, and
- Athletic programs.

Note: Review **Authorized Inspection and Use of Student Records** on page 20.

Objecting to the Release of Student Information to Military Recruiters and Institutions of Higher Education

Unless a parent has advised the district not to release his or her student's information, the Every Student Succeeds Act (ESSA) requires the district to comply with requests from military recruiters or institutions of higher education for the student's:

- Name,
- Address, and
- Telephone listing.

[See **Parent's Objection to the Release of Student Information to Military Recruiters and Institutions of Higher Education**, included in the forms packet.]

Harleton High School Student Handbook

Participation in Third-Party Surveys

Consent Required Before Student Participation in a Federally Funded Survey, Analysis, or Evaluation

The Protection of Pupil Rights Amendment (PPRA) mandates that a student will not be required to participate without parental consent in any survey, analysis, or evaluation—funded in whole or in part by the U.S. Department of Education—that concerns:

- Political affiliations or beliefs of the student or the student’s parent;
- Mental or psychological problems of the student or the student’s family;
- Sex behavior or attitudes;
- Illegal, antisocial, self-incriminating, or demeaning behavior;
- Critical appraisals of individuals with whom the student has a close family relationship;
- Legally recognized privileged relationships, such as with lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or parent; or
- Income, except when the information is required by law and will be used to determine the student’s eligibility for a program.

A parent can inspect the survey or other instrument and any corresponding instructional materials used in connection with such a survey, analysis, or evaluation. [See policy EF(LEGAL) for more information.]

“Opting Out” of Participation in Other Types of Surveys or Screenings and the Disclosure of Personal Information

The PPRA gives parents the right to receive notice and an opportunity to opt a student out of:

- Any survey concerning protected information, regardless of funding.
- Activities involving the collection, disclosure, or use of personal information gathered from the child for the purpose of marketing, selling, or otherwise disclosing that information to others.
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of the student.

Exceptions are hearing, vision, or spinal screenings, or any physical examination or screening permitted or required under state law. [See policies EF and FFAA for more information.]

A parent may inspect:

- Protected information surveys of students and surveys created by a third party;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

Harleton High School Student Handbook

Removing a Student from Instruction or Excusing a Student from a Required Component of Instruction

Human Sexuality Instruction

As a part of the district's curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) makes recommendations for course materials.

State law requires that the district provide written notice before each school year of the board's decision to provide human sexuality instruction.

State law also requires that instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus (HIV) or acquired immune deficiency syndrome (AIDS):

- Present abstinence from sexual activity as the preferred choice in relationship to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;
- Emphasize that abstinence, if used consistently and correctly, is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted infections and the emotional trauma associated with adolescent sexual activity;
- Direct adolescents to abstain from sexual activity before marriage as the most effective way to prevent pregnancy and sexually transmitted diseases; and
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

Per state law, here is a summary of the district's curriculum regarding human sexuality instruction:

Harleton ISD currently embeds human sexuality curriculum throughout our science courses that include: the significance of body changes during adolescence, analysis of the importance and benefits of abstinence [as it relates to emotional health and the prevention of pregnancy], and risk factors associated with communicable and non-communicable diseases

A parent is entitled to review the curriculum materials. In addition, a parent may remove his or her child from any part of the human sexuality instruction without academic, disciplinary, or other penalties. A parent may also choose to become more involved with the development of this curriculum by becoming a member of the district's SHAC. (See the campus principal for details.)

Reciting a Portion of the Declaration of Independence in Grades 3–12

State law designates the week of September 17 as Celebrate Freedom Week and requires all social studies classes provide:

- Instruction concerning the intent, meaning, and importance of the Declaration of Independence and the U.S. Constitution, and
- A specific recitation from the Declaration of Independence for students in grades 3–12.

Per state law, a student may be excused from recitation of a portion of the Declaration of Independence if:

- A parent provides a written statement requesting that his or her child be excused,

Harleton High School Student Handbook

- The district determines that the student has a conscientious objection to the recitation, or
- A parent is a representative of a foreign government to whom the U.S. government extends diplomatic immunity.

[See policy EHBK(LEGAL) for more information.]

Reciting the Pledges to the U.S. and Texas Flags

A parent may request that his or her child be excused from participation in the daily recitation of the Pledge of Allegiance to the U.S. flag and the Pledge of Allegiance to the Texas flag. The request must be made in writing to the High School Campus Principal Crystal Brock.

State law, however, requires that all students participate in one minute of silence following recitation of the pledges.

[See **Pledges of Allegiance and a Minute of Silence** on page 85 and policy EC(LEGAL) for more information.]

Religious or Moral Beliefs

A parent may remove his or her child temporarily from the classroom if a scheduled instructional activity conflicts with the parent's religious or moral beliefs.

The removal may not be used to avoid a test and may not extend for an entire semester. Further, the student must satisfy grade-level and graduation requirements as determined by the school and by state law.

Tutoring or Test Preparation

A teacher may determine that a student needs additional targeted assistance for the student to achieve mastery in state-developed essential knowledge and skills based on:

- Informal observations,
- Evaluative data such as grades earned on assignments or tests, or
- Results from diagnostic assessments.

The high school will always attempt to provide tutoring and strategies for test-taking in ways that prevent removal from other instruction as much as possible.

In accordance with state law and policy EC, without parental permission, districts are prohibited from removing a student from a regularly scheduled class for remedial tutoring or test preparation for more than ten percent of the days the class is offered.

Under state law, students with grades below 70 for a reporting period are required to attend tutorial services—if the district offers these services.

[For questions about school-provided tutoring programs contact the student's teacher, and see policies EC and EHBC.]

Harleton High School Student Handbook

Right of Access to Student Records, Curriculum Materials, and District Records/Policies

Instructional Materials

A parent has the right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered.

A parent is also entitled to request that the school allow the student to take home instructional materials the student uses. The school may ask the student to return the materials at the beginning of the next school day.

A school must provide printed versions of electronic instructional materials to a student if the student does not have reliable access to technology at home.

Notices of Certain Student Misconduct to Noncustodial Parent

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her child's misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. [See the Student Code of Conduct and policy FO(LEGAL) for more information.]

Participation in Federally Required, State-Mandated, and District Assessments

In accordance with the Every Student Succeeds Act (ESSA), a parent may request information regarding any federal, state, or district policy related to his or her child's participation in required assessments.

Student Records

Accessing Student Records

A parent may review his or her child's records. These records include:

- Attendance records,
- Test scores,
- Grades,
- Disciplinary records,
- Counseling records,
- Psychological records,
- Applications for admission,
- Health and immunization information,
- Other medical records,
- Teacher and school counselor evaluations,
- Reports of behavioral patterns,

Harleton High School Student Handbook

- Records relating to assistance provided for learning difficulties, including information collected regarding any intervention strategies used with the child, as the term “intervention strategy” is defined by law,
- State assessment instruments that have been administered to the child, and
- Teaching materials and tests used in the child’s classroom.

Authorized Inspection and Use of Student Records

The Family Educational Rights and Privacy Act (FERPA) affords parents and eligible students certain rights regarding student education records.

For purposes of student records, an “eligible” student is anyone age 18 or older or who attends a postsecondary educational institution. These rights, as discussed here and at **Objecting to the Release of Directory Information** on page 14, are the right to:

- Inspect and review student records within 45 days after the day the school receives a request for access;
- Request an amendment to a student record the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of FERPA;
- Provide written consent before the school discloses personally identifiable information from the student’s records, except to the extent that FERPA authorizes disclosure without consent; and
- File a complaint with the U.S. Department of Education concerning failures by the school to comply with FERPA requirements. The office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., S.W.
Washington, DC 20202

Both FERPA and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy.

Before disclosing personally identifiable information from a student’s records, the district must verify the identity of the person, including a parent or the student, requesting the information.

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

Inspection and release of student records is restricted to an eligible student or a student’s parent—whether married, separated, or divorced—unless the school receives a copy of a court order terminating parental rights or the right to access a student’s education records.

Federal law requires that control of the records goes to the student as soon as the student:

- Reaches the age of 18,
- Is emancipated by a court, or
- Enrolls in a postsecondary educational institution.

Harleton High School Student Handbook

However, the parent may continue to have access to the records if the student is a dependent for tax purposes and, under limited circumstances, when there is a threat to the health and safety of the student or other individuals.

FERPA permits the disclosure of personally identifiable information from a student's education records without written consent of the parent or eligible student:

- When school officials have what federal law refers to as a "legitimate educational interest" in a student's records.
 - Legitimate educational interest may include:
 - Working with the student;
 - Considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities;
 - Compiling statistical data;
 - Reviewing an educational record to fulfill the official's professional responsibility; or
 - Investigating or evaluating programs.
 - School officials may include:
 - Board members and employees, such as the superintendent, administrators, and principals;
 - Teachers, school counselors, diagnosticians, and support staff (including district health or medical staff);
 - A person or company with whom the district has contracted or allowed to provide a specific institutional service or function (such as an attorney, consultant, third-party vendor that offers online programs or software, auditor, medical consultant, therapist, school resource officer, or volunteer);
 - A person appointed to serve on a team to support the district's safe and supportive school program;
 - A parent or student serving on a school committee; or
 - A parent or student assisting a school official in the performance of his or her duties.

FERPA also permits the disclosure of personally identifiable information without written consent:

- To authorized representatives of various governmental agencies, including juvenile service providers, the U.S. Comptroller General's office, the U.S. Attorney General's office, the U.S. Secretary of Education, the Texas Education Agency, the U.S. Secretary of Agriculture's office, and Child Protective Services (CPS) caseworkers or, in certain cases, other child welfare representatives.
- To individuals or entities granted access in response to a subpoena or court order.
- To another school, district/system, or postsecondary educational institution to which a student seeks or intends to enroll or in which the student already is enrolled.

Harleton High School Student Handbook

- In connection with financial aid for which a student has applied or has received.
- To accrediting organizations to carry out accrediting functions.
- To organizations conducting studies for, or on behalf of, the school to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.
- To appropriate officials in connection with a health or safety emergency.
- When the district discloses directory information-designated details. [To prohibit this disclosure, see **Objecting to the Release of Directory Information** on page 14.]

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

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

A parent or eligible student who wants to inspect the student's records should submit a written request to the records custodian identifying the records he or she wants to inspect.

Records may be reviewed in person during regular school hours. The records custodian or designee will be available to explain the record and to answer questions.

A parent or eligible student who submits a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review the records.

The address of the superintendent's office is PO Box 510, Harleton TX 75651

The address of the principal's office is: PO Box 710, Harleton TX, 75651

A parent or eligible student may inspect the student's records and request a correction or amendment if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights.

A request to correct a student's record should be submitted to the appropriate records custodian. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If after the hearing the records are not amended, the parent or eligible student has 30 school days to place a statement in the student's record.

Although improperly recorded grades may be challenged, contesting a student's grade in a course or on an examination is handled through the complaint process found in policy FNG(LOCAL). A grade issued by a teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading guidelines. [See **Report Cards/Progress Reports and Conferences** on page 86, **Complaints and Concerns** on page 43, and **Finality of Grades** at policy FNG(LEGAL).]

The district's student records policy is found at policy FL(LEGAL) and (LOCAL) and is available at the principal's or superintendent's office.

Harleton High School Student Handbook

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

Teacher and Staff Professional Qualifications

A parent may request information regarding the professional qualifications of his or her child's teachers, including whether the teacher:

- Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction,
- Has an emergency permit or other provisional status for which state requirements have been waived, and
- Is currently teaching in the field of discipline of his or her certification.

The parent also has the right to request information about the qualifications of any paraprofessional who may provide services to the child.

A Student with Exceptionalities or Special Circumstances

Children of Military Families

The Interstate Compact on Educational Opportunities for Military Children entitles children of military families to flexibility regarding certain district and state requirements, including:

- Immunization requirements;
- Grade level, course, or educational program placement;
- Eligibility requirements for participation in extracurricular activities;
- Enrollment in the Texas Virtual School Network (TXVSN); and
- Graduation requirements.

The district will excuse absences related to a student visiting a parent, including a stepparent or legal guardian, who is:

- Called to active duty,
- On leave, or
- Returning from a deployment of at least four months.

The district will permit **no more than five** excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent's return from deployment.

Additional information may be found at [Military Family Resources at the Texas Education Agency](#).

Harleton High School Student Handbook

Parental Role in Certain Classroom and School Assignments

Multiple-Birth Siblings

State law permits a parent of multiple-birth siblings (e.g., twins, triplets) assigned to the same grade and campus to request in writing that the children be placed in either the same classroom or separate classrooms.

Written requests must be submitted by the 14th day after the students' enrollment. [See policy FDB(LEGAL) for more information.]

Safety Transfers/Assignments

The board or its designee will honor a parent's request to transfer his or her child to another classroom or campus if the district has determined that the child has been a victim of bullying, including cyberbullying, as defined by Education Code 37.0832.

The board may transfer a student who has engaged in bullying to another classroom or campus.

Transportation is not provided for a transfer to another campus. See the Harleton High School Principal for more information.

[See **Bullying** on page 34, and policies FDB and FFI for more information.]

The district will honor a parent's request for the transfer of his or her child to a safe public school in the district if the child attends a school identified by the Texas Education Agency as persistently dangerous or if the child has been a victim of a violent criminal offense while at school or on school grounds.

[See policy FDE for more information.]

The board will honor a parent's request for the transfer of his or her child to a neighboring district if the child has been the victim of sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for the assault. In accordance with policy FDE, if the victim does not wish to transfer, the board will transfer the assailant.

Student Use of a Service/Assistance Animal

A parent of a student who uses a service/assistance animal because of the student's disability must submit a written request to the principal before bringing the service/assistance animal on campus. The district will try to accommodate a request as soon as possible but will do so within ten district business days.

A Student in the Conservatorship of the State (Foster Care)

A student in the conservatorship (custody) of the state who enrolls in the district after the beginning of the school year will be allowed credit-by-examination opportunities at any point during the year.

The district will grant partial course credit by semester when the student only passes one semester of a two-semester course

A student in the conservatorship of the state who is moved outside the district's or school's attendance boundaries—or who is initially placed in the conservatorship of the state and moved outside the district's or school's boundaries—is entitled to remain at the school the student was

Harleton High School Student Handbook

attending prior to the placement or move until the student reaches the highest grade level at that particular school.

If a student in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, the student can request a diploma from the previous district if the student meets its graduation criteria.

For a student in the conservatorship of the state who is eligible for a tuition and fee exemption under state law and likely to be in care on the day preceding the student's 18th birthday, the district will:

- Assist the student with the completion of applications for admission or financial aid;
- Arrange and accompany the student on campus visits;
- Assist in researching and applying for private or institution-sponsored scholarships;
- Identify whether the student is a candidate for appointment to a military academy;
- Assist the student in registering and preparing for college entrance examinations, including (subject to the availability of funds) arranging for the payment of examination fees by the Texas Department of Family and Protective Services (DFPS); and
- Coordinate contact between the student and a liaison officer for students formerly in the conservatorship of the state.

[See **Credit by Examination for Advancement/Acceleration** on page 50, **Course Credit** on page 50, and **A Student in Foster Care** on page 93.]

A Student Who Is Homeless

Children who are homeless will be provided flexibility regarding certain district provisions, including:

- Proof of residency requirements;
- Immunization requirements;
- Educational program placement (if the student is unable to provide previous academic records or misses an application deadline during a period of homelessness);
- Credit-by-examination opportunities at any point during the year (if the student enrolled in the district after the beginning of the school year), per State Board of Education (SBOE) rules;
- Awarding partial credit when a student passes only one semester of a two-semester course;
- Eligibility requirements for participation in extracurricular activities; and
- Graduation requirements.

Federal law allows a student who is homeless to remain enrolled in the "school of origin" or to enroll in a new school in the attendance area where the student is currently residing.

If a student who is homeless in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, state law allows the student to request a

Harleton High School Student Handbook

diploma from the previous district if the student meets the criteria to graduate from the previous district.

A student or parent who is dissatisfied by the district's eligibility, school selection, or enrollment decision may appeal through policy FNG(LOCAL). The district will expedite local timelines, when possible, for prompt dispute resolution.

[See **Credit by Examination for Advancement/Acceleration** on page 50, **Course Credit** on page 50, and **Students who are Homeless** on page 93.]

A Student Who Has Learning Difficulties or Who Needs Special Education or Section 504 Services

For those students who are having difficulty in the regular classroom, all school districts must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individuals listed below to learn about the school's overall general education referral or screening system for support services.

This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine whether the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals

If a parent makes a **written request** for an initial evaluation for special education services to the director of special education services or to a district administrative employee of the school district, the district must respond no later than **15 school days** after receiving the request. At that time, the district must give the parent prior written notice of whether it agrees or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the district agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Note: A request for a special education evaluation may be made verbally; it does not need to be made in writing. Districts must still comply with all federal prior-written notices and procedural safeguard requirements as well as the requirements for identifying, locating, and evaluating children who are suspected of having a disability and in need of special education. However, a verbal request does not require the district to respond within the 15 school-day timeline.

If the district decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an **exception** to the 45-school-day timeline. If the district receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more

Harleton High School Student Handbook

days during the evaluation period, the June 30 due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the school district in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

Contact Person for Special Education Referrals

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is Crystal Brock at 903-777-2711

Section 504 Referrals

Each school district must have standards and procedures in place for the evaluation and placement of students in the district's Section 504 program. Districts must also implement a system of procedural safeguards that includes:

- Notice,
- An opportunity for a parent or guardian to examine relevant records,
- An impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and
- A review procedure.

Contact Person for Section 504 Referrals

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is Adam Chandler at 903-777-2711

[See **A Student with Physical or Mental Impairments Protected under Section 504** on page 28.]

Visit these websites for information regarding students with disabilities and the family:

- [Legal Framework for the Child-Centered Special Education Process](#)
- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)

Notification to Parents of Intervention Strategies for Learning Difficulties Provided to Students in General Education

In accordance with state law, the district will annually notify parents if their child receives assistance for learning difficulties. Details of such assistance can include intervention strategies. This notice is not intended for those students already enrolled in a special education program.

Harleton High School Student Handbook

A Student Who Receives Special Education Services with Other School-Aged Children in the Home

If a student is receiving special education services at a campus outside his or her attendance zone, state law permits the parent or guardian to request that other students residing in the household be transferred to the same campus—if the grade level for the transferring student is offered on that campus.

The student receiving special education services would be entitled to transportation; however, the district is not required to provide transportation to other children in the household.

The parent or guardian should contact the school principal regarding transportation needs prior to requesting a transfer for other children in the home. [See policy FDB(LOCAL) for more information.]

A Student Who Speaks a Primary Language Other than English

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English.

If the student qualifies for these services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

[See **English Learners** on page 60 and **Special Programs** on page 92 .]

A Student with Physical or Mental Impairments Protected under Section 504

A student with a physical or mental impairment that substantially limits a major life activity, as defined by law—and who does not otherwise qualify for special education services—may qualify for protections under Section 504 of the Rehabilitation Act.

Section 504 is a federal law designed to prohibit discrimination against individuals with disabilities.

When an evaluation is requested, a committee will be formed to determine whether the student needs services and supports under Section 504 in order to receive a free appropriate public education (FAPE), as defined in federal law.

[See **A Student Who Has Learning Difficulties or Who Needs Special Education or Section 504 Services** on page 26 and policy FB for more information.]

Harleton High School Student Handbook

Section Two: Other Important Information for Parents and Students

This section contains important information on academics, school activities, and school operations and requirements.

It is organized alphabetically to serve as a quick-reference guide. Where applicable, the topics are further organized by grade level.

Parents and children should take a moment together to become familiar with the issues addressed in this section. For guidance on a particular topic, please contact *Kathrine Bates* at 903-777-2711

Absences/Attendance

Regular school attendance is essential. Absences from class may result in serious disruption of a student's education. The student and parent should avoid unnecessary absences.

Two important state laws—one dealing with compulsory attendance and the other with how attendance affects the award of a student's final grade or course credit—are discussed below.

Compulsory Attendance

Prekindergarten and Kindergarten

Students enrolled in kindergarten are required to attend school and are subject to the compulsory attendance requirements as long as they remain enrolled.

Ages 6–18

State law requires that a student who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached their 19th birthday, shall attend school, as well as any applicable accelerated instruction program, extended-year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

State law requires a student in kindergarten–grade 2 to attend any assigned accelerated reading instruction program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program based on a diagnostic reading instrument.

A student will be required to attend any assigned accelerated instruction program before or after school or during the summer if the student does not meet the passing standards on the state assessment for his or her grade level and/or applicable subject area.

Age 19 and Older

A student who voluntarily attends or enrolls after his or her 19th birthday is required to attend each school day until the end of the school year. If the student incurs more than five unexcused absences in a semester, the district may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing. [See policy FEA for more information.]

Exemptions to Compulsory Attendance

All Grade Levels

State law allows exemptions to the compulsory attendance requirements for the following activities and events, as long as the student makes up all work:

Harleton High School Student Handbook

- Religious holy days;
- Required court appearances;
- Activities related to obtaining U.S. citizenship;
- Documented health-care appointments for the student or a child of the student, including absences related to autism services, if the student returns to school on the same day of the appointment and brings a note from the health-care provider;
- For students in the conservatorship of the state,
 - An activity required under a court-ordered service plan; or
 - Any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

For children of military families, absences of up to five days will be excused for a student to visit a parent, stepparent, or legal guardian going to, on leave from, or returning from certain deployments.

Secondary Grade Levels

The district will allow junior and senior students to be absent for up to two days per year to visit a college or university, provided this has been;

- Authorized by the board under policy FEA(LOCAL) and the student receives approval from the campus principal,
- Follows campus procedures to verify the visit, and
- Makes up any work missed.

The district will allow a student 17 years old or older to be absent for up to four days during the period the student is enrolled in high school to pursue enlistment in the U.S. armed services or Texas National Guard, provided the student verifies these activities to the district.

The district will allow a student to be absent for up to two days per school year to serve as:

- An early voting clerk, provided the district's board has authorized this in policy FEA(LOCAL), the student notifies his or her teachers, and the student receives approval from the principal prior to the absences; or
- An election clerk, if the student makes up any work missed.

The district will allow a student in grades 6–12 to be absent for the purpose of sounding "Taps" at a military honors funeral for a deceased veteran.

Failure to Comply with Compulsory Attendance

All Grade Levels

School employees must investigate and report violations of the compulsory attendance law.

A student absent without permission from school, any class, any required special program, or any required tutorial will be considered in violation of the compulsory attendance law and subject to disciplinary action.

Harleton High School Student Handbook

Students with Disabilities

If a student with a disability is experiencing attendance issues, the student's ARD or Section 504 committee will determine whether the attendance issues warrant an evaluation, a reevaluation, and/or modifications to the student's individualized education program or Section 504 plan, as appropriate.

Ages 6–18

When a student ages 6–18 incurs three or more unexcused absences within a four-week period, the law requires the school to send notice to the parent.

The notice will:

- Remind the parent of his or her duty to monitor the student's attendance and require the student to attend school;
- Request a conference between school administrators and the parent; and
- Inform the parent that the district will initiate truancy prevention measures, including a behavior improvement plan, school-based community service, referrals to counseling or other social services, or other appropriate measures.

The truancy prevention facilitator for Harleton High School is Adam Chandler. For any questions about student absences, parents should contact the facilitator at 903-777-2711.

A court of law may impose penalties against the parent if a school-aged student is deliberately not attending school. The district may file a complaint against the parent if the student incurs ten or more unexcused absences within a six-month period in the same school year.

If a student age 12–18 incurs ten or more unexcused absences within a six-month period in the same school year, the district, in most circumstances, will refer the student to truancy court.

[See policies FEA(LEGAL) and FED(LEGAL) for more information.]

Age 19 and Older

After a student age 19 or older incurs a third unexcused absence, the district is required by law to send the student a letter explaining that the district may revoke the student's enrollment for the remainder of the school year if the student has more than five unexcused absences in a semester. As an alternative to revoking a student's enrollment, the district may implement a behavior improvement plan.

Attendance for Credit or Final Grade (High School)

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

If a student attends fewer than 75 percent of the class days or does not complete the principal-approved plan, then the attendance review committee will determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade. [See policy FEC for more information.]

Harleton High School Student Handbook

All absences, excused or unexcused, may be held against a student's attendance requirement. To determine whether there were extenuating circumstances for any absences, the attendance committee will use the following guidelines:

- If makeup work is completed, absences listed under **Exemptions to Compulsory Attendance** on page 29 will be considered extenuating circumstances.
- A transfer or migrant student incurs absences only after he or she has enrolled in the district.
- Absences incurred due to the student's participation in board-approved extracurricular activities will be considered by the attendance committee as extenuating circumstances if the student makes up the work missed in each class.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences
- The committee will consider whether the student or student's parent had any control over the absences.
- 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 discuss ways to earn or regain credit or a final grade.

The student or parent may appeal the committee's decision to the board by following policy FNG(LOCAL).

Official Attendance-Taking Time (High School)

The district will take official attendance every day at 9:00 a.m.

A student absent for any portion of the day, should follow the procedures below to provide documentation of the absence.

Documentation after an Absence (High School)

A parent must provide an explanation for any absence upon the student's arrival or return to school. The student must submit a note signed by the parent. The campus may accept a phone call from the parent but reserves the right to require a written note.

A note signed by the student will not be accepted unless the student is age 18 or older or is an emancipated minor under state law.

The campus will document in its attendance records whether the absence is excused or unexcused.

Note: The district is not required to excuse any absence, even if the parent provides a note explaining the absence, unless the absence is an exemption under compulsory attendance laws.

Doctor's Note after an Absence for Illness (High School)

Upon returning to school, a student absent for more than 5 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or

Harleton High School Student Handbook

condition that caused the absence. Otherwise, the absence may be considered unexcused and in violation of compulsory attendance laws.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the absence to determine whether an absence will be excused or unexcused.

[See policy FEC(LOCAL) for more information.]

Driver License Attendance Verification (Secondary Grade Levels Only)

A currently enrolled student seeking a driver's license shall submit the Texas Department of Public Safety Verification of Enrollment and Attendance Form (VOE), signed by the parent, to the campus central office at least 10 days before it is needed. The district will issue a VOE only if the student meets class credit or attendance requirements. The VOE form is available at: <https://www.tdlr.texas.gov/driver/forms/VOE.pdf>.

Further information may be found on the Texas Department of Public Safety website: <https://www.dps.texas.gov/driverlicense/teedriver.htm>.

Accountability under State and Federal Law (All Grade Levels)

Harleton ISD and each of its campuses are held to certain standards of accountability under state and federal law. A key component of accountability is the dissemination and publication of certain reports and information, including:

- The Texas Academic Performance Report (TAPR) for the district, compiled by the Texas Education Agency (TEA), based on academic factors and ratings;
- A School Report Card (SRC) for each campus in the district, compiled by TEA;
- The district's financial management report, which includes the financial accountability rating assigned to the district by TEA; and
- Information compiled by TEA for the submission of a federal report card that is required by federal law.

Accountability information can be found on the district's website at www.Harletonisd.net. Hard copies of any reports are available upon request to the district's administration office.

TEA maintains additional accountability and accreditation information at [TEA Performance Reporting Division](#) and the [TEA homepage](#).

Armed Services Vocational Aptitude Battery Test (Grades 10–12)

A student in grades 10–12 will be offered an opportunity to take the Armed Services Vocational Aptitude Battery test and consult with a military recruiter.

The test shall be offered during the Fall semester on the high school campus.

Contact the Assistant Principal of Student Services for information about this opportunity.

Awards and Honors (High School)

Harleton High School believes in and is committed to celebrating the success and achievements of our students. For more information concerning awards, contact the high school office.

Harleton High School Student Handbook

Bullying (High School)

Bullying is defined in state law as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- Infringes on the rights of the victim at school.

Bullying includes cyberbullying. Cyberbullying is defined in state law as bullying that is done through the use of any electronic communication device, including through the use of:

- A cellular or other type of telephone
- A computer
- A camera
- Electronic mail
- Instant messaging
- Text messaging
- A social media application
- An internet website
- Any other internet-based communication tool.

Bullying is prohibited by the district and could include:

- Hazing
- Threats
- Taunting
- Teasing
- Confinement
- Assault
- Demands for money
- Destruction of property
- Theft of valued possessions

Harleton High School Student Handbook

- Name-calling
- Rumor-spreading
- Ostracism.

If a student believes that he or she has experienced bullying or witnesses the bullying of another student, the student or parent should notify a teacher, school counselor, principal, or another district employee as soon as possible. Procedures for reporting allegations of bullying may be found on the district's website.

A student may anonymously report an alleged incident of bullying by accessing the Crisis Go Anonymous Alerts link, on the school Harleton High School website.

The administration will investigate any allegations of bullying and related misconduct. The district will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying.

If an investigation determines that bullying occurred, the administration will take appropriate disciplinary action and may, in certain circumstances, notify law enforcement. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying.

Available counseling options will be provided to the affected individuals, including any student who witnessed the bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

Upon recommendation of the administration, the board may transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the student may also be transferred to another campus in the district.

The parent of a student who has been determined to be a victim of bullying may request that the student be transferred to another classroom or campus within the district. [See **Safety Transfers/Assignments** on page 24.]

A copy of the district's bullying policy is available in the principal's office, superintendent's office, and on the district's website, and is included at the end of this handbook as an appendix.

A student or parent who is dissatisfied with the outcome of an investigation may appeal through policy FNG(LOCAL).

[See **Safety Transfers/Assignments** on page 24, **Dating Violence, Discrimination, Harassment, and Retaliation** on page 51, **Hazing** on page 71, policy FFI, the district's Student Code of Conduct, and the district improvement plan, a copy of which can be viewed in the campus office.

Career and Technical Education (CTE) Programs (Secondary Grade Levels Only)

The district offers career and technical education programs in the following areas:

Agricultural Science, Audio Visual, Business, Health Sciences, Printing & Imaging, and Engineering. Admission to these programs is based on student interest and availability.

Harleton High School Student Handbook

District policy prohibits discrimination on the basis of race, color, national origin, sex, or handicap in its vocational programs, services, and activities, as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973 as amended.

District policy also prohibits discrimination on the basis of race, color, national origin, sex, or handicap in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

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

[See **Nondiscrimination Statement** on page 82 for the name and contact information for the Title IX coordinator and ADA/Section 504 coordinator, who will address certain allegations of discrimination.]

Celebrations (High School)

Although a parent or grandparent may provide food to share for a school-designated function or for a student's birthday, please be aware that children in the school may have severe allergies to certain food products. Therefore, it is imperative to discuss any classroom allergies with the teacher before bringing food to share.

Occasionally, the school or a class may host functions or celebrations tied to the curriculum that involve food. The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers to provide food.

[See **Food Allergies** on page 76.]

Child Sexual Abuse, Trafficking, and Other Maltreatment of Children (High School)

The district has established a plan for addressing child sexual abuse, trafficking, and other maltreatment of children, which may be accessed at www.Harletonisd.net or upon request in the High School Office. Trafficking includes both sex and labor trafficking.

Warning Signs of Sexual Abuse

Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child.

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, to report the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

A child who has been or is being sexually abused may exhibit physical, behavioral, or emotional warning signs, including:

- Difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches;

Harleton High School Student Handbook

- Verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior; or
- Withdrawal, depression, sleeping and eating disorders, and problems in school.

Be aware that children and adolescents who have experienced dating violence may show similar physical, behavioral, and emotional warning signs. [See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 51.]

Warning Signs of Trafficking

Child trafficking of any sort is prohibited by the Penal Code. Sex trafficking involves forcing a person, including a child, into sexual abuse, assault, indecency, prostitution, or pornography. Labor trafficking involves forcing a person, including a child, to engage in forced labor or services.

Traffickers are often trusted members of a child's community, such as friends, romantic partners, family members, mentors, and coaches, although traffickers frequently make contact with victims online.

Possible warning signs of sexual trafficking in children include:

- Changes in school attendance, habits, friend groups, vocabulary, demeanor, and attitude;
- Sudden appearance of expensive items (for example, manicures, designer clothes, purses, technology);
- Tattoos or branding;
- Refillable gift cards;
- Frequent runaway episodes;
- Multiple phones or social media accounts;
- Provocative pictures posted online or stored on the phone;
- Unexplained injuries;
- Isolation from family, friends, and community; and
- Older boyfriends or girlfriends.

Additional warning signs of labor trafficking in children include:

- Being unpaid, paid very little, or paid only through tips;
- Being employed but not having a school-authorized work permit;
- Being employed and having a work permit but clearly working outside the permitted hours for students;
- Owing a large debt and being unable to pay it off;
- Not being allowed breaks at work or being subjected to excessively long work hours;
- Being overly concerned with pleasing an employer and/or deferring personal or educational decisions to a boss;

Harleton High School Student Handbook

- Not being in control of his or her own money;
- Living with an employer or having an employer listed as a student's caregiver; and
- A desire to quit a job but not being allowed to do so.

Reporting and Responding to Sexual Abuse, Trafficking, and Other Maltreatment of Children

Anyone who suspects that a child has been or may be abused, trafficked, or neglected has a legal responsibility, under state law, to report the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

A child who has experienced sexual abuse or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Children may be more reluctant to disclose sexual abuse than physical abuse and neglect and may only disclose sexual abuse indirectly. As a parent or trusted adult, it is important to be calm and comforting if your child or another child confides in you. Reassure the child that he or she did the right thing by telling you.

If your child is a victim of sexual abuse, trafficking, or other maltreatment, the school counselor or principal will provide information on counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (DFPS) also manages early intervention counseling programs.

To find out what services may be available in your county, see [Texas Department of Family and Protective Services, Programs Available in Your County](#).

Reports of abuse, trafficking, or neglect may be made to the CPS division of the DFPS at 1-800-252-5400 or on the web at [Texas Abuse Hotline Website](#).

Further Resources on Sexual Abuse, Trafficking, and Other Maltreatment of Children

The following websites might help you become more aware of child abuse and neglect, sexual abuse, trafficking, and other maltreatment of children:

- [Child Welfare Information Gateway Factsheet](#)
- [KidsHealth, For Parents, Child Abuse](#)
- [Office of the Texas Governor's Child Sex Trafficking Team](#)
- [Human Trafficking of School-aged Children](#)
- [Child Sexual Abuse: A Parental Guide from the Texas Association Against Sexual Assault](#)
- [National Center of Safe Supportive Learning Environments: Child Labor Trafficking](#)

Class Rank/Highest-Ranking Student (Secondary Grade Levels Only)

- Courses that are **included** in the class rank calculations; The district shall include the calculation of class rank semester grades earned in all courses receiving high school credit regardless of when the credit was earned, except as excluded in this policy.
- Courses that are **excluded** in the class rank calculations; The calculation of class rank shall exclude grades earned in fine arts, physical education, a course substituted for physical

Harleton High School Student Handbook

education, or a local course. Local courses that are considered honors will count towards GPA beginning with the 2016-2017 school year. [See policy EIC for more information.]

End of Course Assessment Scores

The district shall not include scores from end-of-course (EOC) assessments in calculations for class rank.

Weighted Grade System

The district shall categorize and weight courses as Advanced / Honors and regular, in accordance with provisions in this policy.

Categories: Advanced / Honors System

High School courses in the subject of English, foreign language, mathematics, science, and social studies shall be eligible to be categorized as Advanced / Honors courses. High school courses locally designated as Advanced / Honors shall be listed in the student handbook and shall be weighted as Advanced / Honors courses. All dual credit courses shall be categorized and weighted as Advanced / Honors courses. Beginning with the 2019 Freshman class, dual credit courses will be weighted 5 points higher than campus honors or advanced courses.

Regular Courses

All other eligible courses shall be categorized and weighted as regular courses.

Weighted Numerical Average

The district shall assign weights to semester grades and shall calculate a weighted numerical grade average in accordance with the following scale:

Students enrolled in the 10th, 11th, or 12th grade during the 2019-2020 school year, will have transcripts weighted using the current scale listed below:

Category	Weight
Dual Credit / Honors Core Classes	Plus 10 points
Advanced / Honors Non-Core Classes	Plus 5 Points
Regular	Plus 0 Points

The following weight system was implemented, beginning with the freshman class of 2019-2020.

Category	Weight
Dual Credit	Plus 10 points
Advanced / Honors Classes	Plus 5 Points
Regular	Plus 0 Points

2019-2020 Advanced/Honors Courses

- Honors English I, II, III
- Honors Biology, Honors Chemistry, Honors Physics, and Anatomy & Physiology
- Honors U.S. History, Honors World Geography, Honors World History, Honors Government, and Honors Economics.
- Honors Algebra I, Honors Geometry, Honors Algebra II, Pre-Calculus, and Statistics

Harleton High School Student Handbook

- Honors Spanish I and II
- Engineering Design & Development and Engineering Design & Problem Solving
- Dual Credit Courses

The district shall record un-weighted numerical grades on student transcripts.

Dual Credit Grades

Dual credit courses are weighted 10 points. Beginning with the 2017-2018 school year, number grades will be reported exactly as they are received from partnering colleges / Universities. If a number grade is not given by the college / Universities, and only a letter grade is reported, the grading scale HHS will use is:

A = 95 B = 85 C = 75 D = 70 F = 50

Transferred grades

When a student transfers grades for properly documented courses, the district shall assign weight to those grades based on the categories and grade weight system used by the district for an equivalent number of weighted courses offered to the same class of students in the district. The district shall apply Advanced / Honors weight to the applicable number of eligible courses with the highest grades.

Local Graduation Honors

For the purpose of determining honors to be conferred during graduation activities, the district shall calculate class rank at the end of the fifth six-week period of the senior year. The average of the fourth and fifth six-week grades shall be used as the semester grade for the purpose.

University Senior Ranking

For the purpose of determining honors to be conferred during graduation activities, the district shall calculate class ranking as required by state law and shall use the title "University Senior Class Ranking" for the rankings resulting from this calculation. The district's eligibility criteria for local graduation honors shall apply only for local recognitions and shall not restrict class ranking for the purpose of automatic admission under state law. See EIC (Legal)

Harleton Senior Class Ranking

For the purpose of graduation honors only, the district shall make a separate calculation of class rank titles "Harleton Senior Class Ranking" – including only those students who are completing graduation requirements in exactly eight full semesters.

Valedictorian and Salutatorian

The valedictorian and salutatorian shall be the eligible students with the highest and second highest ranking, respectively. To be eligible for such recognition, a student must:

1. Have been continuously enrolled in the district high school for the four semesters immediately preceding graduation.
2. Have completed the Recommended or the Advanced / Distinguished Achievement Program or completed all requirements for an endorsement under the foundation plan; and be graduating in exactly eight semesters of enrollment in high school.

Harleton High School Student Handbook

Breaking Ties

In case of a tie in weighted numerical grade averages after calculation, the district shall recognize all students involved in the tie as sharing the honor and title.

Honor Graduates

The District shall recognize as an honor graduate each student who:

1. Has earned a cumulative weighted numerical grade average of 90 or higher and;
2. Has not committed during his or her enrollment in high school, a major violation of the Student Code of Conduct resulting in suspension, placement in DAEP, or expulsion.
 - HISD will award the highest-ranking graduate scholarship to the district-declared valedictorian. Early graduates will not be eligible based on the requirements for district-declared valedictorian.

Class Schedules (Secondary Grade Levels Only)

All students are expected to attend school for the entire school day (All scheduled courses) and maintain a full class schedule. Exceptions may be made occasionally by the campus principal for students in grades 9–12 who meet specific criteria and receive parental consent to enroll in less than a full-day schedule (early dismissal or late arrival).

[See **Schedule Changes** on page 88 for information related to student requests to revise their course schedule.]

College and University Admissions and Financial Aid (All Grade Levels)

For two school years following graduation, a district student who graduates as valedictorian or in the top ten percent of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student:

- Completes the distinguished level of achievement under the foundation graduation program (a student must graduate with at least one endorsement and must have taken Algebra II as one of the four required math courses); or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

The student is ultimately responsible for meeting the admission requirements of the university or college, including timely submission of a completed application.

Should a college or university adopt an admissions policy that automatically accepts the top 25 percent of a graduating class, the provisions above will also apply to a student ranked in the top 25 percent of his or her class.

The University of Texas at Austin may limit the number of automatically admitted students to 75 percent of the University's enrollment capacity for incoming resident freshmen. During the summer and fall 2020 terms and spring 2021 term, the University will admit the top six percent of a high school's graduating class who meet the above requirements. Additional applicants will be considered by the University of through a holistic review process.

As required by law, the district will provide written notice concerning automatic college admission, the curriculum requirements for financial aid, and the benefits of completing the requirements for automatic admission and financial aid. Parents and students will be asked to sign an acknowledgment that they received this information.

Harleton High School Student Handbook

Students and parents should contact the school counselor for further information about automatic admissions, the application process, and deadlines.

[See **Class Rank/Highest-Ranking Student** on page 4038 for information specifically related to how the district calculates a student's rank in class, and requirements for **Graduation** on page 65 for information associated with the foundation graduation program.]

[See **Students in the Conservatorship of the State (Foster Care)** on page 24 for information on assistance in transitioning to higher education for students in foster care.]

College Credit Courses (Secondary Grade Levels Only)

Students in grades 9–12 may earn college credit through the following opportunities:

- Certain courses taught at the high school campus, which may include courses termed dual credit, Advanced Placement (AP), International Baccalaureate (IB), or college preparatory;
- Enrollment in AP or dual credit courses through the Texas Virtual School Network (TXVSN);
- Enrollment in courses taught in conjunction and in partnership with Panola, Kilgore, or other approved colleges, which may be offered on or off campus;
- Enrollment in courses taught at other colleges or universities; and
- Certain Career and Technical Education (CTE) courses.

All these methods have eligibility requirements and must be approved prior to enrollment in the course. Please see the school counselor for more information. Depending on the student's grade level and the course, a state-mandated end-of-course assessment may be required for graduation.

Not all colleges and universities accept credit earned in all dual credit or AP courses taken in high school for college credit. Students and parents should check with the prospective college or university to determine if a particular course will count toward the student's desired degree plan.

Communications—Automated (All Grade Levels)

Emergency

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. An emergency situation may include early dismissal, delayed opening, or restricted access to the campus due to severe weather, another emergency, or a security threat. It is crucial to notify your child's school when a phone number changes.

[See **Safety** on page 86 for information regarding contact with parents during an emergency situation.]

Nonemergency

Your child's school will request that you provide contact information for the school to send information specific to your child, your child's school, or the district. If you provide a phone number for this purpose, please notify the school's administration office immediately if your number changes.

Harleton High School Student Handbook

The district or school may generate automated or pre-recorded messages, text messages, or real-time phone or email communications that are closely related to the school's mission, so prompt notification of any change in contact information will be crucial.

Standard messaging rates of your wireless phone carrier may apply.

If you have specific requests or needs related to how the district contacts you, please contact your child's principal. [See **Safety** on page 86 for information regarding contact with parents during an emergency.]

Complaints and Concerns (All Grade Levels)

Usually student or parent complaints or concerns can be addressed informally by a phone call or a conference with the teacher or principal.

For those complaints and concerns that cannot be resolved informally, the board has adopted a Student and Parent Complaints/Grievances policy FNG(LOCAL). This policy can be viewed in the district's policy manual, available online at www.Harletonisd.net. The complaint forms can be accessed *online* at www.Harletonisd.net or at the principal's or superintendent's office.

- To file a formal complaint a parent or student should complete and submit the complaint form.
- In general, the written complaint form should be completed and submitted to the campus principal in a timely manner.
- If the concern is not resolved, a parent or student may request a conference with the superintendent.
- If the concern is still unresolved, the district provides a process for parents and students to appeal to the board of trustees.

Conduct (All Grade Levels)

Applicability of School Rules

The board has adopted a Student Code of Conduct that defines standards of acceptable behavior—both on and off campus, as well as on district vehicles—and outlines consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

During summer instruction, the Student Handbook and Student Code of Conduct in place for the school year immediately preceding the summer period shall apply, unless the district amends either or both documents for the purposes of summer instruction.

Campus Behavior Coordinator

Each campus has a campus behavior coordinator to apply discipline management techniques and administer consequences for certain student misconduct, as well as provide a point of contact for student misconduct. The contact information for each campus behavior coordinator is available on the district's website at www.Harletonisd.net and is listed below:

Adam Chandler Assistant Principal of Student Services

Phone: 903-777-2711

Harleton High School Student Handbook

Email: ChandlerAdam@Harletonisd.net

Deliveries

Except in emergencies, delivery of messages or packages to students will not be allowed during instructional time. A parent may leave a message or a package, such as a forgotten lunch, for the student to pick up from the front office during a passing period or lunch.

Disruption of School Operations

Disruption of school operations is not tolerated and may constitute a misdemeanor offense. As identified by state law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.

Disruption of classes or other school activities while on or within 500 feet of district property includes:

- Making loud noises;
- Trying to entice a student away from, or to prevent a student from attending, a required class or activity; and
- Entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.

Interference with the transportation of students in vehicles owned or operated by the district is also considered a disruption.

Harleton High School Student Handbook

HARLETON HIGH SCHOOL DISCIPLINE MANAGEMENT PLAN

Continued failure to adhere to this policy can result in the rapid escalation of any offense

Examples of Level I offenses include, but are not limited to the following:

1. Sleeping in class
2. Not participating in class
3. Minor class disruption
4. Minor disrespect
5. Failure to attend assigned detention
6. Hall or cafeteria disturbance
7. Profanity (Expletive language may result in level two offense)
8. Public display of affection
9. Verbal altercation
10. Tardy

Examples of Level II offenses include, but are not limited to the following:

1. Destruction of property
2. Significant or blatant disrespect towards any school employee
3. Skipping class
4. Leaving campus without permission
5. Possession of prohibited items.
6. Computer /Internet violations
7. Theft (Under \$50.00)
8. Videoing Physical Altercations
9. Bullying or intimidation
10. Extreme Class Disruptions

Examples of Level III offenses include, but are not limited to the following:

1. Assault
2. Conduct relating to false alarm or report (including bomb threat) or a terroristic threat involving a public school
3. Possession, selling, giving, or delivering alcohol or a controlled substance
4. Possession of a weapon
5. Engaging in verbal or written exchange that threatens the safety of a school employee or any other member of the school community
6. Vandalism or criminal mischief
7. Inappropriate exposure of body parts or public lewdness
8. Hazing, harassment or threatening behavior
9. Use or possession of a "Vaping Device" containing an illegal substance (IE marijuana concentrates)
10. Retaliation or targeting of any school employee through violence, vandalism, theft, criminal mischief, or social media content.

Harleton High School Student Handbook

	Level One	Level Two	Level Three
Step One	Teacher/Staff Action: Parent notification documented in Skyward	Referral to Assistant Principal of Student Services: Counsel with student, parent notification & 1 day of ISS. Students may attend practices but shall not participate in any extracurricular competition or event while serving ISS or DAEP assignments.	Conference with Assistant Principal of Student Services, Principal, Student, & Parent/Guardian and Alternative placement (DAEP), suspension, or expulsion will be assigned. When needed, local authorities will be called to take legal action.
Step Two	Teacher/Staff Action: Teacher enforced repercussion such as: Break Detention and / or Alternative Assignment documented in Skyward	Referral to Assistant Principal of Student Services: Parent notification & 2 days ISS	ISS / DETENTION EXPECTATIONS
Step Three	Referral to Assistant Principal of Student Services: Counsel with student, parent notification, Assign 1 day of Academic detention	Referral to Assistant Principal of Student Services: Parent Conference & 3 days ISS	*Students are required to bring assignments to detention and complete school work during this time. If the student does not have work, work will be given.
Step Four	Referral to Assistant Principal of Student Services: Assign 1 O.S.D. detention	Referral to Assistant Principal of Student Services: 4 days ISS	*No cell phones in detention. *No sleeping in detention.
Step Five	Referral to Assistant Principal of Student Services: 2 O.S.D. detention	Referral to Assistant Principal of Student Services: Parent notification & 5 days ISS	* ISS / Detention times ISS = 8 am to 3:40 pm OSD = (7 to 7:55) (3:45 to 4:40)
Step Six	Referral to Assistant Principal of Student Services: Parent conference Assign 1 week of Lunch detention 1 Saturday school	Conference with Assistant Principal of Student Services, Principal, Student, & Parent/Guardian and Alternative Placement (DAEP) – minimum 30 days	Students who are assigned ISS will adequately complete all assignments before returning to their regular schedule (determined by ISS monitor).
Failure to complete assigned step, will result in moving to the next step.*	*After Step Six , additional Level One offenses will attach to current Step 1-6 (as needed) under the Level II heading.	*If behavior banned by the student code of conduct continues in DAEP, the placement can be extended to address the continuing discipline infractions.	Supplemental online tutorials will be provided in place of classroom assignments that cannot be administered in ISS and will be assigned as needed to eliminate down time.

*In severe or frequent disciplinary infractions, administrators may circumvent the six-step disciplinary progression and assign consequences to address behavior.

Possession: Controlled substance, Alcohol, Vaping, and Tobacco Policy

Harleton High School has a **zero tolerance policy** concerning the possession of and / or use of any illegal drugs, alcohol, vape devices, or tobacco products on campus (**includes school activities on or off campus**). If the student is found with any piece, part, or chemical used in a vaping device, the student will be deemed to be in possession of a prohibited item on campus. This will result in a referral or placement consistent with the following vape / tobacco policy.

VAPE / TOBACCO POLICY

STEP	PLACEMENT	DAYS
STEP 1	IN SCHOOL SUSPENSION	5
STEP 2	DAEP	15
STEP 3	DAEP	30
STEP 4	DAEP	45

**** This chart is for tobacco and vaping infractions only. ****

If any part of the vape contains a controlled substance (for example: THC) the student will be referred as being in possession of a controlled substance and will be subject to the DAEP placement procedures for that offense. A student found to be in possession of tobacco, vape devices (includes parts of vape devices), alcohol or controlled substances may receive a ticket and / or other consequences issued by our campus SRO or other law enforcement agencies.

Food and Drink Containers

Open food and drink containers, are not allowed outside of the cafeteria or food court. Continued violations of this expectation will result in an office referral. YETI or other similar containers are not allowed on campus at any time.

Physical Altercations & Promotion of Altercations and / or Bullying

When physical altercations occur, all students involved will be suspended for the remainder of the day and serve three days of ISS unless otherwise determined by a campus administrator. If a student is involved in more than one physical altercation within a school year, an alternative placement will be considered. Any student or group of students that engage in promoting altercations, bullying, or any other negative actions that may result in major disruption of the campus, may be deemed to be a participant in the activity and receive disciplinary consequences including ISS, OSS, and DAEP assignments.

Administrator Discretion & Student Removal from Class / activities

Serious or classroom disruption infractions will result in the student being removed from class and sent directly to the office. Infractions of this nature will result in a discipline consequence. In the case of severe or frequent disciplinary infractions, an administrator to address specific offenses may circumvent the six-step disciplinary progression.

Harleton High School Student Handbook

Drug Testing (Secondary Grade Levels Only)

Harleton ISD requires drug testing of any student in grades 7 – 12 who chooses to participate in any school-sponsored extracurricular activities.

A student participating in these activities shall be tested randomly throughout the school year for the presence of illegal drugs and alcohol.

The purpose of the drug-testing program is to deter student use of illegal and performance enhancing drugs or alcohol.

[For further information, see policy FNF(LOCAL). Also see **Steroids** on

Harleton High School Tardy Plan

Tardies are by semester, including all periods.

1st Tardy	Verbal Warning
2nd Tardy	Verbal Warning
3rd Tardy	Verbal Warning and Parent Contact
4th Tardy	1 Before or After School Detention
5th Tardy	2 Before or After school Detention
6th Tardy	3 Before or After school Detention
7th Tardy	Saturday School
8th Tardy	Each Tardy Thereafter—ISS or Detentions as needed

Administrator Discretion & Student Removal from Class / activities

Serious or classroom disruption infractions will result in the student being removed from class and sent directly to the office. Infractions of this nature will result in a discipline consequence. In the case of severe or frequent disciplinary infractions, an administrator to address specific offenses may circumvent the six-step disciplinary progression.

Social Events

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest.

A student attending a social event will be asked to sign out when leaving before the end of the event and will not be readmitted.

A parent interested in serving as a chaperone for any school social events should contact the campus principal.

Counseling

The district has a comprehensive school counseling program that includes:

- A guidance curriculum to help students develop their full educational potential, including the student's interests and career objectives;

Harleton High School Student Handbook

- A responsive services component to intervene on behalf of any student whose immediate personal concerns or problems put the student's continued educational, career, personal, or social development at risk;
- An individual planning system to guide a student as the student plans, monitors, and manages the student's own educational, career, personal, and social development; and
- Systems to support the efforts of teachers, staff, parents, and other members of the community in promoting the educational, career, personal, and social development of students.

The district will make a preview of the program, including all materials and curriculum, available to parents to review during school hours.

Academic Counseling

Elementary and Middle/Junior High School Grade Levels

The school counselor / administrators will provide information to students and parents about college and university admissions and the importance of planning for postsecondary education, including appropriate coursework and financial aid availability and requirements.

High School Grade Levels

High school students and their parents are encouraged to talk with the Assistant Principal of Student Services or the Campus Principal to learn more about course offerings, graduation requirements, and early graduation procedures.

Each year, high school students will be provided information on anticipated course offerings for the next school year, how to make the most of academic and career and technical education (CTE) opportunities, and the importance of postsecondary education.

The Assistant Principal of Student Services will also provide information each year a student is enrolled in high school regarding:

- The importance of postsecondary education;
- The advantages of earning an endorsement and completing the foundation program with the distinguished level of achievement;
- The disadvantages of pursuing a high school equivalency exam (GED) as opposed to earning a high school diploma;
- Financial aid eligibility and how to apply for financial aid;
- Automatic admission to state-funded Texas colleges and universities;
- Eligibility requirements for the TEXAS Grant;
- Availability of district programs that allow students to earn college credit;
- Availability of tuition and fee assistance for postsecondary education for students in foster care; and
- Availability of college credit awarded by institutions of higher education to veterans and military service members for military experience, education, and training.

Harleton High School Student Handbook

Additionally, the school counselor can provide information about workforce opportunities after graduation or technical and trade school opportunities, including opportunities to earn industry-recognized certificates and licenses.

Personal Counseling (All Grade Levels)

The school counselor / admin team is available to assist students with a wide range of personal, social, and family concerns, including emotional or mental health issues and substance abuse. A student who wishes to meet with the school counselor or administrator should do so at their convenience. As a parent, if you are concerned about your child's mental or emotional health, please speak with the school counselor or administrator for a list of resources that may be of assistance.

If your child has experienced trauma, contact the school counselor for more information.

[See **Mental Health Support** on page 74, and **Child Sexual Abuse, Trafficking, and Other Maltreatment of Children and Dating Violence** on page 36.]

Course Credit (Secondary Grade Levels Only)

A student at any grade level enrolled in a high school course will earn credit for the course only if the final grade is 70 or above. For a two-part (two-semester, 1-credit course), the student's grades from both halves (semesters) will be averaged and credit will be awarded if the combined average is 70 or above. If the student's combined average is less than 70, the student will be awarded credit only for the half (semester) with the passing grade.

Credit by Examination—If a Student Has Taken the Course/Subject (Grades 6–12)

A student who has previously taken a course or subject but did not receive credit or a final grade for it may, in circumstances determined by the principal or attendance committee, be permitted to earn credit or a final grade by passing an examination approved by the district's board of trustees on the essential knowledge and skills defined for that course or subject.

Examples of prior instruction include incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a student transferring from a non-accredited school. The opportunity to earn credit by examination after the student has had prior instruction is sometimes referred to as "credit recovery."

If the student is granted approval to take an examination for this purpose, the student must score at least 70 on the examination to receive credit for the course or subject.

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an examination.

[See the school counselor and policy EHDB(LOCAL) for more information.]

Credit by Examination for Advancement/Acceleration—If a Student Has Not Taken the Course/Subject

A student will be permitted to earn credit by examination for an academic course or subject area for which the student had no prior instruction for advancement or to accelerate to the next grade level.

Harleton High School Student Handbook

The examinations offered by the district are approved by the district's board of trustees. Testing windows for these examinations will be published in district publications and on the district's website. A student may take a specific examination only once per testing window.

The only exceptions to the published testing windows will be for examinations administered by another entity or to accommodate a student experiencing homelessness or a student involved in the foster care system.

When another entity administers an examination, the student and the district must comply with the testing schedule of the other entity.

If a student plans to take an examination, the student or parent must register with the school counselor no later than 30 days prior to the scheduled testing date. [See policy EHDC for more information.]

Students in Grades 6–12

A student in grade 6 or above is eligible to earn course credit with;

- A passing score of at least 80 on an examination approved by the board; or
- A scaled score of 50 or higher on an examination administered through the College Level Examination Program (CLEP), or
- A score of 3 or higher on an AP examination, as applicable.

A student may take an examination to earn high school course credit no more than twice. If a student fails to achieve the designated score on the applicable exam before the beginning of the school year in which the student would need to enroll in the course according to the school's high school course sequence, the student must complete the course.

Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels)

Students learn best, and their welfare is best served, in a school environment that is free from dating violence, discrimination, harassment, and retaliation.

Students are expected to treat peers and district employees with courtesy and respect, avoid offensive behaviors, and stop those behaviors as directed. District employees are likewise expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly address inappropriate and offensive behaviors that are based on a person's race, color, religion, sex, gender, national origin, disability, age, or any other basis prohibited by law. A copy of the district's policy is available in the principal's office, in the superintendent's office, or at www.Harletonisd.net. [See policy FFH for more information.]

Dating Violence

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship or any of the person's past or subsequent partners. This type of conduct is considered harassment if it is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include, but are not limited to:

Harleton High School Student Handbook

- Physical or sexual assaults;
- Name-calling;
- Put-downs;
- Threats to hurt the student, the student's family members, or members of the student's household;
- Destroying property belonging to the student;
- Threats to commit suicide or homicide if the student ends the relationship;
- Threats to harm a student's past or current dating partner;
- Attempts to isolate the student from friends and family;
- Stalking; or
- Encouraging others to engage in these behaviors.

Discrimination

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, sex, gender, national origin, disability, age, or any other basis prohibited by law that negatively affects the student.

Harassment

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of harassment may include, but are not limited to:

- Offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation;
- Threatening, intimidating, or humiliating conduct;
- Offensive jokes, name-calling, slurs, or rumors;
- Physical aggression or assault;
- Graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or
- Other kinds of aggressive conduct such as theft or damage to property.

Sexual Harassment and Gender-Based Harassment

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited.

Examples of sexual harassment may include, but are not limited to:

- Touching private body parts or coercing physical contact that is sexual in nature;
- Sexual advances;

Harleton High School Student Handbook

- Jokes or conversations of a sexual nature; and Other sexually motivated conduct, communications, or contact.

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact that a reasonable person would not construe as sexual in nature, such as comforting a child with a hug or taking the child's hand. However, romantic, sexual, and other inappropriate social relationships between students and district employees are prohibited, even if consensual.

Gender-based harassment includes physical, verbal, or nonverbal conduct based on a student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity.

Gender-based harassment can occur regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity. Examples of gender-based harassment directed against a student may include, but are not limited to:

- Offensive jokes, name-calling, slurs, or rumors;
- Physical aggression or assault;
- Threatening or intimidating conduct; or
- Other kinds of aggressive conduct such as theft or damage to property.

Retaliation

Retaliation against a person who makes a good-faith report or participates in an investigation of discrimination, harassment, or dating violence is prohibited. A person who makes a false claim, offers false statements, or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline.

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

Reporting Procedures

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, school counselor, principal, or other district employee. The report may be made by the student's parent. [See policy FFH(LOCAL) and (EXHIBIT) for other appropriate district officials to whom to make a report.]

Upon receiving a report, the district will determine whether the allegations, if proven, constitute prohibited conduct as defined by policy FFH. If not, the district will refer to policy FFI to determine whether the allegations, if proven, constitute bullying, as defined by law and policy FFI. If the alleged prohibited conduct also meets the statutory and policy definitions for bullying, an investigation of bullying will also be conducted. [See **Bullying** on page 34]

The district will promptly notify the parent of any student alleged to have experienced prohibited conduct involving an adult associated with the district. In the event alleged prohibited conduct involves another student, the district will notify the parent of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy FFH.

Harleton High School Student Handbook

Investigation of Report

Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated.

To the extent possible, the district will respect the privacy of the student. However, limited disclosures may be necessary to conduct a thorough investigation and comply with law.

If a law enforcement or other regulatory agency notifies the district that it is investigating the matter and requests that the district delay its investigation, the district will resume its investigation at the conclusion of the agency's investigation.

During the course of an investigation and when appropriate, the district will take interim action to address the alleged prohibited conduct.

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary action and, in some cases, corrective action will be taken to address the conduct. The district may take disciplinary and corrective action even if the conduct was not unlawful.

All involved parties will be notified of the outcome of the district investigation within the parameters and limits allowed under the Family Educational Rights and Privacy Act (FERPA).

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

Discrimination

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 51.]

Distance Learning (All Grade Levels)

Distance learning and correspondence courses include courses that encompass the state-required essential knowledge and skills but are taught through multiple technologies and alternative methodologies such as mail, satellite, internet, video-conferencing, and instructional television.

The distance learning opportunities that the district makes available to district students are dual credit courses offered by our partner colleges.

If a student wishes to enroll in a correspondence course or a distance learning course that is not provided through the Texas Virtual School Network (TXVSN), as described below, to earn credit in a course or subject, the student must receive permission from the principal prior to enrolling in the course or subject. If the student does not receive prior approval, the district may not recognize and apply the course or subject toward graduation requirements or subject mastery.

Texas Virtual School Network (TXVSN) (Secondary Grade Levels)

The Texas Virtual School Network (TXVSN) has been established by the state as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TXVSN to earn course credit for graduation.

Depending on the TXVSN course in which a student enrolls, the course may be subject to the "no pass, no play" rules. [See **Extracurricular Activities, Clubs, and Organizations** on page 60.] In addition, a student who enrolls in a TXVSN course for which an end-of-course (EOC) assessment is required must still take the corresponding EOC assessment.

Harleton High School Student Handbook

A parent may ask questions or request that their child be enrolled in a TXVSN course by contacting the school counselor. Unless an exception is made by the High School Principal, a student will not be allowed to enroll in a TXVSN course if the school offers the same or a similar course.

A copy of policy EHDE addressing distance learning will be distributed to parents of middle and high school students at least once each year. If you do not receive a copy or have questions about this policy, please contact the High School Assistant Principal of Student Services Adam Chandler.

Distribution of Literature, Published Materials, or Other Documents (All Grade Levels)

School Materials

Publications prepared by and for the school may be posted or distributed, with the prior approval of the principal, sponsor, or teacher. Such items may include school posters, newspapers, yearbooks, brochures, flyers, etc.

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

Non-school Materials

From Students

Students must obtain prior approval from the High School Campus or Assistant Principal, before selling, posting, circulating, or distributing more than 10 copies of written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any non-school material must include the name of the sponsoring person or organization. Approval will be granted or denied within two school days.

The High School Principal is *responsible for* designating time, place, and manner restrictions for distribution of non-school literature from students and will designate specific areas as the location for approved non-school materials to be placed for voluntary viewing or collection by students. [See policy FNAA for more information.]

A student may appeal a decision in accordance with policy FNG(LOCAL). Any student who sells, posts, circulates, or distributes non-school material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without approval will be removed.

[See policy FNG(LOCAL) for student complaint procedures.]

From Others

No person or group will sell, circulate, distribute, or post on any district premises written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials that is not sponsored by the district or by a district-affiliated school-support organization, except as permitted by policy GKDA.

To be considered for distribution, any non-school material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the High School Principal, who is responsible for prior review of non-school literature from community member for prior review. The High School Principal will approve or reject the materials within two school days of the time the materials are received. The requestor

Harleton High School Student Handbook

may appeal a rejection in accordance with the appropriate district complaint policy. [See policies DGBA or GF for more information.]

The High School Principal, as responsible for designating time, place, and manner of distribution of non-school literature from community members will designate the location for approved non-school materials to be placed for voluntary viewing or collection.

Prior review will not be required for:

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

All non-school materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.

Dress and Grooming (All Grade Levels)

The district's dress code teaches grooming and hygiene, prevents disruption, and minimizes safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

- Male student's length of hair shall not exceed the base of their t-shirt collars. Students will be required to wear their hair above their eyes, well groomed and clean at all times. Unnatural styles or colors that create a disruption will be considered in violation of this code (this includes blue, hot pink, green, and other unnatural colors of hair).
- Pants, jeans, dresses, skirts and shorts are appropriate. All styles of apparel (i.e., dresses, skirts, shorts, etc.) shall be no more than 4 inches above the back bend of the knee.
- Pajama pants as well as sagging, and/or low-waist pants are not considered appropriate attire and will not be allowed to be worn.
- Beards, mustaches, and goatees are permitted but must be kept well groomed. Sideburns shall not be worn that extend beyond the ear lobes.
- Earrings shall not be permitted for male students. No visible facial/body piercing shall be allowed (except for female earrings). No bandages covering body piercings or clear earrings will be allowed.
- Articles of clothing shall be worn as they are designed to be worn, such as suspenders on the shoulders, waist bands on the waist, and no house shoes.
- Articles of clothing or tattoos with tobacco, alcohol, or drug advertisement, obscene writing or painting, weapons, or any other emblems or writing that may be reasonably expected to substantially disrupt or cause interference with the regular school program shall not be permitted.
- Bandanas are not permitted inside the building or on the campus for males or females.
- Hats are not allowed to be worn in the building.

Harleton High School Student Handbook

- Sunglasses shall not be permitted unless a physician’s prescription is provided to the high school office or a physician places the student under concussion accommodations.
- Shirts and pants/skirts must overlap. Students shall not wear shirts or tops that are strapless, backless, off-shoulder, halters, transparent tubes, or low-cut (neck or underarm). Midriffs must be fully covered when arms are extended above the student’s head. Sleeveless shirts or dresses must be at least 2” wide at the shoulder. Racerback clothing is not appropriate for school.
- Shirts, pants, jeans, skirts, or shorts that have been altered by cutting, tearing, or shredding shall not be worn.
- Un-patched holes in clothing mid-thigh or higher are not permitted. Holes that have been patched, but are in inappropriate areas are not permitted. Administration can revoke this privilege if students do not comply with rules at any time.
- Apparel designed as underwear may not be worn as outer garments.
- Students shall not wear clothes depicting a particular race or power, such as a glove, arm band, or any other insignia that might disrupt order and discipline.
- On special days, the dress code will be at the discretion of the principal.
- Wearing workout pants / yoga pants, will only be allowed during band, PE, or athletics.
- See through, leggings, provocative, or excessively tight clothing, i.e. spandex tights, shorts, or pants and excessively tight dresses and skirts, shall not be allowed.
- Apparel for PE, band, and athletic classes shall be at the discretion of the teacher, with principal approval.
- Students must wear school appropriate shoes at all times.
- Dress code compliance is a judgment of classroom teachers and / or administration. The final decision will be determined by the high school principal.

If the principal determines that a student’s grooming or clothing violates the school’s dress code, the student will be given an opportunity to correct the problem at school. If the violation cannot immediately be corrected, the student may be assigned to in-school suspension for the remainder of the day, or until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses will result in more serious disciplinary action in accordance with the Student Code of Conduct.

The table below is provided to illustrate dress code violation consequences.

1 st Offense	Parent notification + ISS until compliance with dress code is met
2 nd Offense	2 days detention as assigned by administration + ISS until compliance with dress code is met.
3 rd Offense	1 day of ISS + ISS until compliance with dress code is met.
4 th Offense	2 days of ISS + ISS until compliance with dress code is met.
5 th Offense	3 days of ISS + ISS until compliance with dress code is met.

** If student continues to fail to comply with dress code, a parent conference will be held to ** discuss alternative disciplinary measures.

Harleton High School Student Handbook

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student may be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

Electronic Devices and Technology Resources (High School)

Possession and Use of Personal Telecommunications Devices, Including Cell Phones, and Other Electronic Devices

The district permits students to possess personal cell phones for safety purposes; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. [For graphing calculator applications on computing devices, see **Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials** on page 94.]

A student must have approval to possess other personal telecommunications devices such as laptops, tablets, or other portable computers.

Students are not permitted to possess or use personal electronic devices at school unless prior permission has been obtained. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

The use of cell phones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated as stated in the Harleton High School Cell Phone Policy. The parent may pick up the confiscated telecommunications device from the principal's office for a fee of \$10. Earphones of any kind are not to worn or used during class time. This includes wireless headphones and blue tooth speakers. If a student violates this rule, the earphones or speakers will be confiscated and consequences outlined in the H.H.S. cell phone policy will enforced.

Confiscated telecommunications devices that are not retrieved by the student or the student's parent will be disposed of after the notice required by law. [See policy FNCE for more information.]

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See **Searches** on page 90 and policy FNF for more information.]

Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for damaged, lost, or stolen telecommunications devices.

Instructional Use of Personal Telecommunications and Other Electronic Devices

Students must obtain prior approval to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook).

Harleton High School Student Handbook

All personal devices must be turned off during the instructional day when not in use for approved instructional purposes. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Harleton High School Cell Phone Policy

For safety purposes, the district permits students to possess personal mobile telephones; however, these devices should remain turned off in each teacher's designated location during the instructional day, including during all testing. A student must have approval to possess other telecommunications devices such as netbooks, laptops, tablets, or other portable computers.

If a student uses a telecommunications or smart watch device during instructional time without authorization during the school day, the device will be confiscated. The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

- **1st Offense** – The teacher will take the cell phone until the end of the period.
- **2nd Offense** – The teacher/staff member will bring the cell phone to the office. The student will be assigned a break detention. The student may pick up the confiscated telecommunications device from the assistant principal's office at the end of the school day.
- **3rd Offense** - The teacher/staff member will bring the cell phone to the office. The student will be assigned a before or after school detention. A parent/guardian may pick up the confiscated telecommunications device from the assistant principal's office at the end of the school day for a fee of \$10.00.

If the student refuses to give the teacher the cell phone, ISS day(s) will be assigned. Continued violations of the cell phone policy, will result in more sever consequences.

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. If a student's phone is found to have inappropriate pictures or videos that are suspected to be unlawful for them to possess, **the phone may be turned over to the Harrison County Sheriffs Department.**

Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for damaged, lost, or stolen telecommunications devices. Confiscated telecommunications devices that are not retrieved by the student or the student's parents will be disposed of after the notice required by law.

Acceptable Use of District Technology Resources

District-owned technology resources may be issued to individual students for instructional purposes. Use of the district's network systems and 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 on district-owned or personally owned equipment, if it results in a substantial disruption to the educational environment.

Harleton High School Student Handbook

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 in accordance with the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement.

This type of behavior may constitute bullying or harassment, as well as impede future endeavors of a student. We encourage parents to review with their child the ["Before You Text" Sexting Prevention Course](#), a state-developed program that addresses the consequences of sexting.

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. In some cases, the consequence may be expulsion.

End-of-Course (EOC) Assessments

[See **Graduation** on page 65 and **Standardized Testing** on page 92.]

English Learners (All Grade Levels)

A student who is an English learner is entitled to receive specialized services from the district. A Language Proficiency Assessment Committee (LPAC), consisting of both district personnel and at least one parent representative, will determine whether the student qualifies for services. The student’s parent must consent to any services recommended by the LPAC. However, pending the receipt of parental consent or denial of services, an eligible student will receive the services to which the student is entitled and eligible.

To determine a student’s level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services, and once a level of proficiency has been established, the LPAC will designate instructional accommodations or additional special programs that the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student’s continued eligibility for the program.

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR Spanish, as mentioned at **Standardized Testing** on page 92, may be administered to an English learner up to grade 5. In limited circumstances, a student’s LPAC may exempt the student from an otherwise required state-mandated assessment or may waive certain graduation requirements related to the English I end-of-course (EOC) assessment. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to English learners who qualify for services.

If a student is considered an English learner and receives special education services because of a qualifying disability, the student’s ARD committee will make instructional and assessment decisions in conjunction with the LPAC.

Extracurricular Activities, Clubs, and Organizations

Participation in school-sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships. Participation in extracurricular activities at Harleton High School is a privilege, not a right.

Harleton High School Student Handbook

Some extracurricular activities may include off-campus events. Students are required to use transportation provided by the district to and from the events. Exceptions may only be made with the approval of the activity's coach or sponsor. [See **Transportation** on page 94.]

Eligibility for many of these activities is governed by state law and the rules of the University Interscholastic League (UIL), a statewide association overseeing inter-district competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. Students and parents can access the UIL Parent Information Manual at [UIL Parent Information Manual](#). A hard copy can be provided by the coach or sponsor of the activity on request.

To report alleged noncompliance with required safety training or an alleged violation of safety rules required by law and the UIL, please contact the curriculum division of TEA at (512) 463-9581 or curriculum@tea.texas.gov.

[See [UIL Texas](#) for additional information on all UIL-governed activities.]

Generally, a student who receives a grade below 70 at the end of a grading period in any academic class may not participate in extracurricular activities for at least three school weeks.

However, if a student receives a grade below 70 at the end of a grading period in an Advanced Placement (AP) or International Baccalaureate (IB) course, or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or languages other than English, the student remains eligible for participation in all extracurricular activities.

In addition, the following applies to all extracurricular activities:

- A student who receives special education services and who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse but may not participate in any competitive activity.
- An absence for participation in an activity that has not been approved will be considered an unexcused absence.

Standards of Behavior

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

Offices and Elections

Certain clubs, organizations, and performing groups will hold elections for student officers. These groups include but are not limited to: Student Council

Fees (High School)

Basic educational program materials are provided at no charge to a student. However, a student is expected to provide his or her own supplies, such as pencils, paper, erasers, and notebooks. A student may also be required to pay certain other costs, fees, or deposits, including:

- Materials for a class project that the student will keep.

Harleton High School Student Handbook

- Membership dues in voluntary clubs or student organizations.
- Admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student health and accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See **Buses and Other School Vehicles** on page 94.]
- A fee not to exceed \$50 for an educational program outside of regular school hours for a student who has lost credit or has not been awarded a final grade because of absences and whose parent chooses the program for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.
- In some cases, a fee for a course taken through the Texas Virtual School Network (TXVSN).

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the High School Principal. [See policy FP for more information.]

Fundraising (High School)

Student groups or classes and/or parent groups may be permitted to conduct fundraising drives for approved school purposes in accordance with administrative regulations. [See policies FJ and GE for more information.]

Gang-Free Zones (High School)

Certain criminal offenses, including gang-related crimes, will be enhanced to the next-highest category of offense if they are committed in a gang-free zone. Gang-free zones include a school bus and any location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

Harleton High School Student Handbook

Gender-Based Harassment

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 51.]

Grade-Level Classification (Grades 9–12 Only)

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

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

Grading Guidelines (All Grade Levels)

Approved grading guidelines for each grade level or course will be communicated to students and their parents by the classroom teacher. These guidelines establish:

- The minimum number of assignments, projects, and examinations required for each grading period;
- How the student's mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.);
- Circumstances under which a student will be allowed to redo an assignment or retake an examination the student originally failed; and
- Procedures for a student to follow after an absence.

[See **Report Cards/Progress Reports and Conferences** on page 86 for additional information on grading guidelines.]

Harleton High School Student Handbook

Final Exams

Harleton High School Exam Exemption Policy

Students grade 9-12 may be eligible for semester exam exemptions based on attendance/grade average or UIL academic team achievement. **Students must request exemption from the teacher by the given deadlines.**

Grade Level	Number of Exemptions Allowed
9	1
10	2
11	3
12	4

****Benchmarks and EOC assessments will substitute for semester exams for Algebra I, Biology, English I, English II, and US History. Students are not eligible for exemptions in these subjects.**

Attendance/Grade Exemption Guidelines:

In order to qualify for exemptions a student must earn the following semester average based on the number of absences:

Semester Average	Absences
75	0
80	1
85	2
90	3
95	4

*****This includes excused and unexcused absences.***

Exemptions based on UIL Academic Participation:

Students may add one additional exam exemption if they participate in a UIL academic event **and** meet the criteria below.

Semester	Criteria
Fall Semester	Attend 3 scheduled practices organized by UIL sponsor and participate in at least 1 invitational meet.
Spring Semester	Attend 3 scheduled practices organized by UIL sponsor and participate on at least one team at the district meet.

****To be eligible for final exemptions (spring semester) seniors must have completed the FAFSA or opt out form.**

Automatic Loss of Exemption Opportunities in All Classes:

A student must have no ISS, suspension, or alternative school assignment and must not have accumulated their seventh tardy (this includes tardies in all classes – not per class).

Harleton High School Student Handbook

Graduation

Requirements for a Diploma

A student must meet the following requirements to receive a high school diploma from the district:

- Complete the required number of credits established by the state and any additional credits required by the district;
- Complete any locally required courses in addition to the courses mandated by the state;
- Achieve passing scores on certain end-of-course (EOC) assessments or approved substitute assessments, unless specifically waived as permitted by state law; and

Demonstrate proficiency, as determined by the district, in the specific communication skills required by the State Board of Education (SBOE).

Testing Requirements for Graduation

Students are required, with limited exceptions and regardless of graduation program, to perform satisfactorily on EOC assessments in:

- English I,
- English II,
- Algebra I,
- Biology, and
- U.S. History.

A student who does not achieve a sufficient score will have opportunities to retake an assessment.

State law allows a student to meet EOC requirements by substituting satisfactory performance on norm-referenced national standardized assessments or on the state-developed assessment used for entrance into Texas public universities. [See the school counselor for more information on the state testing requirements for graduation.]

If a student fails to perform satisfactorily on an EOC assessment, the district will provide remediation in the applicable content area. This may require the student's participation outside normal school operating times.

In limited circumstances, a student who fails to demonstrate proficiency on two or fewer of the required assessments may still be eligible to graduate if an individual graduation committee, formed in accordance with state law, unanimously determines that the student is eligible to graduate.

[See **Standardized Testing** on page 92.]

Foundation Graduation Program

Every Texas public school student will graduate under the foundation graduation program. The foundation graduation program features endorsements, which are paths of interest that include:

- Science, Technology, Engineering, and Mathematics (STEM);

Harleton High School Student Handbook

- Business and Industry;
- Public Service;
- Arts and Humanities; and
- Multidisciplinary Studies.

Endorsements earned by a student will be noted on the student's transcript.

A student can complete the foundation graduation program with a "distinguished level of achievement," which reflects the completion of at least one endorsement and Algebra II as one of the required advanced mathematics credits.

A **Personal Graduation Plan** will be completed for each high school student, as described on page 68.

State law prohibits a student from graduating solely under the foundation graduation program without an endorsement unless, after the student's sophomore year, the student and student's parent are advised of the specific benefits of graduating with an endorsement and submit written permission to the school counselor for the student to graduate without an endorsement. A student who wishes to attend a four-year university or college after graduation must carefully consider whether graduation under the foundation program without an endorsement will satisfy the admission requirements of the student's desired college or university.

A student graduating under the foundation graduation program can also earn performance acknowledgments on his or her transcript. Performance acknowledgments are available for outstanding performance in bilingualism and biliteracy, in a dual credit course, on an AP or IB examination, on certain national college preparatory and readiness or college entrance examinations, or for earning a license or certificate recognized at the state, national, or international level. The school counselor can provide more information about these acknowledgments.

A student is not required to complete an Algebra II course to graduate under the foundation graduation program, and the district will annually notify a student's parent of this fact. However, not taking Algebra II will make a student ineligible for automatic admission to four-year public universities and colleges in Texas and for certain financial aid and grants while attending those institutions.

A school district will permit a student to satisfy the curriculum requirements for graduation under the foundation program with the distinguished level of achievement, including an endorsement, by successfully completing courses in the core curriculum of a public Texas institution of higher education. Please see your counselor for more information.

Harleton High School Student Handbook

Credits Required

The foundation graduation program requires completion of the following credits:

Course Area	Number of Credits: Foundation Graduation Program	Number of Credits: Foundation Graduation Program with an Endorsement
English/Language Arts	4	4
Mathematics	3	4
Science	3	4
Social Studies, including Economics	3	3
Physical Education	1	1
Languages other than English	2	2
Fine Arts	1	1
<i>Locally required courses</i>	1	1
	—	—
Electives	4	6
Total	22 credits	26 credits

Additional considerations apply in some course areas, including:

- **Mathematics.** To obtain the distinguished level of achievement under the foundation graduation program, a student must complete an endorsement and take Algebra II as one of the 4 mathematics credits. A student's completion of the distinguished level of achievement is a requirement to be considered for automatic admission to a Texas four-year college or university and will be included on a student's transcript.
- **Physical education.** A student who is unable to participate in physical activity due to a disability or illness may be able to substitute a course in English language arts, mathematics, science, social studies, or another locally determined credit-bearing course for the required credit of physical education. This determination will be made by the student's ARD committee, Section 504 committee, or other campus committee, as applicable.
- **Languages other than English.** Students are required to earn 2 credits in the same language other than English to graduate. Any student may substitute computer programming languages for these credits.

Harleton High School Student Handbook

- A student may satisfy one of the two required credits by successfully completing in elementary school a dual language immersion program or a course in American Sign Language.
- In limited circumstances, a student may be able to substitute this requirement with other courses, as determined by a district committee authorized by law to make these decisions for the student.

Available Endorsements

A student must specify upon entering grade 9 which endorsement he or she wishes to pursue.

- Science, technology, engineering, and mathematics (STEM),
- Business and industry,
- Public services,
- Arts and humanities, or
- Multidisciplinary studies.

Personal Graduation Plans

A personal graduation plan will be developed for each high school student.

The district encourages all students to pursue a personal graduation plan that includes the completion of at least one endorsement and to graduate with the distinguished level of achievement. Attainment of the distinguished level of achievement entitles a student to be considered for automatic admission to a public four-year college or university in Texas, depending on his or her rank in class.

The school will review personal graduation plan options with each student entering grade 9 and his or her parent. Before the end of grade 9, a student and his or her parent will be required to sign off on a personal graduation plan that promotes college and workforce readiness, promotes career placement and advancement, and facilitates the transition from secondary to postsecondary education.

The student's personal graduation plan will outline an appropriate course sequence based on the student's choice of endorsement.

Please review [TEA's Graduation Toolkit](#).

A student may, with parental permission, amend his or her personal graduation plan after the initial confirmation.

Available Course Options for All Graduation Programs

Each spring, the district will update students on the courses required or offered in each curriculum area so students can enroll for the upcoming school year.

Note: The district may require the completion of certain courses for graduation even if these courses are not required by the state for graduation.

Not all courses are offered at every secondary campus in the district. A student who wants to take a course not offered at his or her regular campus should contact the school counselor about a transfer or other alternatives. If the parents of at least 22 students request a transfer for a course in the required curriculum other than fine arts or career and technical education (CTE),

Harleton High School Student Handbook

the district will offer the course the following year either by teleconference or at the school from which the transfers were requested.

Graduation Honors and Regalia

High school students can graduate with certain honors that allow them to wear regalia medallions, cords, and stoles with their graduation gown. Listed below are the current items of regalia that are recognized and allowed by Harleton High School.

Valedictorian – White Stole with Valedictorian honor

Salutatorian - White Stole with Salutatorian honor

Texas Globe Scholar – White Medallion

Texas Globe Scholar with Merit – Red/White/Blue Medallion

FBLA – Blue & Gold Cord

NHS Graduate – White Stole

Honors Graduate – Gold Stole

Blood Donor – Red Cord

Distinguished Level of Achievement Graduate – Gray Cord

Flag Duty – Red / White / Blue Cord

Certificates of Coursework Completion

A certificate of coursework completion will be issued to a student who has successfully completed state and local credit requirements for graduation but has not yet demonstrated satisfactory performance on the state-mandated tests required for graduation.

Students with Disabilities

Upon the recommendation of the admission, review, and dismissal (ARD) committee, a student with a disability who receives special education services may be permitted to graduate under the provisions of his or her individualized education program (IEP) and in accordance with state rules.

A student who receives special education services and has completed four years of high school but has not met the requirements of his or her IEP may participate in graduation ceremonies and receive a certificate of attendance. The student may then remain enrolled to complete the IEP and earn his or her high school diploma but will only be allowed to participate in one graduation ceremony.

[See policy FMH(LEGAL) for more information.]

ARD committees will make instructional and assessment decisions for students with disabilities who receive special education services in accordance with state law. A student who receives special education services may earn an endorsement under the foundation program. If the student's curriculum requirements for the endorsement were modified, the student's ARD committee will determine whether the modified curriculum is sufficiently rigorous to earn the endorsement. The ARD committee must also determine whether the student must perform satisfactorily on any end-of-course assessment to earn an endorsement.

Harleton High School Student Handbook

Graduation Activities

Graduation activities will include:

- Senior Breakfast
- Baccalaureate
- Graduation

Students who have met coursework requirements for graduation but have not yet demonstrated satisfactory performance on end-of-course assessments or been declared eligible to graduate by an individual graduation committee, if applicable, will be allowed to participate in graduation activities. Keep in mind that participating in the ceremonies is not synonymous with graduating. Ultimately, the final awarding of a diploma will be contingent upon the student's completion of all applicable requirements for graduation.

Students who are eligible to graduate but are assigned to a disciplinary alternative education program at the end of the school year will not be allowed to participate in the graduation ceremony and related graduation activities.

The following students and student groups shall be recognized at graduation ceremonies:

Students who have earned approved graduation honors and regalia will be recognized by allowing those students to wear the approved regalia during the graduation ceremony.

Graduation Speakers

Certain graduating students will be given an opportunity to speak at graduation ceremonies.

A student must meet local eligibility criteria, which may include requirements related to student conduct, to have a speaking role. Students eligible for speaking roles will be notified by the high school admin team and given an opportunity to volunteer.

[See the Student Code of Conduct and policy FNA(LOCAL) for more information.]

[For student speakers at other school events, see **Student Speakers** on page 93.]

Graduation Expenses

Because students and parents will incur expenses to participate in the traditions of graduation—such as the purchase of invitations, senior ring, cap and gown, and senior picture—both the student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year. [See **Fees** on page 61.]

Scholarships and Grants

Students who have a financial need according to federal criteria and who complete the foundation graduation program may be eligible under the TEXAS Grant Program and the Teach for Texas Grant Program for scholarships and grants toward tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions.

Contact the school counselor for information about other scholarships and grants available to students.

Harleton High School Student Handbook

Harassment

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 51.]

Hazing (All Grade Levels)

Hazing is defined as an intentional, knowing, or reckless act, on or off campus, by one person alone or acting with others, directed against a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in a student organization if the act meets the elements in Education Code 37.151, including:

- Any type of physical brutality;
- An activity that subjects the student to an unreasonable risk of harm or that adversely affects the student's mental or physical health, such as sleep deprivation, exposure to the elements, confinement to small spaces, calisthenics, or consumption of food, liquids, drugs, or other substances;
- An activity that induces, causes, or requires the student to perform a duty or task that violates the Penal Code; and
- Coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated.

The district will not tolerate hazing. Disciplinary consequences for hazing will be in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal or superintendent.

[See **Bullying** on page 34 and policies FFI and FNCC for more information.]

Health—Physical and Mental Illness (All Grade Levels)

When your child is ill, please contact the school to let us know he or she will not be attending that day.

State rules require schools to exclude students with certain illnesses from school for certain periods of time. For example, if a child has a fever over 100 degrees, he or she must stay out of school until fever-free for 24 hours without use of fever-reducing medications. Students with diarrheal illnesses must stay home until they are diarrhea-free without use of diarrhea-suppressing medications for 24 hours.

A full list of conditions for which the school must exclude children can be obtained from the school nurse.

If a student becomes ill during the school day, and the school nurse determines that the child should go home, the nurse will contact the parent.

The district is required to report certain contagious (communicable) diseases or illnesses to the Texas Department of State Health Services (TDSHS) or our local/regional health authority. The school nurse can provide information from TDSHS on these notifiable conditions.

The school nurse is available to answer any questions for parents who are concerned about whether or not their child should stay home.

Harleton High School Student Handbook

Immunization (All Grade Levels)

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized.

For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (DSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at [Affidavit Request for Exemption from Immunization](#). The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are:

- Diphtheria, tetanus, and pertussis;
- Rubeola (measles), mumps, and rubella;
- Polio;
- Hepatitis A;
- Hepatitis B;
- Varicella (chicken pox); and
- Meningococcal.

The school nurse can provide information on immunization requirements. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

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

As noted at **Bacterial Meningitis** on page 76, entering college students must also, with limited exception, furnish evidence of having received a bacterial meningitis vaccination within the five years prior to enrolling in and attending classes at an institution of higher education. A student wanting to enroll in a dual credit course taken off campus may be subject to this requirement.

[See the DSHS website: [Texas School & Child Care Facility Immunization Requirements](#) and policy FFAB(LEGAL) for more information.]

Lice (All Grade Levels)

Head lice is very common among children. Although not an illness or a disease, it spreads easily through head-to-head contact during play, sports, nap time, and when children share things like brushes, combs, hats, and headphones.

If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to determine whether the student needs to be picked up from school and to discuss a treatment plan using an FDA-approved medicated shampoo or cream rinse that may

Harleton High School Student Handbook

be purchased from any drug or grocery store. After the student undergoes one treatment, the parent should contact the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments, how best to get rid of lice, and how to prevent their return.

The district will provide notice to parents of elementary school students in the affected classroom without identifying the student with lice.

More information on head lice can be obtained from the DSHS website [Managing Head Lice in School Settings and at Home](#).

[See policy FFAA for more information.]

Medicine at School (All Grade Levels)

If a student must take medication during school hours, the student's parent must provide the medication. All medication, whether prescription or nonprescription, must be kept in the nurse's office and be administered by the nurse or another authorized district employee. A student may be authorized to possess his or her own medication because of asthma or a severe allergy as described below or as otherwise allowed by law. **Failure to comply could result in serious disciplinary consequences, including DAEP placement.**

The district will not purchase nonprescription medication to give to a student. District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, except that authorized employees, in accordance with policy FFAC, may administer:

- Prescription medication in the original, properly labeled container, provided by the parent, along with a written request.
- Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
- Nonprescription medication in the original, properly labeled container, provided by the parent along with a written request. **Note:** Insect repellent is considered a nonprescription medication.
- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

Students whose schedules provide for regular time spent outdoors, including for recess and physical education classes, should apply sunscreen before coming to school.

At the elementary level, a student's teacher or other district personnel will apply sunscreen to the student's exposed skin if the student brings the sunscreen to school and asks for help applying it. A student at this level may apply his or her own sunscreen if the student is able to do so.

At the secondary level, a student may possess and apply sunscreen when necessary. If the student needs assistance with sunscreen application, please address the need with the school nurse.

Whether a student is at the elementary or secondary level, if sunscreen needs to be administered to treat any type of medical condition, this should be handled through communication with the school nurse so that the district is made aware of any safety and medical issues.

Harleton High School Student Handbook

Asthma and Severe Allergic Reactions

A student with asthma or severe allergic reaction (anaphylaxis) may possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her health-care provider and the school nurse the ability to use the prescribed medication, including any device required to administer the medication.

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

See also **Food Allergies** on page 76.

Steroids (Secondary Grade Levels Only)

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for physician-prescribed medical use only.

Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

Mental Health Support (All Grade Levels)

The district has implemented programs to address the following mental health, behavioral health, and substance abuse concerns:

- Mental health promotion and early intervention;
- Building skills to manage emotions, establish and maintain positive relationships, and engage in responsible decision-making;
- Substance abuse prevention and intervention;
- Suicide prevention, intervention, and post intervention (interventions after a suicide in a community);
- Grief, trauma, and trauma-informed care;
- Positive behavior interventions and supports;
- Positive youth development; and
- Safe, supportive, and positive school climates.

If a student has been hospitalized or placed in residential treatment for a mental health condition or substance abuse, the district has procedures to support the student's return to school. Please contact the district's mental health liaison for further information.

Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication that is intended to alter perception, emotion, mood, or behavior.

Harleton High School Student Handbook

A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [See policy FFEB for more information.]

For related information, see:

- **Consent to Conduct a Psychological Evaluation or Provide a Mental Health Care Service** on page 12 for the district's procedures for recommending a mental health intervention and the mental health liaison's contact information;
- **Counseling** on page 48 for the district's comprehensive school counseling program;
- **Physical and Mental Health Resources** on page 77 for campus and community mental and physical health resources; and
- **Policies and Procedures that Promote Student Physical and Mental Health** on page 77 for board-adopted policies and administrative procedures that promote student health.

Physical Activity Requirements / Physical Fitness Assessment (Grades 3–12)

Annually, the district will conduct a physical fitness assessment of students in grades 3–12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to the high school principal to obtain the results of his or her child's physical fitness assessment conducted during the school year.

Physical Health Screenings / Examinations Athletics Participation (Secondary Grade Levels Only)

For certain extracurricular activities, a student must submit certification from an authorized health-care provider. The certification must state that the student has been examined and is physically able to participate in the relevant program, including:

- A district athletics program.
- District marching band.
- Any district extracurricular program identified by the superintendent.

This examination is required in the first year of middle school competition and the first and third years of high school competition. During the alternate years, the student must complete a medical appraisal form, and the results of this appraisal may prompt the district to require a physical examination.

Students should be aware of the rare possibility of sudden cardiac arrest, which in athletes is usually caused by a previously unsuspected heart disease or disorder. A student may request an electrocardiogram (ECG or EKG) to screen for such disorders, in addition to his or her required physical examination.

See the UIL's explanation of [sudden cardiac arrest](#) for more information.

Spinal Screening Program

School-based spinal screening helps identify adolescents with abnormal spinal curvature at an early stage, when the curve is mild and may go unnoticed. Early detection is key to controlling spinal deformities. Spinal screening is non-invasive and conducted in accordance with the most recent, nationally accepted and peer-reviewed standards.

Harleton High School Student Handbook

All students who meet the Texas Department of State Health Services criteria will be screened for abnormal spinal curvature before the end of the school year. As appropriate, students will be referred for follow-up with their physician.

For information on spinal screening by an outside professional or exemption from spinal screening based on religious beliefs, contact the superintendent or see policy FFAA(LEGAL).

Other Examinations and Screenings (All Grade Levels)

Students are required to undergo a risk assessment for Type 2 diabetes at the same time the district screens students for hearing and vision issues or for abnormal spinal curvatures.

[See policy FFAA for more information.]

Special Health Concerns (All Grade Levels)

Bacterial Meningitis (All Grade Levels)

Please see the district's website at www.Harletonisd.net for information regarding meningitis.

Note: DSHS requires at least one meningococcal vaccination on or after a student's 11th birthday, unless the student received the vaccine at age 10. Also note that entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

[See **Immunization** on page 72.]

Diabetes

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

[See policy FFAF(LEGAL) for more information.]

Food Allergies (All Grade Levels)

Parents should notify the district when a student has been diagnosed with a food allergy, especially an allergy that could result in dangerous or life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

The district has developed and annually reviews a food allergy management plan, based on the Texas Department of State Health Services' (DSHS) "Guidelines for the Care of Students with Food Allergies At-Risk for Anaphylaxis" found on the DSHS website at [Allergies and Anaphylaxis](#).

When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The district's food allergy management plan can be accessed at www.Harletonisd.net.

[See **Celebrations** on page 36 and policy FFAF for more information.]

Harleton High School Student Handbook

Seizures (All Grade Levels)

To address the care of a student with a seizure disorder while at school or participating in a school activity, a parent may submit a seizure management and treatment plan to the district before the beginning of the school year, upon enrollment of the student, or as soon as practicable following diagnosis of a seizure disorder.

[See **A Student with Physical or Mental Impairments Protected under Section 504** on page 28 and contact the school nurse for more information.]

Tobacco and E-Cigarettes Prohibited (All Grade Levels and All Others on School Property)

Students are prohibited from possessing or using any type of tobacco product, electronic cigarette (e-cigarette), or any other electronic vaporizing device while on school property or while attending an off-campus school-related activity.

The district and its staff strictly enforce prohibitions against the use of all tobacco products, e-cigarettes, or any other electronic vaporizing device by students and all others on school property and at school-sponsored and school-related activities. [See the Student Code of Conduct and policies FNCD and GKA for more information.] Failure to comply with this will result in severe consequences outlined in the High School Discipline Plan.

Health-Related Resources, Policies, and Procedures

Physical and Mental Health Resources (All Grade Levels)

Parents and students in need of assistance with physical and mental health concerns may contact the following campus and community resources:

- The district full-time nurse, Shannon Hearron at HearronShannon@Harletonisd.net
- The High School Principal, Crystal Brock at BrockCrystal@Harletonisd.net
- The local public health authority Jennifer Hancock, RN, BSN which may be contacted at 903-938-8330
- The local mental health authority, East Texas ADRC which may be contacted at 903-295-6658

Policies and Procedures that Promote Student Physical and Mental Health (All Grade Levels)

The district has adopted board policies that promote student physical and mental health. (LOCAL) policies on the topics below can be found in the district's policy manual, available at www.HarletonISD.Net

- Food and nutrition management: CO, COA, COB
- Wellness and Health Services: FFA
- Physical Examinations: FFAA
- Immunizations: FFAB

Harleton High School Student Handbook

- Medical Treatment: FFAC
- Communicable Diseases: FFAD
- School-Based Health Centers: FFAE
- Care Plans: FFAF
- Crisis Intervention: FFB
- Trauma-informed Care: FFBA
- Student Support Services: FFC
- Student Safety: FFF
- Child Abuse and Neglect: FFG
- Freedom from Discrimination, Harassment, and Retaliation: FFH
- Freedom from Bullying: FFI

In addition, the District Improvement Plan details the district's strategies to improve student performance through evidence-based practices that address physical and mental health.

The district has developed administrative procedures as necessary to implement the above policies and plans.

Please contact at Shannon Hearron at HearronShannon@Harletonisd.net for further information regarding these procedures and access to the District Improvement Plan.

School Health Advisory Council (SHAC)

During the preceding school year, the district's School Health Advisory Council (SHAC) held meetings. Additional information regarding the district's SHAC is available from the District Nurse's office.

[See **Human Sexuality Instruction** on page 17 and policies BDF and EHAA. for more information.]

Student Wellness Policy/Wellness Plan (All Grade Levels)

To encourage healthy habits in our students, the district has developed a board-adopted wellness policy at FFA(LOCAL) and corresponding plans and procedures to implement it. You are encouraged to contact Shannon Hearron HearronShannon@Harletonisd.net with questions about the content or implementation of the district's wellness policy and plan.

Homework (High School)

Harleton High School utilizes both in class and out of class instruction to facilitate the delivery of instruction to our students. The assignment of homework is subject to the parameters of the Harleton High School grading policy and is at the discretion of the individual teachers.

Law Enforcement Agencies (High School)

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, including

Harleton High School Student Handbook

without parental consent, if necessary, if it is part of a child abuse investigation. In other circumstances, the principal will:

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

Students Taken into Custody

State law requires the district to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a law enforcement officer to obtain fingerprints or photographs for comparison in an investigation.
- By a law enforcement officer to obtain fingerprints or photographs to establish a student's identity where the child may have engaged in conduct indicating a need for supervision, such as running away.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- By an authorized representative of Child Protective Services (CPS), Texas Department of Family and Protective Services (DFPS), 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.
- To comply with a properly issued directive from a juvenile court to take a student into custody.

Before a student is released to a legally authorized person, the principal will verify the person's identity and, to the best of his or her ability, will verify the person's authority to take custody of the student.

The principal will immediately notify the superintendent and will attempt to notify the parent, unless the legally authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student's release to a legally authorized person, any notification will most likely be after the fact.

Notification of Law Violations

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been taken into custody, arrested, or referred to the juvenile court for any felony offense or for certain misdemeanors.

Harleton High School Student Handbook

- All instructional and support personnel who have regular contact with a student who is thought to have committed certain offenses or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.
- All appropriate district personnel regarding a student who is required to register as a sex offender.

[See policy FL(LEGAL) for more information.]

Leaving Campus (High School)

Remember that student attendance is crucial. Appointments should be scheduled outside of school hours if possible. Absent extenuating circumstances, students will not regularly be released before the end of the school day.

State rules require parental consent before any student leaves campus for any part of the school day.

For students in elementary and middle school, a parent or authorized adult must come to the office and show identification to sign the student out. A campus representative will ask the student to report to the office. For safety purposes and stability of the learning environment, we cannot allow any unescorted adult to go to the classroom or other area to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student's return. Documentation regarding the reason for the absence will also be required.

The same process applies to students in high school. If the student's parent authorizes the student to leave campus unaccompanied, a note provided by the parent must be submitted to the main office no later than two hours prior to the student's need to leave campus. A phone call from the parent may be accepted, but the school may ultimately require a note for documentation purposes. The student must sign out through the main office and sign in upon his or her return if the student returns the same day.

If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school.

Unless the parent directs district personnel to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures listed above. If a student is permitted by his or her parent to leave campus unaccompanied, the nurse will document the time of day the student was released. Under no circumstances will a student in elementary or middle school be released unaccompanied.

If a student is 18 years of age or is an emancipated minor, the student may sign him- or herself out of school. Documentation regarding the reason for the absence will be required.

During Lunch

Harleton High School is a closed campus. Students are not allowed to leave campus during the lunch period. However, a student's school day may conclude before the start of the lunch period due to their schedule of courses (early release). If a student has no course scheduled after the lunch period, they are allowed to leave campus for the day. Once a student leaves campus for the day, they are not allowed to return to campus until the next school day, unless they are returning for a scheduled practice, detention, or other approved actions.

Harleton High School Student Handbook

At Any Other Time during the School Day

Students are not authorized to leave campus during regular school hours for any other reason, except with the permission of the principal.

Students who leave campus in violation of these rules will be subject to disciplinary action in accordance with the Student Code of Conduct.

Lost and Found (All Grade Levels)

A lost and found collection box is located in the campus office. A student who loses an item should check the lost and found box. The district discourages bringing personal items of high monetary value to school, as the district is not responsible for lost or stolen items. The campus will dispose of lost and found items at the end of each semester.

Makeup Work

Makeup Work Because of Absence (High School)

A teacher may assign makeup work to a student who misses class based on instructional objectives and the needs of the student in mastering the essential knowledge and skills or meeting subject or course requirements.

The student will be responsible for obtaining and completing the makeup work within the time specified by the teacher. Typically, a teacher will allow the number of days a student was absent to make up the missed work. For example, if a student missed three days of class, the student would have three days after returning to complete the missed work. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

The student is encouraged to speak with his or her teacher if the student knows of an absence ahead of time so that the teacher and student may plan any makeup work. Please remember the importance of student attendance at school and that, even though absences may be excused or unexcused, all absences account for the 90 percent threshold regarding the state laws surrounding “attendance for credit or final grade.” [See **Attendance for Credit or Final Grade** on page 31.]

A student involved in an extracurricular activity must notify his or her teachers ahead of time about any absences.

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

DAEP Makeup Work

Grades 9–12

If a high school student is enrolled in a foundation curriculum course at the time of removal to a disciplinary alternative education program (DAEP), he or she will have an opportunity to complete the course before the beginning of the next school year. The district may provide the opportunity to complete the course through an alternative method, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA(LEGAL) for more information.]

Harleton High School Student Handbook

In-School Suspension (ISS) and Out-of-School Suspension (OSS) Makeup Work

Alternative Means to Receive Coursework

While a student is in ISS or OSS, the district will provide the student with all course work for the student's foundation curriculum classes that the student misses as a result of the suspension.

Opportunity to Complete Courses

A student removed from the regular classroom to ISS or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FO(LEGAL) for more information.]

Nondiscrimination Statement (All Grade Levels)

In its efforts to promote nondiscrimination and as required by law, the district does not discriminate on the basis of race, religion, color, national origin, gender, sex, disability, age, or any other basis prohibited by law in providing education services, activities, and programs, including Career and Technical Education (CTE) programs. The district provides equal access to the Boy Scouts and other designated youth groups.

In accordance with Title IX, the district does not and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to admission and employment. Inquiries about the application of Title IX may be referred to the district's Title IX Coordinator (see below), to the Assistant Secretary for Civil Rights of the Department of Education, or both.

Other federal laws that prohibit discrimination include Title VI, Section 504, the Age Discrimination Act, the Boy Scouts Act, and Title II.

The district has designated and authorized the following employee as the Title IX Coordinator to address concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, or gender-based harassment: Adam Chandler Assistant Principal of Student Services. Reports can be made at any time and by any person, including during non-business hours, by mail, phone, or email. During district business hours, reports may also be made in person. Upon the district receiving notice or an allegation of sex-based harassment, the Title IX Coordinator will promptly respond in accordance with the process described at FFH(LOCAL).

The following district representatives have been designated to address concerns or inquiries about other kinds of discrimination:

- For concerns regarding discrimination on the basis of disability, see the Special Education Coordinator Crystal Brock or the Section 504 Coordinator: *Adam Chandler*.
- For all other concerns regarding discrimination, see the superintendent: Jay Ratcliff at ratcliffjay@harletonisd.net
- [See policies FB, FFH, and GKD for more information.]

Harleton High School Student Handbook

Nontraditional Academic Programs

Harleton High School is committed to offering student's expanded access to a variety educational non-traditional school day educational opportunities that include but may not be limited to, face to face dual credit instruction. All nontraditional academic programs must be approved by the High School Principal Crystal Brock.

Parent and Family Engagement

Working Together

Experience and research tell us that a child succeeds in education with good communication and a strong partnership between home and school. A parent's involvement and engagement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the school counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements and options for graduation with your child in middle school and again while your child is enrolled in high school.
- Monitoring your child's academic progress and contacting teachers as needed. [See **Academic Counseling** on page 49.]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, school counselor, or principal, please call the school office at 903-777-2711 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page 86.]
- Becoming a school volunteer. [See **Volunteers** on page 96 and policy GKG for more information.]
- Participating in campus parent organizations. Parent organizations include:
W.I.N. Committee, All-Sports Backers, AG Booster Club, and Band Booster Club..
- Serving as a parent representative on the district-level or campus-level planning committees that develop educational goals and plans to improve student achievement. Contact 903-777-2711 and see policies BQA and BQB, for more information.
- Serving on the School Health Advisory Council (SHAC) and assisting the district in aligning local community values with health education instruction and other wellness issues. [See **School Health Advisory Council (SHAC)** on page 77 and policies BDF, EHAA, FFA for more information.
- Being aware of the school's ongoing bullying and harassment prevention efforts.

Harleton High School Student Handbook

- Contacting school officials if you are concerned with your child's emotional or mental well-being.
- Attending board meetings to learn more about district operations. Regular board meetings are held on the second Tuesday, of each month at 7:00 p. m. in the Board Room located on the High School Campus. An agenda for a regular or special meeting is posted no later than 72 hours before each meeting at the district bulletin board located outside of the High School Main Entrance and online at www.Harletonisd.net .[See policies BE and BED for more information.]

Parking and Parking Permits (Secondary Grade Levels Only)

Harleton High School is committed to providing a safe and secure campus for our students and staff. Two of the most dangerous locations on our campus are the student parking lot and driveways. To help ensure the safety of our students, staff, and visitors, Harleton High School has instituted expectations or rules governing student driving privileges on campus. The rules are designed to mitigate as many variables as possible in the student parking lot and driveways. Driving on the Harleton High School campus is a privilege. Failure to abide by the rules and expectations of Harleton High School can lead to the temporary or permanent revocation of driving privileges and other discipline consequences. Harleton High school has the right to search any vehicle parked on Harleton ISD property.

PARKING LOT RULES & EXPECTATIONS

1. Failure to comply with instructions from school administrators or the SRO officers can result in temporary or permanent suspension of parking privileges on campus.
2. The parking lot speed limit is 15 mph. Driveways are as posted, with a MAX of 15mph.
3. At all times on campus, students will drive and conduct themselves in a safe manner.
4. In the interest of safety, music will be turned down or off while driving on campus. External speakers, subwoofers, and other audio devices should be turned off while on campus
5. Jumping curbs, driving in the grass, and parking in non-designated parking areas is considered unsafe driving and can result in suspension and/or revocation of parking privileges.
6. Students must park in their assigned spaces immediately upon arrival on campus. HHS is a closed campus, students may not leave once they enter the campus. Once parked, students must enter the building immediately. Sitting in vehicles or loitering in the parking lot is not allowed at any time.
7. Students driving on campus must have a valid parking permit displayed at all times, active insurance, and driver's license. Harleton High School is not responsible for damage caused to vehicles, regardless of who is at fault
8. At NO time during school hours are students to park in Visitor or Faculty parking spaces.
9. Students may park in Handicapped spaces ONLY IF they have an authorized tag/sticker AND they have administrator permission.
10. If you are driving a vehicle that is not registered to you, you must transfer your parking pass to the vehicle before parking the vehicle in the student parking lot.
11. Once you have attended your last scheduled class or the school day ends, students are expected to exit the parking lot as soon as possible in a safe manor. Once students leave, they may not return to the student parking lot until the next day. Exceptions to return are: have prior

Harleton High School Student Handbook

permission from the office or are attending to approved school business (Detentions, pep rallies, practices, games, etc).

Students may be subject to disciplinary action for violation of these rules. The district may tow vehicles that are parked in violation of these rules at the student's expense.

Pledges of Allegiance and a Minute of Silence (All Grade Levels)

Each school day, students will recite the Pledge of Allegiance to the U.S. flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. [See **Reciting the Pledges to the U.S. and Texas Flags** on page 18.]

State law requires that one minute of silence follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others.

In addition, state law requires that each campus provide for the observance of one minute of silence in remembrance of those who lost their lives on September 11, 2001, at the beginning of the first class period when September 11 falls on a regular school day.

[See policy EC for more information.]

Prayer

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

Promotion and Retention

A student will be promoted only on the basis of academic achievement or proficiency. In making promotion decisions, the district will consider:

- Teacher recommendation,
- Grades,
- Scores on criterion-referenced or state-mandated assessments, and
- Any other necessary academic information as determined by the district.

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the State of Texas Assessments of Academic Readiness (STAAR) if the student is enrolled in a public Texas school on any day between January 1 and the date of the first administration of the STAAR.

High School Grade Levels

To earn credit in a course, a student must receive a final grade of at least 70 based on course-level standards.

A student in grades 9–12 will be advanced a grade level based on the number of course credits earned. [See **Grade Level Classification** on page 63.]

Students will also have multiple opportunities to retake EOC assessments. [See **Graduation** on page 65 and **Standardized Testing** on page 92.]

Harleton High School Student Handbook

Release of Students from School

[See **Leaving Campus** on page 80.]

Report Cards/Progress Reports and Conferences (All Grade Levels)

Report cards with each student's performance and absences in each class or subject are issued at least once every 6 weeks.

At the end of the first three weeks of a grading period, parents will receive a progress report of their child's performance in all scheduled courses. If a student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be asked to schedule a conference with the teacher. [See **Working Together** on page 83 for how to schedule a conference.

Teachers follow grading guidelines that have been approved by the principal, superintendent, and school board pursuant to the board-adopted policy. Grading guidelines are designed to reflect each student's relative mastery of each assignment. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. [See **Grading Guidelines** on page 63 and policy EIA(LOCAL) for more information.]

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

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

Report cards and unsatisfactory progress reports are not required to be signed by the parent and returned to the school. The district may communicate academic information about a student electronically, including for progress reporting purposes. An electronic signature will be accepted by the district, but parents are entitled to request a handwritten signature of acknowledgment instead.

Retaliation

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 51.]

Safety

Student safety on campus, at school-related events, and in district vehicles is a high priority of the district. The cooperation of students is essential to ensuring school safety. A student is expected to:

- Avoid conduct that is likely to put the student or others at risk.
- Follow all behavioral standards in this handbook and the Student Code of Conduct or set by district employees.
- Remain alert to any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member, and promptly report any incidents to the campus principal, the assistant principal, or a district employee. A student may make anonymous reports about safety concerns by completing the crisis go form at <https://safe2speakup.com/onlinebully?workspace=HarletonISDTX>.
- Know emergency evacuation routes and signals.

Harleton High School Student Handbook

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

Accident Insurance

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

Insurance for Career and Technical Education (CTE) Programs

If the board purchases accident, liability, or automobile insurance coverage for students or businesses involved in the district's CTE programs, the district will notify the affected students and parents.

Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies

Periodically, the school will conduct preparedness drills of emergency procedures. When the command is given or alarm is sounded, students need to follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Preparedness Training: CPR and Stop the Bleed

The district will annually offer instruction in CPR at least once to students enrolled in grades 7–12. The instruction can be provided as part of any course and is not required to result in CPR certification. The district will annually offer students in grades 7–12 instruction on the use of bleeding control stations to respond to traumatic injury. For more information, see [Homeland Security's Stop the Bleed](#) and [Stop the Bleed Texas](#).

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 may have to rely on previously provided written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, all parents are asked each year to complete an emergency care consent form. Parents should contact the school nurse to update emergency care information (name of doctor, emergency phone numbers, allergies, etc.).

Emergency School Closing Information

Each year, parents are asked to complete an emergency release form to provide contact information in the event that the district needs to notify parents of early dismissal, delayed opening, or restricted access to a campus because of severe weather, a security threat, or another emergency cause.

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. It is crucial to notify your child's school when a phone number changes.

If the campus must close, delay opening, or restrict access to the building because of an emergency, the district will also alert the community in the following ways:

KYKX	Longview	105.7
KWKH	Shreveport	1130 AM
KFXK	Longview	Channel 51
KLTV	Tyler	Channel 7

Harleton High School Student Handbook

[See **Communications-Automated, Emergency** on page 42.]

SAT, ACT, and Other Standardized Tests

[See **Standardized Testing** on page 92.]

Schedule Changes

Students are allowed to request schedule changes by scheduling an appointment with the Assistant Principle of Student Services. Schedule change request may not be approved due to several reasons including but not limited to the timing of the request and conflicts with the students schedule.

School Facilities

Asbestos Management Plan (All Grade Levels)

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's asbestos management plan is available in the central administrative office. If you have any questions or would like to examine the district's plan in more detail, please contact the superintendent's office, the district's designated asbestos coordinator, at ratcliffjay@harletonisd.net or call 903-777-2372.

Food and Nutrition Services

The district participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily in accordance with standards set forth in state and federal law.

Some students are eligible for free and reduced-price meals based on financial need. Information about a student's participation is confidential. The district may share information such as a student's name and eligibility status to help enroll eligible children in Medicaid or the state children's health insurance program (CHIP) unless the student's parent requests the student's information not be disclosed.

Participating students will be offered the same meal options as their peers and will not be treated differently from their peers.

See the high school office to apply for free or reduced-price meal services.

[See policy CO for more information.]

Parents should continually monitor their child's meal account balance. When a student's meal account is depleted, the district will notify the parent. The student may continue to purchase meals according to the grace period set by the school board. The district will present the parent with a schedule of repayment for any outstanding account balance and an application for free or reduced meals.

If the district is unable to work out an agreement with the student's parent on replenishment of the meal account and payment of any outstanding balance, the student will receive a meal. The district will make every effort to avoid bringing attention to the student.

Harleton High School Student Handbook

Vending Machines

The district has adopted and implemented the state and federal policies for food service, including guidelines to restrict student access to vending machines. For more information regarding these policies and guidelines, see the high school office. [See policy FFA for more information.]

Pest Management Plan (All Grade Levels)

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, periodic indoor and outdoor pesticide use is sometimes necessary to ensure a safe, pest-free school environment.

All pesticides used are registered for their intended use by the U.S. Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area.

Parents who have questions or who want to be notified of the times and types of applications prior to pesticide application inside their child's school assignment area may contact the superintendent's office, the district's IPM coordinator, at 903-777-2372

Conduct Before and After School (All Grade Levels)

Teachers and administrators have full authority over student conduct at before- or after-school activities. Whether a school activity is on or off district premises, students are subject to the same rules of conduct that apply during the instructional day. Misbehavior will be subject to consequences established by the Student Code of Conduct or any stricter standards of behavior established by the sponsor for extracurricular participants.

Library (All Grade Levels)

The library is open for independent student use during the following times with a teacher or librarian permit:

- *Before and after school (open and close times are dependent on the librarian's schedule)*
- *During the school day (with permission of the student's scheduled teacher and librarian)*
- *The library is open during break and is closed during lunch*

Use of Hallways during Class Time (All Grade Levels)

During class times, loitering or standing in the halls is not permitted, and a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the Student Code of Conduct.

Use by Students Before and After School (All Grade Levels)

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

The following areas are open to students before school, beginning at 7a.m.

- *The cafeteria*

Harleton High School Student Handbook

- *The food court*
- *The food court restrooms (Parking Lot Student Entrance)*

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

Students must leave campus immediately after dismissal of school in the afternoon, unless the student is involved in an activity under the supervision of a teacher or other authorized employee or adult.

Meetings of Non-curriculum-Related Groups (Secondary Grade Levels Only)

Student-organized, student-led non-curriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of policy FNAB(LOCAL).

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

School-Sponsored Field Trips (All Grade Levels)

The district periodically takes students on field trips for educational purposes.

A parent must provide permission for a student to participate in a field trip.

The district may ask the parent to provide information about a student's medical provider and insurance coverage and may also ask the parent to sign a waiver allowing for emergency medical treatment in the case of a student accident or illness during the field trip.

The district may require a fee for student participation in a field trip to cover expenses such as transportation, admission, and meals; however, a student will not be denied participation because of financial need.

Searches

Searches in General (All Grade Levels)

In the interest of promoting student safety and drug-free schools, district officials may occasionally conduct searches.

District officials may search students, their belongings, and their vehicles in accordance with law and district policy. Searches of students will be conducted without discrimination, based on, for example, reasonable suspicion or voluntary consent or pursuant to district policy providing for suspicionless security procedures, including the use of metal detectors.

In accordance with the Student Code of Conduct, students are responsible for prohibited items found in their possession, including items in their personal belongings or in vehicles parked on district property.

If there is reasonable suspicion to believe that searching a student's person, belongings, or vehicle will reveal evidence of a violation of the Student Code of Conduct, a district official may conduct a search in accordance with law and district regulations.

District Property (All Grade Levels)

Desks, lockers, district-provided technology, and similar items are the property of the district and are provided for student use as a matter of convenience. District property is subject to search or

Harleton High School Student Handbook

inspection at any time without notice. Students have no expectation of privacy in district property.

Students are responsible for any item found in district property provided to the student that is prohibited by law, district policy, or the Student Code of Conduct.

Metal Detectors (All Grade Levels)

To maintain a safe and disciplined learning environment, the district reserves the right to subject students to metal detector searches when entering a district campus and at off-campus, school-sponsored activities.

Telecommunications and Other Electronic Devices (All Grade Levels)

Use of district-owned equipment and its network systems is not private and will be monitored by the district. [See policy CQ for more information.]

Any searches of personal electronic devices will be conducted in accordance with law, and the device may be confiscated to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

[See **Electronic Devices and Technology Resources** on page 58 and policy FNF(LEGAL) for more information.]

Trained Dogs (All Grade Levels)

The district may use trained dogs to screen for concealed, prohibited items, including drugs and alcohol. Screenings conducted by trained dogs will not be announced in advance. The dogs will not be used with students, but students may be asked to leave personal belongings in an area that is going to be screened, such as a classroom, a locker, or a vehicle. If a dog alerts to an item or an area, it may be searched by district officials.

Drug Testing (Secondary Grade Levels Only)

Harleton ISD requires drug testing of any student in grades 7 – 12 who chooses to participate in any school-sponsored extracurricular activities.

A student participating in these activities shall be tested randomly throughout the school year for the presence of illegal drugs and alcohol.

The purpose of the drug-testing program is to deter student use of illegal and performance enhancing drugs or alcohol.

[See **Steroids** on page 74.]

Vehicles on Campus

If a vehicle subject to search is locked, the student will be asked to unlock the vehicle. If the student refuses, the district will contact the student's parents. If the parents also refuse to permit the vehicle to be searched, the district may turn the matter over to law enforcement. The district may contact law enforcement even if permission to search is granted.

Sexual Harassment

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 51.]

Harleton High School Student Handbook

Special Programs (All Grade Levels)

The district provides special programs for gifted and talented students, students who are homeless, students in foster care, bilingual students, migrant students, English learners, students diagnosed with dyslexia, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact the Assistant Principal of Student Services Adam Chandler.

The Texas State Library and Archives Commission's [Talking Book Program](#) provides audiobooks free of charge to qualifying Texans, including students with visual, physical, or reading disabilities such as dyslexia.

Standardized Testing Secondary Grade Levels

SAT/ACT (Scholastic Aptitude Test and American College Test)

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. These assessments are usually taken at the end of the junior year. Students are encouraged to talk with the Assistant Principal of Student Services early during their junior year to learn about these assessments and determine the appropriate examination to take. The Preliminary SAT (PSAT) and ACT-Aspire are the corresponding preparatory and readiness assessments for the SAT and ACT.

Note: These assessments may qualify a student to receive a performance acknowledgment on the student's transcript under the foundation graduation program and may qualify as a substitute for an end-of-course testing requirement in certain circumstances. A student's performance at a certain level on the SAT or ACT also makes the student eligible for automatic admission to a Texas public institution of higher education.

TSI (Texas Success Initiative) Assessment

Prior to enrollment in a Texas public college or university, most students must take a standardized test called the Texas Success Initiative (TSI) assessment. The TSI assesses the reading, mathematics, and writing skills that freshmen-level students need to perform effectively as undergraduates in Texas public colleges and universities. This assessment may also be required before a student enrolls in a dual credit course offered through the district. Achieving certain benchmark scores on this assessment may also waive certain end-of-course assessment requirements in limited circumstances.

STAAR (State of Texas Assessments of Academic Readiness)

High School Courses End-of-Course (EOC) Assessments

STAAR end-of-course (EOC) assessments are administered for the following courses:

- Algebra I
- English I and English II
- Biology
- U.S. History

Satisfactory performance on the applicable assessments is required for graduation, unless waived or substituted as allowed by state law and rules.

Harleton High School Student Handbook

There are three testing windows during the year in which a student may take an EOC assessment. The windows occur in the fall, spring, and summer months. If a student does not meet satisfactory performance, the student will have opportunities to retake the assessment.

STAAR Alternate 2 is available for eligible students receiving special education services who meet certain criteria established by the state as determined by the student's ARD committee.

An admission, review, and dismissal (ARD) committee for a student receiving special education services will determine whether successful performance on the EOC assessments will be required for graduation within the parameters identified in state rules and the student's personal graduation plan (PGP).

[See **Graduation** on page 65.]

Students in Foster Care (All Grade Levels)

In an effort to provide educational stability, the district will provide enrollment and registration assistance, as well as other educational services throughout the student's enrollment, to any student who is currently placed or newly placed in foster care (temporary or permanent custody of the state, sometimes referred to as substitute care).

Please contact the High School Principal, who has been designated as the district's foster care liaison on the high school campus, at BrockCrystal@Harletonisd.net or 903-777-2711 with any questions.

[See **Students in the Conservatorship of the State** on page 24.]

Students Who are Homeless

A parent is encouraged to inform the district if his or her child is experiencing homelessness. District staff can share resources that may be able to assist families.

For more information on services for students who are homeless, contact the district's homeless education high school liaison, Crystal Brock, at BrockCrystal@Harletonisd.net or 903-777-2711.

[See **A Student Who is Homeless** on page 25.]

Student Speakers

The district may provide students the opportunity to introduce approved school events. If a student meets the eligibility criteria and wishes to introduce one of the school events, the student should submit his or her name in accordance with policy FNA(LOCAL).

[See **Graduation** on page 65 for information related to student speakers at graduation ceremonies and policy FNA(LOCAL) regarding other speaking opportunities.]

Summer School

For information concerning summer school, contact the Assistant Principal of Student Services or the High School Principal.

Tardies (High School)

A student who is not in their assigned classroom when the tardy bell rings, they are tardy to class and may be assigned to detention hall or given another appropriate consequence.

Harleton High School Student Handbook

Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials (All Grade Levels)

The district provides textbooks and other approved instructional materials to students free of charge for each subject or class. Students must treat any books with care and place covers on them, as directed by the teacher. The district may also provide electronic textbooks and technological equipment to students, depending on course objectives.

If a student needs a graphing calculator for a course and the district does not provide one, the student may use a calculator application with graphing capabilities on a phone, laptop, tablet, or other computing device.

A student who is issued a damaged item should report the damage to the teacher.

Any student who does not return an item or returns an item in an unacceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage is paid for by the parent. However, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

Transfers (All Grade Levels)

The principal is authorized to transfer a student from one classroom to another.

[See **Safety Transfers/Assignments** on page 24, **Bullying** on page 34, and **Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services** on page 26, for other transfer options.]

Transportation (All Grade Levels)

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use school-provided transportation to and from the event. However, in accordance with campus procedures, a parent may provide written consent for his or her child to ride with or be released after the event to the parent or another adult designated by the parent. [See **School-sponsored Field Trips** on page 90.]

Buses and Other School Vehicles

The district makes school bus transportation available to all students living two or more miles from school and to any students who are experiencing homelessness. This service is provided at no cost to students.

Bus routes and stops will be designated annually. Any subsequent changes will be posted at the school and on the district's website. For the safety of the driver and all passengers, students must board district vehicles only at authorized stops and drivers must unload passengers only at authorized stops.

A parent may designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated location must be an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, contact the Director of Transportation Mike Harper at 903-777-2372

Students are expected to assist district staff in ensuring that buses and other district vehicles are clean and safe. When riding in district vehicles, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

Harleton High School Student Handbook

- Follow the driver's directions at all times.
- Enter and leave the vehicle in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the vehicle or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the vehicle.
- Not possess or use any form of tobacco or e-cigarettes in any district vehicle.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten their seat belts, if available.
- Wait for the driver's signal upon leaving the vehicle and before crossing in front of the vehicle.
- Follow any other rules established by the operator of the vehicle.

Misconduct will be punished in accordance with the Student Code of Conduct, including loss of the privilege to ride in a district vehicle.

[See the Student Code of Conduct for provisions regarding transportation to the DAEP.]

Vandalism

Littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

Video Cameras

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

The principal will review the video and audio recordings as needed and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

In accordance with state law, a parent of a student who receives special education services, a staff member (as this term is defined by law), a principal or assistant principal, or the board may make a written request for the district to place video and audio recording equipment in certain self-contained special education classrooms. The district will provide notice before placing a video camera in a classroom or other setting in which a child receives special education services. For more information or to request the installation and operation of this equipment, speak with the high school principal, who the district has designated to coordinate the implementation of and compliance with this law on the high school campus.

[See policy EHBAF(LOCAL) for more information.]

Harleton High School Student Handbook

Visitors to the School

General Visitors

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the main office and comply with all applicable district policies and procedures. All visitors should be prepared to show identification.

Individuals may visit classrooms during instructional time only with approval of the principal and teacher. Visitors may not interfere with instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted.

Unauthorized Persons

In accordance with Education Code 37.105, a school administrator, school resource officer (SRO), or district police officer has the authority to refuse entry to or eject a person from district property if the person refuses to leave peaceably on request and:

- The person poses a substantial risk of harm to any person; or
- The person behaves in a manner that is inappropriate for a school setting and persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with policies FNG(LOCAL) or GF(LOCAL).

[See the Student Code of Conduct.]

Visitors Participating in Special Programs for Students

Business, Civic, and Youth Groups

The district may invite representatives from patriotic societies listed in Title 36 of the United States Code to present information to interested students about membership in the society.

Career Day

The district invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

Volunteers (All Grade Levels)

The district invites and appreciates the efforts of volunteers who are willing to serve our district and students.

If you are interested in volunteering, please contact the high school office at 903-777-2711 for more information and to complete an application.

The district does not require state criminal history background checks for volunteers who are parents, guardians, or grandparents of a child enrolled in the district.

Harleton High School Student Handbook

Subject to exceptions in accordance with state law and district procedures, other volunteers will be subject to a state criminal history background check, and the volunteer must pay all costs for the background check.

Voter Registration

A student who is eligible to vote in any local, state, or federal election may obtain a voter registration application at the main campus office.

Withdrawing from School (All Grade Levels)

To withdraw a student under age 18 from school, the parent or guardian must submit a written request to the principal specifying the reasons for withdrawal and the final day the student will be in attendance. Withdrawal forms are available from the principal's office.

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

Please provide the school at least three days' notice of withdrawal so that records and documents may be prepared.

Harleton High School Student Handbook

Glossary

Accelerated instruction is an intensive supplemental program designed to help an individual student acquire the knowledge and skills required at his or her grade level. It is required when a student does not meet the passing standard on a state-mandated assessment.

ACT, or the American College Test, is one of the two most frequently used college or university admissions examinations. The test may be required for admission to certain colleges or universities.

ACT-Aspire is designed as a preparatory and readiness assessment for the ACT. This is usually taken by students in grade 10.

ARD stands for admission, review, and dismissal. The ARD committee convenes for each student who is identified as needing a full and individual evaluation for special education services. The eligible student and his or her parents are members of the committee.

Attendance review committee is responsible for reviewing a student's absences when the student's attendance drops below 90 percent, or in some cases 75 percent, of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit or a final grade lost because of absences.

CPS stands for Child Protective Services.

DAEP stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct.

DFPS stands for the Texas Department of Family and Protective Services.

DPS stands for the Texas Department of Public Safety.

EOC (end-of-course) assessments are state-mandated and are part of the STAAR program. Successful performance on EOC assessments are required for graduation. These examinations will be given in English I, English II, Algebra I, Biology, and U.S. History.

ESSA is the federal Every Student Succeeds Act.

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

IEP stands for individualized education program and is the written record prepared by the ARD committee for a student with disabilities who is eligible for special education services. .

IGC is the individual graduation committee, formed in accordance with state law, to determine a student's eligibility to graduate when the student has failed to demonstrate satisfactory performance on no more than two of the required state assessments.

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

Harleton High School Student Handbook

PGP stands for personal graduation plan, which is required for high school students and for any student in middle school who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

PSAT is the preparatory and readiness assessment for the SAT. It also serves as the basis for the awarding of National Merit Scholarships.

SAT refers to the Scholastic Aptitude Test, one of the two most frequently used college or university admissions examinations. The test may be required for admissions to certain colleges or universities.

SHAC stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to help ensure that local community values and health issues are reflected in the district's health education instruction, as well as assist with other student and employee wellness issues.

Section 504 is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

STAAR is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments.

STAAR Alternate 2 is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student's ARD committee.

STAAR Spanish is an alternative state-mandated assessment administered to eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

State-mandated assessments are required of students at certain grade levels and in specified subjects. Except under limited circumstances, students must perform successfully on some state-mandated assessments to be promoted and students must pass the STAAR EOC assessments to graduate. Students have multiple opportunities to take the tests, if necessary, for promotion or graduation.

Student Code of Conduct is developed with the advice of the district-level committee and adopted by the board and identifies the circumstances, consistent with law, when a student may be removed from a classroom, campus, or district vehicle; sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP; and outlines conditions for out-of-school suspension and for expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

TAC stands for the Texas Administrative Code.

TEA stands for the Texas Education Agency, which oversees primary and secondary public education in Texas.

TELPAS stands for the Texas English Language Proficiency Assessment System, which assesses the progress that English learners make in learning the English language and is administered for those who meet the participation requirements in kindergarten–grade 12.

Harleton High School Student Handbook

TSI stands for the Texas Success Initiative, an assessment designed to measure the reading, mathematics, and writing skills that entering college-level freshmen students should have if they are to be successful in undergraduate programs in Texas public colleges and universities.

TXVSN stands for the Texas Virtual School Network, which provides online courses for Texas students to supplement the instructional programs of public school districts. Courses are taught by qualified instructors and are equivalent in rigor and scope to a course taught in a traditional classroom setting.

UIL refers to the University Interscholastic League, the statewide, voluntary nonprofit organization that oversees educational extracurricular academic, athletic, and music contests.

Harleton High School Student Handbook

Appendix: Freedom from Bullying Policy

Note to handbook developer: Because state law requires that the district's policy on bullying be distributed in its Student Handbook(s), the following has been formatted for you to more easily insert the district's FFI(LOCAL) policy here rather than in the body of the handbook itself.

Note: School board policies may be revised at any time. For legal context and the most current copy of the local policy, visit www.Harletonisd.net Below is the text of Harleton ISD policy FFI(LOCAL) as of the date this handbook was finalized for this school year.

Student Welfare: Freedom from Bullying

Policy FFI(LOCAL) adopted on *August 4th, 2020*

STUDENT WELFARE: FREEDOM FROM BULLYING FFI(LOCAL)

The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, **serves as** a witness, or participates in an investigation.

EXAMPLES

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

FALSE CLAIM

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

TIMELY REPORTING

REPORT This policy addresses bullying of District students. For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.

BULLYING PROHIBITED

The District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

DEFINITION

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school sponsored or school-related activity, or in a vehicle operated by the District and that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student. This conduct is considered bullying if it:
2. Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and

Harleton High School Student Handbook

2. In Interferes with a student's education or substantially disrupts the operation of a school.

EXAMPLES

Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

RETALIATION

PROCEDURES

STUDENT REPORT

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct. To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee.

Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

EMPLOYEE REPORT

REPORT FORMAT

PROHIBITED CONDUCT

A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.

The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct. The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate. Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.

INVESTIGATION OF REPORT

CONCLUDING THE INVESTIGATION

80

The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee. If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

Harleton High School Student Handbook

NOTICE TO PARENTS

DISTRICT ACTION

BULLYING

If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.

DISCIPLINE

A student who is a victim of bullying and who used reasonable self defense in response to the bullying shall not be subject to disciplinary action.

CORRECTIVE ACTION

The discipline of a student with a disability is subject to applicable **state** and federal law in addition to the Student Code of Conduct.

Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.

TRANSFERS

The principal or designee shall refer to FDB for transfer provisions.

COUNSELING

The principal or designee shall notify the victim, the student who **engaged** in bullying, and any students who witnessed the bullying of available counseling options.

IMPROPER CONDUCT

CONFIDENTIALITY

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action. To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation. A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate **level**. Retention of records shall be in accordance with CPC(LOCAL).

APPEAL

RECORDS RETENTION

81

ACCESS TO POLICY AND PROCEDURES

This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's Web site, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

Harleton High School Student Handbook

APPENDIX I: