

# ***Student Handbook***

***2011-2012***



***Quanah Independent School District***

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## **ALMA MATER**

**All Hail, all hail to Dear old Quanah**

**Alma mater dear**

**We'll fight to keep her honor and her glory ever clear.**

**In joyful and sad days**

**We'll always sing her glorious praises.**

**Hail to dear old Quanah**

**Alma mater dear**

**We will love her through the years.**

## **Fight Song**

**We're gonna rah, rah, rah for Quanah High**

**The school that every student here adores**

**And for the football team we love so well**

**We're gonna yell and yell and yell and yell and yell**

**We're gonna fight fight fight for every score**

**We're gonna circle in and win some more**

**We're gonna roll those \_\_\_\_\_**

**In the sod, in the sod**

**Rah! Rah! Rah!**

## **INDIAN LOYALTY**

When representing Quanah Independent School District in any way, remember to conduct yourself in such a way as to bring credit to yourself, your school and your community. Behave toward others, as you would expect them to behave towards you. Good sportsmanship and good manners show a willingness of the student body to unite its efforts behind the traditionally outstanding image of Quanah.



## PREFACE

To Students and Parents:

Welcome to school year 2011–2012! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The Quanah ISD Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is divided into two sections:

**Section I**—REQUIRED NOTICES AND INFORMATION FOR PARENTS—with notices that the district must provide to all parents, as well as other information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook; and

**Section II**—INFORMATION FOR STUDENTS AND PARENTS—organized alphabetically by topic for quick access when searching for information on a specific issue.

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

Both students and parents should become familiar with the Quanah ***Student Code of Conduct***, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning.

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

In case of conflict between board policy or the ***Student Code of Conduct*** and any provisions of the Student Handbook, the current provisions of board policy or the ***Student Code of Conduct*** are to be followed.

After reading through the entire handbook with your child, keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact your campus administrator.

Also, please complete and return to your child's campus the following required forms.

1. Parental Acknowledgment Form;
2. Student Directory Information Form;
3. Release of Information to Military Recruiters and Institutions of Higher Learning Form; and
4. Consent/Opt-Out Form.

Please note that references to policy codes are included so that parents can refer to current board policy. A copy of the district's policy manual is available for review in the school office or online at <http://www.qisd.net/>

## SECTION I: REQUIRED NOTICES AND INFORMATION FOR PARENTS

This section of the Quanah Student Handbook includes several notices that the district is required to provide to you, as well as other information on topics of particular interest to you as a parent.

### STATEMENT OF NONDISCRIMINATION

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

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of gender: Buddy Freeman, Superintendent, 801 Elbert Quanah, TX 79252, (940-663-2281).
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability:
  - Rusty Brawley –High School Principal, (940-663-2791).
  - Gayle McKinley – Junior High School Principal, (940-663-2226)
  - Ryan Turner – Elementary School Principal, (940-663-2171)
- All other concerns regarding discrimination: See the superintendent, Buddy Freeman (940-663-2281).

### PARENTAL INVOLVEMENT

#### Working Together

Both experience and research tell us that a child's education succeeds best when there is good communication and a strong partnership between home and school. Your involvement 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 of your child's school activities and with the academic programs, including special programs, offered in the district.

- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child, if your child is entering ninth grade.
- Monitoring your child's academic progress and contacting teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed.
- To schedule a telephone or in-person conference with a teacher, counselors, or principal, please call the school office at (663-2791) 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.
- Becoming a school volunteer. [For further information, see policies at GKG]
- Participating in campus parent organizations.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact the Principal, Rusty Brawley.
- Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction. [See policies at BDF, EHAA, FFA].
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

## PARENTAL RIGHTS

### Obtaining Information and Protecting Student Rights

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

- Political affiliations or beliefs of the student or the student’s parent.
- Mental or psychological problems of the student or the student’s family.
- Sexual behavior or attitudes.
- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom the student has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or parents.
- Income, except when the information is required by law and will be used to determine the student’s eligibility to participate in a special program or to receive financial assistance under such a program.

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

### “Opting Out” of Surveys and Activities

As a parent, you have a right to receive notice of and deny permission for your child’s participation in:

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. [See policies EF and FFAA.]

### Inspecting Surveys

As a parent, you may inspect a survey created by a third party before the survey is administered or distributed to your child.

## **Requesting Professional Qualifications of Teachers and Staff**

You may request information regarding the professional qualifications of your child's teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

## **Reviewing Instructional Materials**

As a parent, you have a 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 to your child.

## **Displaying a Student's Artwork and Projects**

The district will seek parental consent before displaying students' artwork, special projects, photographs taken by students, and the like on the district's Web site, in printed material, by video, or by any other method of mass communication.

## Accessing Student Records

You may review your child's student 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 counselor evaluations,
- Reports of behavioral patterns, and
- State assessment instruments that have been administered to your child.

## Granting Permission to Video or Audio Record a Student

As a parent, you may grant or deny any written request from the district to make a video or voice recording of your child. State law, however, permits the school to make a video or voice recording without parental permission for the following circumstances:

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

## Removing a Student Temporarily from the Classroom

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

## **Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags**

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

## **Excusing a Student from Reciting a Portion of the Declaration of Independence**

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

## **Removing a Student from Human Sexuality Instruction**

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

State law requires that any instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus or acquired immune deficiency syndrome must:

- Present abstinence from sexual activity as the preferred choice of behavior 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 is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity;
- Direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is 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.

- In accordance with state law, below is a summary of the district's curriculum regarding human sexuality instruction:
- (See Connie Keys for curriculum information)

As a parent, you are entitled to review the curriculum materials. In addition, you may remove your child from any part of this instruction with no academic, disciplinary, or other penalties. You may also choose to become more involved with the development of curriculum used for this purpose by becoming a member of the district's SHAC. Please see the campus principal for additional information.

## Requesting Notices of Certain Student Misconduct

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 policy FO (LEGAL) and the ***Student Code of Conduct***.]

## Requesting Transfers for Your Child

As a parent, you have a right:

- To request the transfer of your child to another classroom or campus if your child has been determined by the board or its designee to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the superintendent for information. [See policy FDB.]
- To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDD(LOCAL).]
- To request the transfer of your child to another campus or a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policies FDD(LEGAL) and (LOCAL).]

## Requesting Classroom Assignment for Multiple Birth

### Siblings

As a parent, if your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, you may request that they be placed either

in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14<sup>th</sup> day after the enrollment of your children. [See FDB (LEGAL).]

## OTHER IMPORTANT INFORMATION FOR PARENTS

### Providing Assistance to Students Who Have Learning Difficulties or Need Special Education Services

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 districts to meet the needs of all struggling students.

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

If the district determines that the evaluation is not needed, the district will provide the parent with [prior written notice](#) that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights, if they disagree with the district. The district is required to give parents the [Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities](#). Additional information regarding the IDEA is available from the school district in a companion document [A Guide to the Admission, Review, and Dismissal Process](#).

The following websites provide information to those who are seeking information and resources specific to students with disabilities and their families:

[Texas Project First](#)

[Partners Resource Network](#)

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The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is:

Rusty Brawley – High School Principal, (940-663-2791).

Gayle McKinley – Junior High School Principal, (940-663-2226)

Ryan Turner – Elementary School Principal, (940-663-2171)

If a student receiving special education services is scheduled to graduate under the Minimum Program or in accordance with the provisions of his or her IEP, the student's ARD committee will determine whether the general EOC assessment is an accurate measure of the student's achievement and progress or whether an alternative assessment is more appropriate. STAAR Modified and STAAR Alternate are the alternative assessments currently allowed by the state. [See STANDARDIZED TESTING for additional information.] If a student takes the STAAR Modified or STAAR Alternate assessment, the student's ARD committee will determine whether the score on an EOC assessment will count as 15 percent of a student's final grade, as well as whether successful performance and a cumulative score on the EOC assessments will be required for graduation.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Rusty Brawley at 663-2791.

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. [See policy FDB(LOCAL).]

## **Accommodations for Children of Military Families**

Children of military families will be provided flexibility regarding certain district requirements, including:

- Immunization requirements.
- Grade level, course, or educational program placement.
- Eligibility requirements for participation in extracurricular activities.
- Graduation requirements.

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district. The district will permit no more than 3 excused absences per year for this purpose.

Additional information may be found at <http://ritter.tea.state.tx.us/mil/>.

## **Services for Title I Participants**

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Buddy Freeman and may be contacted at 940-663-2281.

## Student Records

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

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

Release is restricted to:

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student's education records.

Federal law requires that, as soon as a student becomes 18, is emancipated by a court, or enrolls in a post-secondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, 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.

District school officials who have what federal law refers to as a "legitimate educational interest" in a student's records. School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support staff; a person or company with whom the district has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, or volunteer); 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. "Legitimate educational interest" in a student's records includes 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.

- Various governmental agencies.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.

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

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

Records may be inspected by a parent or eligible student during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A parent or eligible student who provides 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 these records. The address of the superintendent's office is 801 Elbert Quanah, TX 79252 . The address of the principals' office is: 801 Elbert Quanah, TX 79252. A parent (or eligible student) may inspect the student's records and request a correction 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 principal. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record 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 the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNG (LOCAL). A grade issued by a classroom 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 policy.

The district's policy regarding student records found at FL(LEGAL) and (LOCAL) is available from the principal's or superintendent's office or on the district's website at <http://www.qisd.net>

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

**Please note:**

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with federal law regarding student records. The complaint may be mailed to:

Family Policy Compliance Office U. S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5901

## **Directory Information**

The law permits the district to designate certain personal information about students as “directory information.” This “directory information” will be released to anyone who follows procedures for requesting it.

However, release of a student's directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of your child's first day of instruction for this school year.

## **Directory Information for School-Sponsored Purposes**

The district often needs to use student information for the following school-sponsored purposes:

Yearbook, Athletic, Academics and School Newspapers.

Unless you object to the use of your child's information for these limited purposes, the school will not need to ask your permission each time the district wishes to use this information for the school-sponsored purposes listed above.

## **Release of Student Information to Military Recruiters and Institutions of Higher Education**

The district is required by federal law to comply with a request by a military recruiter or an institution of higher education for students' names, addresses, and telephone listings, unless parents have advised the district not to release their child's information without prior written consent. A form has been attached for you to complete if you do not want the district to provide this information to military recruiters or institutions of higher education.

## Bacterial Meningitis

State law specifically requires the district to provide the following information:

What is meningitis?

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

What are the symptoms?

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

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

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

How serious is bacterial meningitis?

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

How is bacterial meningitis spread?

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

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

How can bacterial meningitis be prevented?

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

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high

risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85–90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

What should you do if you think you or a friend might have bacterial meningitis?

You should seek prompt medical attention.

Where can you get more information?

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

## SECTION II: INFORMATION FOR STUDENTS AND PARENTS

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is conveniently organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue.

### ABSENCES/ATTENDANCE

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

#### Compulsory Attendance

State law requires that a student between the ages of six and 18 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 who voluntarily attends or enrolls after his or her 18<sup>th</sup> birthday is required to attend each school day until the end of the school year and is subject to compulsory attendance laws, if the student is under 21 years old. In addition, if a student 18 or older has more than five unexcused absences in a semester the district may revoke the student’s enrollment. The student’s presence on school property thereafter would be unauthorized and may be considered trespassing. [See FEA]

Students enrolled in prekindergarten or kindergarten is required to attend school.

State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of a diagnostic reading instrument.

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction (termed “accelerated instruction” by the state) assigned by a grade placement committee and basic skills for ninth graders; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

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

If the student is over age 18, the student's parents shall not be subject to penalties as a result of their child's violation of state compulsory attendance law. [See FEA (LEGAL)]

### **Exemptions to Compulsory Attendance**

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Service as an election clerk; and
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders.

In addition, a junior or senior student's absence of up to two days related to visiting a college or university will be considered an exemption, provided the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed.

### **Failure to Comply with Compulsory Attendance**

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction, termed "accelerated instruction" by the state; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

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

If the student is over age 18, the student's parents will not be subject to penalties as a result of their child's violation of state compulsory attendance law. [See FEA (LEGAL).]

### **ATTENDANCE FOR CREDIT**

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

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

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

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and documented health-care appointments will be considered days of attendance for this purpose. [See policies at FEB.]
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained

passing grades in the course or subject.

- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

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

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

### **SATURDAY SCHOOL**

Saturday school is mandatory when assigned. The principal must excuse any absence from Saturday school. School activities are not an excuse for missing an assigned Saturday school. If a student is assigned to Saturday school for excessive absences, misses without permission from the principal, the student will be filed on for excessive absences.

### **Parent's Note after an Absence**

When a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent that describes the reason for the absence. The parent or guardian has **3 (three) days** to submit a note to the attendance clerk. If a note is not received within **3 (three) days**, upon returning to school, the absences will be counted unexcused.

### **Please Note:**

**Parents/guardians are allowed to excuse their child from no more than three (3) times during the semester. Any absences after these three (3) contacts will require some form of official documentation to include but not limited to (doctor's notes, health clinics, court documents, and copies of funeral announcements.) Absences beyond these three (3) absences, without official documentation, will be considered unexcused.**

### **TARDINESS**

There will be no tolerance for tardiness without principal approval. When a student is tardy more than 3 times to any class, during a semester, he/she will receive 3 days of detention and given an unexcused absence. Students who are tardy 6 times to any class will receive 3 days of detention and two unexcused absences. If a student is tardy 7+ times, they will be placed in In-school suspension. If tardiness were to exceed 10, the student will then be placed in DAEP and given the appropriate amount of unexcused absences. Tardiness will be kept for each semester. If there is a situation that arises that may make you tardy, speak to a teacher or administrator and get permission before the tardiness becomes a problem.

## **RELEASE OF STUDENTS FROM SCHOOL**

A student who must leave school during the day must bring a note from his or her parent to the office that morning. Parents must call prior to the student leaving to give oral permission. Students will not be permitted to leave without both of these. Unless parental permission is obtained via phone the student will not be allowed to leave campus. A signed parent note or doctor's note must be brought back to school within (3) three days explaining the absence.

The student will be called down to the office and information will be given to the classroom teacher. The teacher will determine that permission has been granted properly before allowing the student to leave. A student who becomes ill during the school day should, with the teacher's permission, report to the principal's office. Failure to follow this rule will result in disciplinary action and treated as truancy.

1<sup>st</sup> Offense – Level I ISS

2<sup>nd</sup> Offense – Level II ISS

3<sup>rd</sup> Offense – Level III ISS

More than 3 offenses will result in judicial action.

## **Driver License Attendance Verification**

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

## **ACADEMIC PROGRAMS**

The school counselor provides students and parents with information regarding academic programs to prepare for higher education and career choices.

## **ADMISSION AND ENROLLMENT**

Parents seeking to enroll their children in the district for the first time or following attendance in another Texas district, out-of-state attendance or private school attendance should contact the principal or counselor. Documents required for enrollment are: (1) Proof of residence within the district's boundaries, (2) Student identification (birth certificate, social security card) (3) Report card or letter of progress or document of withdrawal from previous district and (4) immunization records (5) Parent/Guardian's valid driver's license.

## **APPEALS OF DISCIPLINARY SANCTIONS**

Student appeals of disciplinary sanctions shall follow the District's chain-of command. Specifically, after the Principal or designee has imposed the consequence, the student can appeal to the following in this order, exhausting administrative remedy at each level:

1. Superintendent or designee
2. Board of Trustees
1. State and/or Federal Courts.

## **ASSEMBLIES**

Students are required to conduct themselves in assemblies as they do in class. Obtrusive and/or inappropriate noises or behavior will not be tolerated. Students should move to the assembly location quickly and quietly so as not to disturb other classes those are in session. Students who fail to attend a scheduled assembly, who are tardy, or who do not abide by the district's rules of conduct during an assembly shall be subject to disciplinary action.

## **ATHLETICS**

Quannah Independent School District offers the following sports to all eligible students: football, basketball, track, power lifting, and tennis, cross country, baseball, softball, and golf. When in attendance at sporting events, students should only applaud or cheer to recognize positive actions or accomplishments. Students should remain quiet when penalties are assessed for either team. Students should stay off the playing field or court at all times unless he/she is a team participant. Students displaying unacceptable behaviors are subject to consequences such as, but not limited to, ejection from activity, detention, ISS, AEP and/or suspension from all other future school activities.

## **AWARDS**

Awards and/or recognition are presented annually to students who excel in the areas of academics, scholarship, citizenship, U.I.L. competition, and other types of organizational activities. Activity letter jackets and/or letters are provided by the school to students who qualify in athletics, band, and U.I.L. literary competition. Only one jacket can be earned by a student during his/her four years in high school. The district shall comply with current U.I.L. constitution and bylaws regarding awards for participation and competition

## **BELL SCHEDULES**

Please school website for bell schedules for specific campus.

## **CAREER AND TECHNOLOGY PROGRAMS**

The district offers career and technology programs in Agriculture, Family and Consumer Sciences, Health Sciences and Technology. Quanah ISD will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

## **CHEATING / PLAGIARISM/ACADEMIC DISHONESTY**

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

## **CHILD SEXUAL ABUSE**

The district has established a plan for addressing child sexual abuse, which may be accessed at <http://www.qisd.net/> As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. 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. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include 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. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

A child who has experienced sexual abuse should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse, and 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.

As a parent, if your child is a victim of sexual abuse, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see [http://www.dfps.state.tx.us/Prevention\\_and\\_Early\\_Intervention/Programs\\_Available\\_In\\_Your\\_County/default.asp](http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp)

The following Web sites might help you become more aware of child sexual abuse:

<http://www.tea.state.tx.us/index.aspx?id=2820>

<http://sapn.nonprofitoffice.com/>

<http://www.taasa.org/member/materials2.php>

[http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse1.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml)

[http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse2.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml)

Reports may be made to:

The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (1-800-252-5400 or on the Web at <http://www.txabusehotline.org>

## **CLASS RANK / TOP TEN PERCENT / HIGHEST RANKING STUDENT**

High school graduates who are ranked in the top ten percent of their class and have graduated on the recommended plan or higher are eligible for automatic admission to Texas' general academic universities and colleges. Students and parents should see the counselor for further information about how to apply. This is subject to current state legislation.

### **VALEDICTORIAN AND SALUTATORIAN**

Only courses that count toward graduation credit will be used to figure each student's GPA. Local credit courses will not count toward one's GPA.

The Valedictorian and Salutatorian shall be determined according to the following rules:

- •To be eligible for valedictorian or salutatorian honors, a student shall be required to have enrolled within the first five days of the fall semester and remain in continuous membership in Quanah High School for both full semesters of his or her senior year. The eligible student who has the highest grade average and ranking shall be the valedictorian of the class and the student with the second highest shall be the salutatorian.
- Class rank shall be determined by averaging all courses taken for graduation credit and applying them to the QHS course weighting scale. Grades will be averaged through the end of the fifth six weeks
- Students must be on the Recommended or DAP graduation plan. A course taken at another high school for QHS graduation credit will be given the same classification on the weighting scale as that course receives if taught at QHS. This is to include honors courses. Courses not available at QHS will receive no weighting
- College courses taken for high school credit will be pass/fail only. No grade points will be awarded for these courses
- Please see pages 55-57, of this handbook, for "Senior Grade Point Averages" and Class Rankings. Senior class ranking will begin after the fifth six weeks grades of their graduation year. First and second ranking students for a given year shall be determined by class rank policy

For two school years following their graduation, district graduates who rank in the top ten percent of their graduating class are eligible for automatic admission into four-year public universities and colleges in Texas. Students and parents should contact the counselor for further information about the application process and deadlines. [For further information, see policies at EIC.]

### **CLASS ADVANCEMENT**

In order for a student to be eligible to accelerate the normal progression of class sequencing, the student must have earned commended performance on all TAKS

taken from the previous year.

## **CLASS SCHEDULES**

Class changes will only be made during the first week of each semester as the master schedule permits. No changes will be made after this date, without the recommendation of the teacher.

## **COLLEGE CREDIT COURSES / DUAL CREDIT COURSES**

Quannah High Students have the opportunity to take colleges to earn high school credit as well as college credit. Students may take 2 college/dual credit classes per semester. Student may take 3 college/dual credit classes per semester with approval of the principal and approval of the college. Students must be in attendance in regular classes for 240 minutes each day to receive credit for being a full time student. Students may not take college/dual credit classes if the class causes the student to fall below the standard for a full time student.

College/dual credit courses are considered pass/fail courses. Students in college/dual credit courses will receive no grade points. These courses are taught under the jurisdiction of the college. College/dual credit courses that receive no grade points will not be used in the grade calculations for honor rolls and for the National Honor Society. In the event of schedule changes or averaging issues, college/dual credit grades will be assigned a weighted numerical grade according to QISD guidelines.

College/dual credit courses usually cause the students in them to have free time during the day. Students are responsible for signing up using Campus Connect and paying fees for courses. Students are responsible for signing up for and completing THEA testing requirements. Students are also responsible for notifying the college in writing and to notify the High School office if they drop a class. Students enrolling in college/dual credit classes will adhere to the following rules when dropping a college/dual credit class and entering other classes.

- Students may drop a college/dual credit class and add high school classes with no penalty prior to the end of the 4<sup>th</sup> week of the high school courses each semester. Class work missed in the high school classes must be made up prior to the end of the six week period.
- Students may drop a college/dual credit class and add high school courses prior to the end of the 5<sup>th</sup> week of the high school courses each semester with a penalty of losing semester test
- Exemption status for the class or classes being added. Work missed in the high school classes must be made up prior to the end of the six week period.
- Students who drop a college/dual credit class after the end of the 5<sup>th</sup> week of

the high school classes each semester will be placed in an elective class or classes with a grade of 70 for the time spent in the dual credit class. Students will not be semester test exempt in the added elective class/classes. Students must make other arrangements to receive credit in core classes that have been dropped in this situation.

- Students who enroll in high school classes after the college classes begin each semester must make up the missed work at a maximum grade of 70, and will not be exempt from semester test in the class/classes added.
- Students who drop out of a college/dual credit TAKS tested class may be placed in a TAKS remediation class.
- A senior failing a first semester dual credit class must see a counselor and arrange to earn credit elsewhere during the second semester before graduation.
- Students that make below a 70 final grade in a college/dual credit class must take the regular class at Quanah High School during the second semester.

## COLLEGE VISITATIONS

Students may take 2 days to visit institutions of higher learning. **These 2 days must be taken before the end of the fifth 6 weeks.** Students must have passed the previous six weeks and be currently passing all classes to take a college day. Students must not have missed more than 10% of the days of the semester in which the visit takes place. Students must give the office at least 3 days notice of a college visit. Students that do not give the notice will not be allowed to take the college visit and use the 2 days allotted for visitation. Students must bring back signed documentation from the college that indicates that the student did visit the college. Students that do not bring the proper documentation will be counted absent. Students taking more than 2 days will be counted absent. Students will not be granted visitation days if they have exceeded the 90% attendance rule. Students must have permission from the Principal or Counselors before taking the college visit.

## COMMUNICATION BETWEEN HOME AND SCHOOL

Good communication between home and school regarding a child's education is more than a "plus": It's essential for the student to make the most of the opportunities provided. School

Communication starts with information documents such as this handbook, progress reports and report cards, student work for parents to review and sign, and continues into interaction: messages and phone calls from teachers, and school open houses or back-to-school nights, for instance. Communication might also include requests for conferences - initiated by the school or the parent to discuss student progress, to

find out more about the curriculum and how the parent can support learning, to head off or resolve problems, etc. A parent who wants to schedule a phone or in-person conference with a teacher, counselor, or principal should call the school office at for an appointment. Generally a teacher will be able to meet with parents or return calls during his or her conference period, although other mutually convenient times might be arranged as well.

## COMPLAINTS AND CONCERNS

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy at FNG(LOCAL) in the district's policy manual. A copy of this policy may be obtained in the principal's or superintendent's office or at the district's website: <http://www.qisd.net>.

In general, the student or parent should submit a written complaint and request a conference with the campus principal. If the concern is not resolved, a request for a conference should be sent to the superintendent. If still unresolved, the district provides for the complaint to be presented to the board of trustees.

## COMPUTER RESOURCES

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

Students and their parents should be aware that e-mail using district computers are not private and will be monitored by district staff. [Additional information, see CQ.]

## CONDUCT

### Applicability of School Rules

As required by law, the board has adopted a ***Student Code of Conduct*** that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and 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.

### **Fighting:**

The Quanah ISD has no tolerance for any type of violence, fighting, and any steps that may lead to this inappropriate behavior on school property or school related activities. (FNCH (Legal) & Penal Code 22.01; Education Code 37.007). Such behavior will be dealt with serious consequences for the parties involved. An effort will be made to contact parents about the situation and local authorities will be involved if the situation merits it. Suspension, ISS, DAEP, and expulsion are some of the consequences that will occur. In addition, the district may exercise the right to call the authorities and file charges against a student who fights on campus. Parents and students are advised that any fines assigned by the campus officer and/or courts will be paid by the student and parent. A student should notify a parent, teacher, or administrator if they feel something may happen.

Students are prohibited from assaulting anyone on school property or at any school related event. Any assault is defined as:

- Intentionally, knowingly, or recklessly causing bodily injury to another person.
- Intentionally or knowingly threatening another with imminent bodily harm.
- Intentionally or knowingly causing physical contact with another when the student knows or should reasonably believe that the other will regard the contact as offensive or provocative.

Self-Defense will be taken into consideration when reviewing any situation regarding “fighting” or an assault.

### **Profanity:**

1<sup>st</sup> offense- Level I ISS

2<sup>nd</sup> offense- Level II ISS

3<sup>rd</sup> offense- Level III ISS

### **Corporal Punishment**

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

### **Detention**

For minor infractions of the code of conduct or other policies and regulations, students may be assigned to detention before school, after school, or at lunch. Before assigning students to detention, the Principal/designee shall inform the student of the conduct that allegedly constitutes the violation, and the student shall be given an opportunity to explain his version of the incident. The student’s parent or guardian, if the student is a minor, will be required to provide transportation when the student has been assigned to detention. Students that miss detention without

permission of the faculty, will be assigned extra days of detention, community/school service, corporal punishment, or In-School suspension.

## Disruptions

As identified by 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 district property or on public property that is within 500 feet of district property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.
- Interference with the transportation of students in vehicles owned or operated by the district.

## In School Suspension (ISS)

In school suspension will be utilized as a disciplinary measure for students who choose to violate school established rules. The placement may last an assigned number of days according to the Student Code of Conduct. Students assigned to ISS will be given a Responsibility Workbook that must be completed to the satisfaction of the ISS Instructor before the student will be allowed out of ISS. In most cases, when the workbook is completed to satisfaction, the student will be allowed to return to regular classes. The student will remain in ISS for as long as it takes to complete their workbook assignment. All classroom work will need to be made up. It becomes the students' responsibility to obtain any work or assignments missed while in ISS. A student who is assigned to ISS will have the equal amount of time that was spent in ISS to make-up missed assignments. If a student does not complete his/her make-up assignments, Thursday Night Live can be assigned or zeros given for those assignments.

While in ISS, any violation of the Student Code of Conduct will result in additional days assigned to ISS or a new assignment to DAEP.

## **Suspension**

Suspension will be utilized as a disciplinary measure for students who choose to violate school established rules. The duration of a suspension shall not exceed 3 days. During the term of a suspension a student will not be allowed to participate in any school sponsored or extra-curricular activities

## **DISPLAYS OF AFFECTION**

Students should refrain from excessive displays of affection. This will include kissing, prolonged hugging, or other forms of physical contact sexual in nature. This applies any time a student is on school premises, attending school-sponsored activities, or in the school's parking lot. Students who fail to use good judgment will be disciplined.

## **CELL PHONES AND ALL ELECTRONIC DEVICES (IPODS, GAMES, ETC.)**

For safety purposes, the district permits students to possess telecommunications devices, including mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing. The use of mobile telephones in locker rooms or restroom areas, while at school or at a school-related or school-sponsored event is strictly prohibited.

A student who uses a telecommunications device, radio, IPOD, CD player, game or any electronic device that is determined to be a distraction of the educational process during the school day shall have the device confiscated. The device will be held in the office until the next Monday. The parent or guardian will need to come to office and pick up the device at the end of the school day on that Monday. The end of the day is 3:30. Some days, the office will be closed at 3:45 to attend school events.

- The phone or other electronic device can only be returned to the parent or guardian after school. No exceptions.
- A fine of \$15 dollars will be assessed for each confiscation of the device.
- If a student is found to be using the cell phone or other electronic device during school hours on the school campus, he/she will be assigned the following disciplinary actions:

1<sup>st</sup> offense – confiscation, \$15 fine

2<sup>nd</sup> offense – confiscation, \$15 fine

3<sup>rd</sup> offense – confiscation, \$15 fine, and Level I ISS

4<sup>th</sup> offense – confiscation, \$15 fine, and Level II ISS

Beyond the 4<sup>th</sup> offense, DAEP will be given.

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

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

## CONTAGIOUS DISEASES / CONDITIONS

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

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

## CORRESPONDENCE COURSES

The district permits high school students to take correspondence courses—by mail or via the Internet—for credit toward high school graduation.

[For further information, see policies at EEJC.]

## COUNSELING

### Academic Counseling

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

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

### **Personal Counseling**

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

### **Psychological Exams, Tests, or Treatment**

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

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

## CREDIT BY EXAM—If a Student Has Taken the Course

A student who has previously taken a course or subject—but did not receive credit for it—may, in circumstances determined by the teacher, counselor, principal, or attendance committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, correspondence courses, or independent study supervised by a teacher.

The Counselor or Principal would determine if the student could take an exam for this purpose. If approval is granted, the student must score at least 70 on the exam 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 exam.

A student may not use this exam, however, to regain eligibility to participate in extracurricular activities.

[For further information, see the counselor and policies EEJA.]

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

A student will be permitted to take an exam to earn credit for an academic course for which the student has had no prior instruction. The dates on which exams are scheduled during the 2011–2012 school year include: August 17, 18, and 19 and June 6, 7, and 8.

A student will earn credit with a passing score of at least 90 on the exam.

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

## CREDIT RECOVERY PROGRAM

Quanah High School offers a credit recovery program to **Senior** students requiring the credit(s) for graduation purposes **only**. If this program is to be used to make up failing grades in dual credit courses, this may only be done for second semester dual credit courses.

This program consists of computer-based curriculum along with chapter reviews and

assignments from the corresponding course textbook. Credit recovery students will have to take and pass the semester test(s) for the course(s) they are attempting to recover.

Credit recovery courses will be calculated in the student's GPA at a reduced grade.

A student who is placed in a credit recovery course will have the same attendance and conduct expectations as other students in teacher directed classes.

There will be a designated instructor for all credit recovery courses. This instructor will have the responsibility of monitoring assignments, attendance, and assigning grades.

Seniors failing a second semester dual credit course may receive credit by credit recovery or credit by exam according to QISD Board Policy.

## **DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION**

The district believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect; to avoid behaviors known to be offensive; and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law. [See policy FFH]

### **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. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the 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 or 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, 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, gender, national origin, disability, 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 the 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. A copy of the district's policy is available in the principal's office and in the superintendent's office.

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 or intimidating 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**

Sexual harassment of a student by an employee, volunteer, or another student is prohibited.

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

## **Retaliation**

Retaliation against a person, who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. Retaliation against a person who is participating in an investigation of alleged discrimination or

harassment is also prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline.

Retaliation against a student might occur when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or unwarranted grade reduction. It does not include petty slights and annoyances from other students or negative comments from a teacher that are justified by a student's poor performance in class.

## 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, counselor, principal, or other district employee. The report may be made by the student's parent. See policy FFH(LOCAL) for the appropriate districts officials to whom to make a report.

## Investigation of Report

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated. The district will notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the district.

In the event prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy.

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary or corrective action will be taken to address the conduct. The district may take disciplinary action even if the conduct that is the subject of the complaint was not unlawful.

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

# DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

## 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, brochures, flyers, etc. The school newspaper, "The Pride" and the Quannah Yearbook are available to students. 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 posting, circulating, or distributing written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any nonschool material must include the name of the sponsoring person or organization. The decision regarding approval will be made within two school days.

The principal has designated "Go Center" as the location for approved nonschool materials to be placed for voluntary viewing by students. [See policies at FNAA.]

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

## Nonschool Materials...from others

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district or by a district-affiliated school-support organization will not be sold, circulated, distributed, or posted on any district premises by any district employee or by persons or groups not associated with the district, except as permitted by policy GKDA. To be considered 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 at DGBA, FNG, or GF.]

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD(LOCAL) or a non-curriculum-related student group meeting held in accordance with 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**

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

- Clothing with low necklines, bare midriffs, extra large arm openings, high hemlines, or clothing that does not fit or is sized appropriately will not be allowed. The hems of shorts and skirts must come to at least one's fingertips when the arms and hands are held straight down by the side. The use of stockings or tights does not justify wearing skirts or shorts that do not meet the length requirement. This rule also applies to athletic attire worn in the building.
- Boys may not wear sleeveless shirts.
- Pants will not sag. Pants and shorts must be worn appropriately on the hips. Pants and shorts must fit and be sized appropriately. Students who violate this rule will be required to tuck their shirttail in, and be given a zip tie to hold their pants up or duct tape will be used in place of a belt.
- Large and baggy pants will not be allowed. The size of the legs must be small enough so that the shoes are visible.
- Shirts that are not tucked in shall not extend below the fingertips when arms are held down to the side.
- Shoes that require shoelaces or Velcro straps must be tied or fastened and the tongue of the shoe must be tucked under the pant leg.
- Pants and shorts that are ripped, frayed, threadbare, and/or have holes will not be permitted. Duct tape will be offered to cover the holes or alternate clothing will be substituted.
- Cut-off shorts will not be permitted. Cut-off shorts must be hemmed.
- Pants with chains, cords, buckles, or other excessive material attached will not be allowed.
- Shoulder straps on girl's shirts must be 2 inches in width. It is also

inappropriate to have underwear showing.

- House shoes or pajamas will not be permitted.
- Fishnet or see-through shirts will not be permitted.
- Hair should be well groomed. Boy's hair will not extend below the collar of their shirt, and not be as long as to be in the eyes, below the eyebrows or to be below the earlobe. Beards and mustaches are prohibited; sideburns must not extend below the earlobes. Extreme hairstyles such as Mohawks, cornrows, ponytails and rattails for boys, or large afros are not permitted.
- Weaves that are not of natural hair or of a natural color are prohibited.
- Body/facial piercing, including the tongue, lips, nose, and/or eyebrows are prohibited. This includes clear spacers of any kind in the ears, nose, lip, eyebrow, or check.
- Gauging of the ears, nose, or lips are prohibited.
- Boys are not permitted to wear earrings or any type of ear ornament.
- Contact lenses must be a natural color. Unusual colors and designs are prohibited.
- Caps, hats, sports headbands, "hoodies", beanies, or bandannas will not be worn in the building. Any violation will result in confiscation of item.
- Inappropriate clothing with emblems containing innuendos, gang references, double meanings, blood, gore, death, dismemberment, skulls, skull and cross bones, and advertising of prohibited items or products are not permitted.
- Designs shall not be cut in the hair or eyebrows.
- All hair colors shall be natural hair colors. Bright or neon colors and extreme hairstyles are not permitted.

- Unusual or non-traditional jewelry will not be permitted. This includes but is not limited to heavy chains, spikes, chokers, wristbands with studs, gloves, collars, and nose rings or studs.
- Wallet chains and lanyards hanging out of pockets will not be allowed for safety purposes.
- Any type of trench coat will not be allowed.
- Sunglasses are not to be worn in the building on the face or on top of the head.
- Tattoos are not allowed. Any existing tattoo will have to be covered by the student.

In any instance of disagreement with dress code or grooming, the principal/designee shall have the authority to determine if the dress or grooming will cause a disruption to the educational process or will cause a disruption or distraction to the other students at Quannah Independent School District.

Students who violate the dress code will be given an opportunity to correct the situation by changing clothes. The administration might be able to provide alternative clothing. Repeated violations of the dress code will result in disciplinary action. The third violation of the dress code will result in placement in ISS. Any subsequent violation will result in the next level of ISS being assigned up to Level III. Any violation that exceeds the highest level of ISS will result in DAEP.

## **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 with other students; participation, however, is a privilege, not a right.

Eligibility for participation in 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. The following requirements apply to all extracurricular activities:

A student who receives at the end of a grading period a grade below 70 in any academic class—other than an advanced placement (AP) or international baccalaureate course; or an Advanced or Dual Credit course in English language arts, mathematics, science, social studies, economics, or a foreign language—may not participate in extracurricular activities for at least three school weeks.

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

An ineligible student may practice or rehearse.

A student is allowed in a school year up to 10 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 receive an unexcused absence.

**Release note:**

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

## 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 local policy will apply in addition to any consequences specified by the organization's standards of behavior.

For further information, see policies at FM and FO. For student-organized, student-led groups, see **Meetings of Noncurriculum-Related Groups**.

## FEES

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.

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

## FUND-RAISING

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be

made to the Principal at least 10 days before the event. [For further information, see policies at FJ and GE.]

## **GRADE CLASSIFICATION**

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

### Credits Earned Classification

6	Grade 10 (Sophomore)
12	Grade 11 (Junior)
18	Grade 12 (Senior)

## **GRADING GUIDELINES**

Teachers will use a system of grading that has been approved by the principal. The system of grading will take into account daily grades, homework grades, project grades and test grades. Participation grades may be used in the calculation formula if appropriate. The teacher will notify students of the grading system in writing at the beginning of the school year or the beginning of each semester for one semester classes. Teachers will record a minimum of 12 grades per 6 weeks.

The grading method to be used shall be explained to the class as often as necessary to insure that the students understand what to expect. A student who has not maintained a grade average for a course equivalent to at least 70 on a scale of 100 shall not be given credit for the course.

If a student receives an Incomplete "I" on his/her report card, the student will have a maximum of (5) five school days to make-up any missed work. If the make-up work is not turned in within the 5 school days, the student will receive the grade earned from work completed. The parent must present official notification if there are extenuating circumstances that would delay the completion of missed work. The parent must also conference with the principal to arrange for the completion of all missed work.

# GRADUATION

## Requirements for a Diploma

To receive a high school diploma from the district, a student must successfully:

- Complete the required number of credits;
- Complete any locally required courses in addition to the courses mandated by the state; and
- Pass a statewide exit-level exam.

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

## Valedictorian and Salutatorian

The Valedictorian, Salutatorian, and the third honor graduate shall be a senior that will graduate on the recommended plan of graduation or the distinguished achievement graduation program. The grade point average will be determined for each student's four years of high school work. In order to be considered for a top honor graduate the student must have been enrolled in Quanah High within the first five days of their senior year and complete both semesters in Quanah High School.

The calculations used for determining the top ranking seniors are as follows: The senior GPA will include 1<sup>st</sup> through 5<sup>th</sup> 6 weeks grades averaged together and not including semester test grades. Then the Senior GPA will be averaged with the freshmen, sophomore and junior GPA. Band, P.E. and athletic grades are not used to calculate any GPA.

## Graduation Programs

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

Students who entered the ninth grade during the before the 2007–2008 school year must meet the following credit requirements for graduation:

- Minimum Program 26 credits
- Recommended Program 26 credits
- Distinguished Achievement (Advanced) Program 26 credits

All students must complete 4 years of science that include: Biology, Chemistry, and Physics. Four years of math that include Algebra 1, Geometry, and Algebra 2. Students completing Algebra 1 in the 8<sup>th</sup> grade must complete 3 additional math credits in grades 9, 10, 11. Four years of English and three and half years of Social Studies that include: World Geography, World History, U.S. History, and Government. Each student must also have a half credit of Economics.

To meet certain graduation plans students will also be required to obtain credits through electives.

- Recommended Graduation Plan requires 5.5 elective credits
- Distinguished Achievement Plan requires 4.5 elective credits

Beginning with the 2007–2008 school year, a student entering the ninth grade will be affected by new state graduation requirements for the Recommended Program and the Distinguished Achievement (Advanced) Program. To graduate under either of these programs, an incoming ninth grade student will have to earn an additional credit in math and an additional credit in science. The credit requirements for the various programs for students entering the ninth grade during this school year are provided below:

- Minimum Program 26 credits
- Recommended Program 26 credits
- Distinguished Achievement (Advanced) Program 26 credits
- Course load: Freshman and sophomore students must carry eight (8) credits per year and Junior and senior students must carry at least five (5) credits per year. Twenty (20) of these credits must be in addition to P.E., Marching Band, and/or Athletic credits. Exception to this rule would be inability of master schedule to permit such scheduling.
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**Effective with ninth graders in the 2011–2012 school year**, in addition to the credit and course requirements for each program, performance on EOC assessments will be linked to a student's eligible graduation program. To graduate, a student must meet a minimum cumulative score set by the Texas Education Agency (TEA) for each content area: English, mathematics, science, and social studies. To determine whether the student meets the cumulative score, the student's EOC assessment scores in each content area will be added together. If the student's total score on the assessments within the content area is not equal to or greater than the cumulative score set by TEA, the student may retake any of the assessments in that content area until the student achieves the cumulative score. A student who does not make the minimum required

score on any individual assessment will be required to retake that assessment.

To graduate on the Recommended Program, a student must perform satisfactorily on the Algebra II and English III EOC assessments, in addition to meeting the cumulative score requirements described above. To graduate on the Advanced/Distinguished Achievement Program, a student must demonstrate advanced academic performance on the Algebra II and English III EOC assessments, commonly referred to as college and career readiness standards, in addition to successfully meeting performance standards on the other EOC assessments. If this standard is not met, the student will graduate under the Recommended Program, regardless of whether the student has met all other requirements for graduation under the Advanced/Distinguished Achievement Program.

## Certificates of Coursework Completion

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

## Students with Disabilities

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

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. Even if the student participates in graduation ceremonies to receive the certificate of attendance, he or she may remain enrolled to complete the IEP and earn his or her high school diploma; however, the student will only be allowed to participate in one graduation ceremony.

[See FMH(LEGAL).]

## Graduation Expenses

Because students and parents will incur expenses in order to participate in the traditions of graduation—such as the purchase of invitations, senior ring, cap and gown, and senior picture—both 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.

## State Scholarships and Grants

Under the Texas Early High School Graduation Scholarship Program, students who complete the Recommended or Advanced/Distinguished Achievement High School Program may earn financial credits in varying amounts to apply toward college

tuition. The amounts depend on the number of consecutive months in which the student completed graduation requirements and the number of early college credits earned and may be used at public or private higher education institutions within the state. The counselor can provide additional information about meeting the program's eligibility requirements.

Students who have a financial need according to federal criteria and who complete the Recommended High School Program or Advanced/Distinguished Achievement Program may be eligible under the T.E.X.A.S. Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. [For further information, see the principal or counselor and policy EJ(LEGAL).]

## **HARASSMENT**

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

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

Examples of prohibited discrimination 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 or intimidating 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. Examples of prohibited sexual harassment may include touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

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

## Reporting Procedures

Any student who believes that he or she has experienced prohibited harassment should immediately report the problem to a teacher, counselor, principal, or other district employee. The report may be made by the student's parent.

## Investigation of Reported Harassment

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations will be promptly investigated. The district will notify the parents of any student alleged to have experienced prohibited harassment by an adult associated with the district.

In the event alleged harassment involves another student, the district will notify the parents of the student alleged to have experienced the prohibited harassment when the allegations, if proven, would constitute "sexual harassment" or "other prohibited harassment" as defined by policy.

If the district's investigation indicates that prohibited harassment occurred, appropriate disciplinary or corrective action will be taken to address the harassment. The district may take

disciplinary action even if the conduct that is the subject of the complaint did not rise to the level of harassment prohibited by law or policy.

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

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

## HAZING

The district prohibits hazing. "Hazing" means any intentional, knowing, or reckless act directed against a student, by one person alone or acting with others, that endangers the mental or physical health or the safety of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include others students.

## HEALTH-RELATED MATTERS

### School Health Advisory Council

During the preceding school year, the district's School Health Advisory Council held monthly meetings. Additional information regarding the district's School Health Advisory Council is available from the Superintendent's office. [See also policies at BDF and EHAA.]

### Physical Fitness Assessment

Annually, the district will conduct a physical fitness assessment of students in grades 3–12. At the end of the school year, a letter will be mailed home relaying the results of his or her child's physical fitness assessment conducted during the school year.

### Vending Machines

The district has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines see the Principal. [See policies at CO and FFA.]

## Other Health-Related Matters

### Tobacco Prohibited

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

### Asbestos Management Plan

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations, are available in the Superintendent's office. If you have any questions, please contact Greg Couch, Director of Campus facilities, at 832-4531-ext.2151.

### Pest Management Plan

The district applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact Greg Couch, at 832-4531-ext.2151.

## HOMEBOUND EDUCATION

Students that are placed in homebound education by a physician must have an order from the physician stating the reason for the student to be homebound and the dates for the homebound instruction to take place. The order for homebound instruction must include dates that range two weeks or more in order for a QISD homebound instructor to come to the home to instruct the student. Students placed on homebound instruction will be instructed in basic classes with regular weighting for GPA purposes.

## HOMELESS STUDENTS HOMEBOUND EDUCATION

For more information on services for homeless students, contact the district's Liaison

for Homeless Children and Youths at Quanah ISD at 806-832-4531.

## **HOMESCHOOL STUDENTS**

Students entering Quanah High School with home school grades verified with a transcript will be given credit on a pass/fail basis only. No grade points will be awarded. Home school grades not verified with a transcript will not be considered for credit.

## **IMMUNIZATION HOMESCHOOL STUDENTS**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons, for 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 <https://webds.dshs.state.tx.us/immco/affidavit.shtm>.

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, rubeola (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis (polio), hepatitis A, hepatitis B, and varicella (chickenpox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Department of State Health Services. 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. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see policy FFAB(LEGAL) and the Department of State Health Services Web site: <http://www.dshs.state.tx.us/immunize/school/default.shtm>

## **LAW ENFORCEMENT AGENCIES**

### **Questioning of Students**

When law enforcement officers or other lawful authorities wish to question or

interview a student at school, the principal will cooperate fully regarding the conditions of the interview, if the questioning or interview 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 or interview the student at school.
- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

### **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 law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.
- To comply with a properly issued directive to take a student into custody.

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

The principal will immediately notify the superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student's release to a law enforcement officer, 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 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 required to register as a sex offender or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for

delinquent conduct for any felony offense or certain misdemeanors. [For further information, see policies FL(LEGAL) and GRA(LEGAL).]

## LOST AND FOUND

Articles found in or around the high school building should be turned into the principal's office where the owner may claim the property by identifying it. Other lost and found locations are the band hall, coach's office, and Ag Building. Unclaimed items are periodically donated to benevolent organizations.

## MAKEUP WORK

### Routine and In-depth Makeup Work Assignments

The teacher may assign, to the student, any makeup work missed based on the instructional objectives for the subject or course. The teacher will assess the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. [For further information, see policy EIAB(LOCAL).]

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.

A student will be permitted to make up tests and to 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 time lines approved by the principal and previously communicated to students.

Makeup-work: All missed work, including tests, must be made up **regardless of the reason** (sickness, school related absence, funeral) for the absence. The student is responsible for obtaining assignments and completing them according to the time schedule. All work missed will receive one day of makeup time for each day absent as follows:

1 day absent – 1 day after return to school

2 consecutive days absent – 2 days after return to school

3 consecutive days absent – 3 days after return to school

4 consecutive days or more - The discretion of the teacher with the approval of the principal.

## NONTRADITIONAL ACADEMIC PROGRAMS

### DAEP Makeup Work

A student removed to a disciplinary alternative education program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, a foundation curriculum course in which the student was enrolled at the time of removal. The district may provide the opportunity to complete the course through an alternative method, including a correspondence course, distance learning, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA(LEGAL).]

### In-School Suspension Make-up Work

Students that have been assigned ISS will be given the equivalent number of days to complete and turn in missed assignments i.e. A student that was in ISS for three days will have three days to complete and turn in missed work.

## MEDICINE AT SCHOOL

District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

Only authorized employees, in accordance with policies at 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.
- 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.
- In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only:
- In accordance with the guidelines developed with the district's medical advisor; and
- When the parent has previously provided written consent to emergency treatment on the district's form.

A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-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 physician or health-care provider and to 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.

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).]

### **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. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

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 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. [For further information, see policies at FFAC.]

## **PARKING PERMITS and DRIVING**

High school students will be required to purchase a parking sticker at a minimal fee. Vehicle information (including driver's license number) and proof of insurance will be obtained at the time of purchase so that car owners may be easily identified and accessed. Students who park on campus without a permit will be subject to disciplinary action, including possible loss of driving privileges on the campus. In addition, any student who parks in visitors, handicapped, or fire line parking will be cited and fined. The same consequences will be in place for students who park inappropriately (at angles, in two spaces, etc.).

Students who exhibit reckless driving habits in school zones or in parking lots can have their parking privileges revoked and be disciplined under the Code of Conduct.

A student who parks their vehicle will have no need to get in that vehicle during the school day unless it is to retrieve an item. Once it is parked it is to remain parked until the end of the day.

## **PHYSICAL RESTRAINT**

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

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

## **PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE**

Each school day, students will recite the Pledge of Allegiance to the United States 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.

One minute of silence will 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. [See policy EC (LEGAL) for more information.]

## **PRAYER**

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not encourage, require, or coerce a student to engage in or to 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 demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the Texas Assessment of Knowledge and Skills (TAKS), if the student is enrolled in a public Texas school on any day between January 1 and April 15 and is a Texas resident during the week that the TAKS is administered the first

time.

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

Parents of a student in 5 or 8 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. Such students will have two additional opportunities to take the test. 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. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policies at EIE.]

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

A Personal Graduation Plan (PGP) will be prepared for any student in a middle school or beyond who did not perform satisfactorily on a state-mandated assessment or is determined by the district as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented by a guidance counselor, teacher, or other staff member designated by the principal. The plan will, 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. [For additional information, see the counselor or principal and policy EIF(LEGAL).]

## **RELEASE OF STUDENTS FROM SCHOOL**

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

A student who will need to leave school during the day must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the school day. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

If a student becomes ill during the school day, the student should receive permission

from the teacher before reporting to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

## REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

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

At the end of the first three weeks of a grading period parents will be given a written progress report if their child's performance in any course is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. Teachers follow grading guidelines that have been approved by the principal and are designed to reflect each student's academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy [EIA(LOCAL).]

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

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

## SAFETY

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

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook and the ***Student Code of Conduct***, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report to a teacher or the principal any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

### 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.

### **DRILLS: FIRE, TORNADO, AND OTHER EMERGENCIES**

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

#### **Fire Drill Bells**

- 3 bells leave the building
- 1 bell halt; stand at attention
- 2 bells return to the classroom

#### **Tornado Drill Bells**

- 1 continuous bell move quietly but quickly to the designated locations
- 2 bells return to the classroom

## **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 would need to have written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

## **EMERGENCY SCHOOL CLOSING INFORMATION**

Notification about the cancellation or early dismissal of school is announced as early as possible. The information will be supplied to local radio and television stations.

## **SAT, ACT, AND OTHER STANDARDIZED TESTS**

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

## SCHOOL FACILITIES

### Use By Students Before and After School

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

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

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

### Conduct Before and After School

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

### Use of Hallways During Class Time

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

### Cafeteria Services

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

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

The High School campus will be closed for lunch each day. Students will be required to remain on campus for lunch unless a parent or guardian signs them out through the office. Parents or guardians may bring lunches for their child or children only.

### Library

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

### Meetings of Non-curriculum-Related Groups

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).

## SEARCHES

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

### Students' Desks and Lockers

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

Students are fully responsible for the security and contents of their assigned desks and lockers. Students must be certain that their lockers are locked, as long as the office is provided with a key or combination and that the combinations are not available to others.

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

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

## Vehicles on Campus

Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable cause exists. A student has full responsibility for the security of his or her vehicle and must make certain it is locked and that the keys are not given to others. **A student will be held responsible for any prohibited objects or substance, such as alcohol, drugs, or weapons that are found in his or her car and will be subject to disciplinary action by the district, as well as referral for criminal prosecution.**

Searches of vehicles may be conducted any time there is reasonable cause to do so, with or without the presence of the student. Proof of insurance, driver's license, license numbers, and a description of the vehicle are required to park on school premises. Students are not allowed to sit in vehicles. Vehicles may not be driven during the school day from one building to another. Students are not allowed to leave campus for any reason during the school day without checking through the office. Violation of these regulations or reckless driving may result in loss of parking/driving privileges on campus. Students must display a valid 20011-2012 parking sticker to drive a car to school during the day and to use the parking lot of Quanah High School.

### **Trained Dogs**

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used around lockers and the areas around vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. An item in a classroom, a locker, or a vehicle to which a trained dog alerts may be searched by school officials.

### **Drug-Testing**

Quanah OIA does require drug testing for students that choose to participate in extracurricular activities. [For further information, see policy FNF(LOCAL).

## **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; anyone leaving before the official end of the event will not be readmitted.

## **SPECIAL PROGRAMS**

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

## **STANDARDIZED TESTING**

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. Students are encouraged to talk with the counselor early during their junior year to determine the appropriate exam to take; these exams are usually taken at the end of the junior year.

The ACT or SAT may be available at no cost to students. In addition, students in grades 8 and 10 may have the opportunity to take the corresponding preparation assessments at no charge. Please check with the counselor for details.

The College Preparation Program established through TEA provides opportunities to take these exams at no cost to the student or district, provided the district establishes an agreement with one of the approved vendors (ACT, Inc. or the College Board) and funding is allotted by the state. Be sure to review the following Web site for additional information, including deadlines for registration: <http://www.tea.state.tx.us/index2.aspx?id=8292>

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 will take state-mandated assessments, such as the 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

Successful performance on the reading and math assessments in grades 5 and 8 is required by law in order for the student to be promoted to the next grade level. For the 2011–2012 school year only, this requirement will be waived.

STAAR Modified and STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee.

STAAR-L is a linguistically accommodated assessment that is available for certain limited English proficient (LEP) students, as determined by the student's Language Proficiency Assessment Committee (LPAC).

End-of-Course (EOC) Assessments for Students in Grades 9–12

Beginning with ninth graders in the 2011–2012 school year, end-of-course (EOC)

assessments will be administered for the following courses:

- Algebra I, Geometry, and Algebra II
- English I, English II, and English III
- Biology, Chemistry, and Physics
- World Geography, World History, and United States History

Satisfactory performance on the applicable assessments will be required for graduation and will also affect the plan under which the student may graduate.

Normally, there will be three testing windows during the year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months. For the 2011–2012 school year, however, there will be only the spring and summer administrations of the EOC assessments.

In each content area (English language arts, mathematics, science, and social studies), a student must achieve a cumulative score. To determine whether the student meets the cumulative score, the student's EOC assessment scores in each content area will be added together. If the student's total score on the assessments within the content area is not equal to or greater than the cumulative score set by TEA, the student may retake any of the assessments in that content area until the student achieves the cumulative score. A student who does not achieve the minimum required score on any individual assessment will be required to retake that assessment.

A student may choose to retake an EOC assessment in situations other than those listed above as well.

As of the date of the Model Student Handbook publication, there are no established rules concerning retakes. Be aware that a student may choose to retake an EOC assessment for any reason. Since the first opportunity for retakes won't be available until summer 2012, make sure to stay updated with communications from TEA regarding EOC assessment information. TASB Policy Service will continue to monitor this as well. At the very least, the district will need some sort of procedure for students to request a voluntary retake so that the correct number of assessments are ordered for hard copy assessments or submitted by the testing coordinator for online assessments.

STAAR Modified and STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee. These particular EOC assessments may have different testing windows than the general assessments, and the ARD committee will determine whether successful performance on the assessments will be required for graduation.

STAAR-L, which is a linguistically accommodated assessment, will be available for students who have been determined to be limited English proficient (LEP) and who require this type of testing accommodation.

Additional information will be provided to students and parents prior to the spring 2012 administrations.

### TAKS (Texas Assessment of Knowledge and Skills)

TAKS is a state-mandated assessment currently being transitioned to the STAAR program. However, depending on the grade level of the student, TAKS may still be administered to a student.

For a student in grade 10 or 11 during the 2011–2012 school year, the student will be assessed with TAKS in the subject areas of mathematics, English/language arts, social studies, and science. The test at grade 11 is called “exit-level” TAKS, and satisfactory performance on this test is required for graduation.

Prior to enrollment in a Texas public college or university, most students must take a standardized test, such as the Texas Higher Education Assessment [THEA]. The purpose of the THEA is to assess the reading, mathematics, and writing skills that entering freshmen-level students should have if they are to perform effectively in undergraduate certificate or degree programs in Texas public colleges and universities. This test may be required before a student enrolls in a dual-credit course offered through the district as well.

## STEROIDS

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

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.

Students participating in UIL athletic competition may be subject to random steroid testing. More information on the UIL testing program may be found on the UIL Web site at [http://www.uil.utexas.edu/athletics/health/steroid\\_information.html](http://www.uil.utexas.edu/athletics/health/steroid_information.html).

## STUDENT SPEAKERS

The district provides students the opportunity to introduce the following school events: Athletic events, Student Council events, assemblies, and other school functions sponsored by QISD. Students are eligible to introduce these events if they follow guidelines set forth by QISD Board Policy FNA (LOCAL).

## SUMMER SCHOOL

A traditional summer school program is not offered by Quanah QISD. Students in need of summer school services are encouraged to inquire about the program offered by

Vernon ISD or Childress ISD. Quanah High School does provide a summer school program. Its design is to give additional instruction for students who failed to pass one (for ninth graders) and two (for 10th, 11th, and 12th grades) sections of the Texas Assessment of Knowledge and Skills tests given that school year.

## **TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS) EOC or STARR (End of Course Assessments)**

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated assessments (such as TAKS: the Texas Assessment of Knowledge and Skills), and the End-of-Course (EOC) tests for students entering the 9<sup>th</sup> grade in 2011 in the following subjects:

- Mathematics, annually in grades 3–11
- Reading, annually in grades 3–9
- Writing, including spelling and grammar, in grades 4 and 7
- English language arts in grades 10 and 11
- Social studies in grades 8, 10, and 11
- Science in grades 5, 8, 10, and 11
- Any other subject and grade required by federal law

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

Students in grades 10 and 11 during the 2011–2012 school year must pass the exit-level test to graduate. A student in grade 12 who has not passed the exit-level test will have opportunities to retake it.

Beginning with students who enter grade 9 in the 2011–2012 school year, EOC assessments will be administered for the following courses and will replace the exit-level test as mentioned above: English I, English II, English III, Algebra I, Geometry, Algebra II, Biology, Chemistry, Physics, World Geography, World History, and United States History. An EOC assessment will count as 15 percent of a student's final grade. The first administration will count as the 15% of the student's course average. Students graduating under the Minimum Program must take EOC assessments only for courses in which they are enrolled and for which there is an EOC assessment. Each student will be required to achieve certain scores on the applicable EOC assessments to graduate, depending on the graduation program in which the student is enrolled. A student who has not achieved sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments.

If a student fails to perform satisfactorily on an EOC assessment, the district will provide remediation to the student in the content area for which the performance standard was not met.

[See policy EKB(LEGAL).]

If a student receiving special education services is scheduled to graduate under the Minimum Program or in accordance with the provisions of his or her IEP, the student's ARD committee will determine whether the general EOC assessment is an accurate measure of the student's achievement and progress or whether an alternative assessment is more appropriate. STAAR Modified and STAAR Alternate are the alternative assessments currently allowed by the state. If a student takes the STAAR Modified or STAAR Alternate assessment, the student's ARD committee will determine whether the score on an EOC assessment will count as 15 percent of a student's final grade, as well as whether successful performance and a cumulative score on the EOC assessments will be required for graduation.

## **TARDINESS**

There will be no tolerance for tardiness without principal approval. When a student is tardy more than 3 times to any class, during a semester, he/she will receive 3 days of detention and given an unexcused absence. Students who are tardy 6 times to any class will receive 3 days of detention and two unexcused absences. If a student is tardy 7+ times, they will be placed in In-school suspension. If tardiness were to exceed 10, the student will then be placed in DAEP and given the appropriate amount of unexcused absences. Tardiness will be kept for each semester. If there is a situation that arises that may make you tardy, speak to a teacher or administrator and get permission before the tardiness becomes a problem.

## **TEXTBOOKS, ELECTRONIC TEXTBOOKS, AND TECHNOLOGICAL EQUIPMENT**

State-approved textbooks are provided to students free of charge for each subject or

class. Books must be covered by the student, as directed by the teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks until the item is returned or paid for by the parent; however, the student will be provided textbooks for use at school during the school day.

## **THURSDAY NIGHT LIVE (TNL)**

This is program to ensure students complete all assigned work. Quanah High School has the belief that zeros will not be acceptable. Students will be given the opportunity to complete and receive a grade for all work assigned. Once a student has been given this opportunity, and not completed the work, a grade of zero will be given.

The student will be assigned TNL on the day the assignment was due. He/She will have until the Wednesday, 12 noon, preceding the assigned Thursday to turn in the missed work. All late work including that completed in TNL will receive a late grade. TNL is held in the high school library from 4:00 p.m. to 6:00 p.m.

An assignment to TNL will take precedence over any extracurricular activity. Repeated placement in TNL could/will result in disciplinary actions for the student. This includes but is not limited to: Placement on an Academic Contract, Mandatory Tutorial attendance, Detention, In-School Suspension, DAEP.

## **TRANSFERS**

Guidelines and qualifications can be obtained at the Superintendent's office.

## **TRANSPORTATION**

### **School-Sponsored Trips**

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

### **Buses and Other School Vehicles**

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

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 Armondo Leal, Director of Transportation, at 663-2281.

See the ***Student Code of Conduct*** for provisions regarding transportation to the disciplinary alternative education program (DAEP). Students receiving transportation services to and from the DAEP program are required to follow the ***Student Code of Conduct***. These students are ***not*** under the same rules and regulations as regular students. Any violation of the ***Student Code of Conduct*** could result in their loss of transportation privileges for their length of placement in DAEP.

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

- Follow the driver's directions at all times.
- Enter and leave the bus or van in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the bus, van, 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 bus or van.
- Not possess or use any form of tobacco on school buses.
- 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 bus or van and before crossing in front of the vehicle.

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

1<sup>st</sup> Offense Warning

2<sup>nd</sup> Offense 5 days removal of bus privileges

3<sup>rd</sup> Offense 10 days removal of bus privileges

4<sup>th</sup> Offense Removal of bus privileges for the remainder of the school year

## TUTORIAL SERVICES

Tutorials will be offered at the beginning of the school day. At the High School, tutorials will be from 7:55 until 8:20 a.m. Beginning with the second week, the district shall assign students who score lower than 70 in any subject to attend tutorials or assign tutorials to a student who does not meet the requirements recommended on individualized benchmark testing that is used to determine success on state mandated testing. The tutorial requirement will remain in effect until grades are reported at the grade reporting period (6 weeks). Students that fail a class at the end of a 6 week period will be required to attend tutorials until the grades are reported at

the end of a 3 week period.

Students that are required to attend tutorials must be passing all classes at the end of the reporting period (3 or 6 weeks) to be allowed to get out of the tutorials. Students that are passing all subjects at the 3 weeks and the 6 weeks and meet benchmark testing criteria will not be required to attend tutorials unless teacher assigns. Tutorials are a part of the regular school day, and **attendance is mandatory**. Failure to attend assigned tutorials is considered truancy and will be subject to disciplinary action.

## VANDALISM

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended—both this year and for years to come—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, video/audio equipment may be used 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/audio recordings routinely and document student misconduct. Discipline will be in accordance with the ***Student Code of Conduct***.

## 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 principal's office and must comply with all applicable district policies and procedures.

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

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

## **WEAPONS**

A student shall not go onto the school premises with a firearm, explosive weapon, or illegal knife, unless pursuant to written regulations or written authorization of the district. The student shall not interfere with normal activities, occupancy, or use of any building or portion of the campus by exhibition, using, or threatening to exhibit or use the firearm, explosive weapon, or illegal knife. Students are also prohibited from bringing to school or a school-related activity any other weapons. This prohibition will not normally apply to school supplies such as pencils, compasses, and the like, unless they are used in a menacing or threatening manner. Weapons include, but are not limited to: firearms of any kind, clubs or night sticks, razor, metallic knuckles, chains.

## **WITHDRAWING FROM SCHOOL**

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

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

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

## **Organizations and Activities**

### **Student Council**

The Student Council is elected by the student body and is the official representative and liaison of the student body to the faculty and administration. The student council should endeavor to create pride in the school and to help the different groups involved to work together harmoniously.

The student council should be officially involved with policy recommendations only at the invitation of the School Board or administration. The principal, being responsible to the superintendent and board, has final veto power over any activity of the student council.

Officers and representatives must be scholastically eligible in order to be placed on the ballot. Candidates must have been a member of the student council for one year before serving and must have a valid petition. Eligibility must be maintained. The student council President must have served at least one previous year on the Quannah Student Council.

### **National Honor Society**

Selection to Quanah National Honor Society is a privilege, not a right. Students do not apply for membership. Instead, they provide information to be used by the local selection committee to support their candidacy for membership. Membership is granted only to those students selected by the faculty council on the condition of their having met the standards for selection established by Quanah High School and based on the provisions of the national constitution. This is not an election, nor is membership automatically conveyed simply because a student has achieved the required cumulative GPA. (National Honor Society Handbook, 16<sup>th</sup> Edition, page 27, 2005)

### **National Honor Society Selection Process**

The faculty Council will first identify students with the prerequisite cumulative GPA of 90 in all classes. (Dual Credit course will not be used in the calculation as noted in the previous section.)

The identified students must be:

- a. Classified as a Junior or Senior
- b. In attendance at Quanah High School for at least one semester
- c. Enrolled in the Recommended or Distinguished graduation plan

Students who are eligible scholastically (i.e., “candidates”) and who meet the above requirements will be notified and informed that for further consideration for selection to the chapter, they must complete the Student Activity Information Form. The selection committee will consider this form, along with any other verifiable information about the candidates relevant to their candidacy. Candidates who receive a majority vote of the Faculty Council will be offered induction into the chapter. (National Honor Society Handbook, 16<sup>th</sup> Edition, page 32, 2005)

### **Family Career and Community Leaders of America (FCCLA)**

Family, Career and Community Leaders of America

This is an organization for those students who have a special interest in Home Economics. It is for girls and boys who have taken or are in the process of taking a Home Economics class.

Students must be a member of a Family and Consumer Science Class. There are banquets, conventions and other activities.

### **Future Farmers of America (FFA)**

National FFA Organization

The National FFA Organization is dedicated to making a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education

Student must be present or past member of Agriculture classes. There are banquets, conventions, contests and other activities.

## **Cheerleaders/Mascot**

We have 6 Cheerleaders representing all four classes. In order to be a cheerleader a student:

\*must be enrolled at QHS at time of tryouts

\*must be passing ALL classes at the time of tryouts

## **U.I.L. Literary Events**

These contests are open to all interested students. Quanah is represented in all areas of U.I.L. contests. Anyone can participate in UIL (passing, of course). They just need to talk to the coach in charge of the event of their interest.

For each UIL event the coach and participants determine the extent of their practices.

List of UIL events – From the UIL website.

**Accounting**

**Calculator Applications**

**Computer Applications**

**Computer Science**

**Current Issues & Events**

**Editorial Writing**

**Feature Writing**

**Headline Writing**

**Mathematics.**

**News Writing**

**Number Sense**

**Ready Writing**

**Science**

**Social Studies**

**Spelling & Vocabulary**

**CX Debate**

**Lincoln-Douglas Debate**

**Informative Speaking**

**Persuasive Speaking**

**Poetry Interpretation**

**Prose Interpretation**

**One-Act Play**

### **Band**

There is some money raising activities as well as public performances required. A number of awards are made by the band director. After school practices and rehearsals will be required.

### **Letter Awards**

Exception: If a student in above events reaches state level in her first or second year, a letter will be given. School officials must approve the awarding of a letter of each student.

### **Twirlers, Drum Major and Flag Corps**

Try-outs are under the direction of the band director, held after Cheerleader try-outs.

### **Athletics Teams**

Membership is by tryout and approval. Extra practices and games times are required. A number of awards are made by the coaching staff.

### **Yearbook and Newspaper Staff**

Membership is by sponsor approval. Extra time outside of class is required.

### **Class Officers**

Elections for president, vice-president, and secretary-treasurer are to be held in late spring or early fall. Valid petitions are required for election. Student must be scholastically eligible. The president serves on the Student Council and if the president cannot serve for any reason the vice-president may serve instead.

### **Junior Senior Banquet**

This is a formal banquet and dance given by the juniors for the Senior Class. Attendance is not automatic. It must be earned by participating in the money raising activities and is intended only for the current members of the two classes involved. Guests must be approved prior to the banquet and must be a high school student. Guests must furnish a picture ID prior to the banquet.

### **Athletic Banquet**

It is under the direction and sponsorship of the coaching staff.

### **Who's Who**

Selected from the senior class by the faculty following recommended criteria.

## **Awards**

These students are chosen by vote of the student body (favorites are by classes). The categories are subject to change. At present they are: Mr. and Miss QHS, Most Likely to Succeed, Class Favorites, Most spirited, Wittiest, etc. The yearbook sponsor will supervise the election and presentation. Ballots are counted by faculty members.

## **Homecoming Queen**

Seniors select the five candidates from their class and the student body elects from the candidates.

## **Texas Association of Future Educators (TAFE)**

TAFE is an affiliate of the Texas Association of Secondary School Principals. This organization is for students who may be interested in teaching as a career and gives them the opportunity to explore their interest through various fields of teaching.

All students are eligible to join TAFE. Students must maintain a C average in all classes to remain active in the organization and must also attend one TAFE meeting/ community service project per six weeks.

## **Diversified Career Preparation (DCP)**

DCP is a program for students to spend part of their day to work and also receive credit. Juniors and senior students are eligible for this program. Students may leave for an approved job after 5<sup>th</sup> period or after 240 minutes in regular classes (not counting dual credit/college classes). Students must furnish proof of a job to be able to leave school early. Students may enroll in DCP without a job, but may not leave school early.

# Glossary

**Accelerated instruction** is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level and/or as a result of a student not meeting the passing standard on a state-mandated assessment.

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

**ARD** is the admission, review, and dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student and his or her parents are members of the committee.

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

**DAEP** stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct.

**EOC assessments** are end-of-course tests, which are state-mandated, and are part of the STAAR program. Successful performance on EOC assessments will be required for graduation beginning with students in grade 9 during the 2011–2012 school year. These exams will be given in English I, English II, English III, Algebra I, Geometry, Algebra II, Biology, Chemistry, Physics, World Geography, World History, and United States History.

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

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

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

**LAT** stands for linguistically accommodated testing, which is an assessment process for recent immigrant English language learners who are required to be assessed in certain grades and subjects under the NCLB Act.

**NCLB Act** is the federal No Child Left Behind Act of 2001.

**PGP** stands for Personal Graduation Plan, which is recommended for all students entering grade 9 and is required by state law for any student in middle school or higher 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.

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

**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 assist the district in ensuring that local community values and health issues are reflected in the district's health education instruction.

**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, effective beginning with certain students for the 2011–2012 school year.

**STAAR Alternate** 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 Modified** is an alternative state-mandated assessment based on modified achievement standards that is administered to eligible students receiving special education services, as determined by the student's ARD committee.

**STAAR Linguistically Accommodated (STAAR L)** is an alternative state-mandated assessment with linguistic accommodations designed for certain recent immigrant English language learners.

**State-mandated assessments** are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion, and passing the grade 11 exit-level test or end-of-course assessments, when applicable, is a

condition of graduation. 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 the classroom or campus. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP. It 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.

**TAKS is the Texas Assessment of Knowledge and Skills**, the state's standardized achievement test currently given to students in certain subjects in grades 10 and 11 and is required for graduation for students at these grade levels. these students 3–11.

**TAKS-Accommodated** is a state mandated assessment based on the same grade-level academic achievement standards of TAKS available to certain students who receive special education services and who need specific accommodations, as determined by the student and his or her ARD committee.

**TAKS-Alternate** is an alternate state mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student and his or her ARD committee.

**TAKS-Modified** is an alternate state mandated assessment based on modified achievement standards and is administered to eligible students receiving special education services, as determined by the student and his or her ARD committee.

**TELPAS** stands for the Texas English Language Proficiency Assessment System, which assesses the progress that English language learners make in learning the English language, and is administered for those who meet the participation requirements in kindergarten–grade 12.

**TxVSN** is 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 courses 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.

## 4-YEAR PLAN/Graduation Check sheet

26 credits are required for Graduation

- *Please place a mark beside every class you have taken and passed or should pass by the end of the year.*

Student's Name \_\_\_\_\_

Graduation Plan: Distinguished

Total credits received \_\_\_\_\_

Credits needed \_\_\_\_\_

\* This class has a prerequisite

**English 4 credits**

English I/Honors English I \_\_\_\_\_

English II/Honors English II \_\_\_\_\_

English III/College English \_\_\_\_\_

English IV/College English \_\_\_\_\_

**Foreign Language 3 credits**

Spanish I \_\_\_\_\_

Spanish II \_\_\_\_\_

Spanish III \_\_\_\_\_

**Math 4 or more credits**

Algebra I \_\_\_\_\_

Geometry \_\_\_\_\_

Algebra II \_\_\_\_\_

Pre-Calculus \_\_\_\_\_

AP Calculus \_\_\_\_\_

**Other Classes**

1 P.E. credit required

Athletics/P.E. \_\_\_\_\_

1 Fine Art is required

Band \_\_\_\_\_

Theater Arts \_\_\_\_\_

Art \_\_\_\_\_

Music Theory \_\_\_\_\_

**Social Studies 4 Credits**

World Geography \_\_\_\_\_

World History \_\_\_\_\_

U.S. History \_\_\_\_\_

Gov/Eco. \_\_\_\_\_

College Gov/Eco \_\_\_\_\_

**Science 4 credits**

Biology/ Honors Biology \_\_\_\_\_

Chemistry/Honors Chemistry \_\_\_\_\_

Physics/Honors Physics \_\_\_\_\_

A&P \_\_\_\_\_

Environmental Systems \_\_\_\_\_

## **Business and Computer**

BIM I \_\_\_\_\_

\* BIM II \_\_\_\_\_

*Prerequisite for BIM II is BIM I*

Accounting I \_\_\_\_\_

\* Accounting II \_\_\_\_\_

*Prerequisite for Accounting II is  
Accounting I*

\* Business Management \_\_\_\_\_

*Prerequisite for Business Management is either  
Accounting I or BIM I.*

\* Digital and Interactive Media \_\_\_\_\_

*Prerequisite for Digital & Interactive Media is BIM I*

Computer Technician (must be a junior or senior) \_\_\_\_\_

## **Family Consumer Science**

Principles of Human Services \_\_\_\_\_

Lifetime Nutrition and Wellness \_\_\_\_\_

\* Culinary Arts \_\_\_\_\_

*Prerequisite for Culinary Arts is the Lifetime  
Nutrition and Wellness.*

\* Child Development/ Interpersonal Studies \_\_\_\_\_

*Prerequisite for Child Development is Principles of Human Services*

\* Ready, Set, Teach I and II (Instructional Practices in Education  
Training/Practicum in Education and Training)

*Prerequisites for Ready, Set, Teach is Child Development or  
Interpersonal Studies*

Other classes \_\_\_\_\_

## **Agricultural Science**

Principles of Agriculture Food and Natural Resources \_\_\_\_

Agricultural Mechanics and Metal Technologies \_\_\_\_

\* Agricultural Facilities Design and Fabrication \_\_\_\_

*The prerequisite for Agricultural Facilities  
Design and Fabrication is Agricultural Mechanics and Metal  
Technologies*

\* Advanced Welding \_\_\_\_

*The prerequisite for Advanced Welding is  
Agricultural Facilities Design and Fabrication*

\* DCP \_\_\_\_ must be a junior or senior

Other classes \_\_\_\_

## **Medical**

Certified Nurse Aide \_\_\_\_

### **NONDISCRIMINATION STATEMENT :**

In its efforts to promote nondiscrimination, Quanah ISD does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education services, activities and programs, including CTE programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Title II of the Americans with Disabilities Act of 1990 (ADA), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

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 gender: Buddy Freeman - 663-2281
- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Judy Campsey 663-2791
- All other concerns regarding discrimination: See the superintendent, Buddy Freeman at (940) 663-2281.

# Quannah ISD 1-to-1 Macbook Program Handbook



# Quannah ISD 1-to-1 Macbook Program Handbook

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# Quanah ISD 1 to 1 MacBook Program Handbook

In an effort to provide our students and teachers with the tools they need to prepare for the future, Quanah ISD has implemented a 1 to 1 MacBook Program for students in 7<sup>th</sup> – 12 grades. This packet will serve as information for students and parents. In addition, the parent and student must sign forms before a MacBook will be issued.

## 1. COMPUTER SPECIFICATIONS

The computer selected for use by Quanah ISD is the Apple MacBook.

## 2. ISSUING OF MACBOOKS

MacBooks will be distributed during the fall. Exact date will be determined. Parents and students must sign and return the MacBook Computer Protection Agreement, the Computer Loan Agreement, and the Student Pledge and pay the annual \$40.00 non-refundable computer maintenance fee before the MacBook will be issued to the student. Please read carefully and make sure you understand these documents before signing them.

MacBooks will be collected at the end of each school year for maintenance, cleaning, and software installations.

**Students will be reassigned the same Macbook each year until Macbooks are replaced according to our current Macbook refresh schedule.**

## 3. TAKING CARE OF YOUR MACBOOK

Students are responsible for the care of the Macbook they have been issued by the school. Macbooks that are broken or fail to work properly must be taken to the Technology Department. **Never try to repair the computer yourself or have someone outside the district work on it, as this could void our warranty and cause you to incur additional charges.**

### 3.1 General Precautions

- \* No food or drink is allowed next to your Macbook. Spills incur costly repairs that are not covered by warranty or insurance.
- \* Cords, cable, CDs, and removable storage devices must be inserted and removed carefully.
- \* Students should NEVER carry their Macbooks while the screen is open. **Do not bend your screen back too far or carry your Macbook by the screen.**
- \* Macbooks should be closed when not in use to conserve battery life.
- \* Macbooks must remain free of any writing, drawing, stickers, or labels that are not the property of Quanah ISD.

- \* Macbooks must never be left unsupervised ANYWHERE
- \* Students are responsible for keeping their Macbook battery charged for school.

### 3.2 Carrying Macbooks

The protective carrying cases provide Macbook with sufficient padding to protect them from normal treatment and provide a suitable means for carrying the computer within the school. The following guidelines should be followed:

- \*The Macbook should always be inside the protective carrying case when being transported.
- \*Students will only be allowed to use the protective carrying case provided by the school district. Do not purchase different carrying cases for the MacBooks.

### 3.3 Screen Care

The Macbook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. To avoid damage and costly co-pays, please adhere to the following rules:

- \* Do not lean on the top of the Macbook when it is closed.
- \* Do not place anything near the Macbook that could put pressure on the screen.
- \* Do not place anything in the carrying case that will press against the cover.
- \* Keep all objects (fingers, pens, pencils, etc.) off of the screen.
- \* Do not place anything on the keyboard before closing the lid.
- \* Clean the screen only with a soft, dry cloth.
- \* Do not use Windex or other harsh chemicals to clean the screen.

## 4. USING YOUR MACBOOK AT SCHOOL

Macbooks are intended to be used at school each day. In addition to teacher expectations for Macbook use, school messages, announcements, calendars, and schedules will be accessed using the Macbook computer. Students are responsible for bringing their Macbook to all classes, unless specifically advised not to do so by their teacher.

### 4.1 Macbooks left at Home

If students leave their Macbook at home, they must immediately phone parents to bring it to school. Repeat violations of this policy will result in loss of take home privileges.

#### 4.2 Macbook Undergoing Repair

Loaner Macbooks will be issued to students when they leave their Macbooks for repair at the Technology Department, if needed. If the repair is covered under warranty and requires no deductible payment, a loaner will be immediately issued. If repair is not covered under warranty and requires insurance payment, loaner will not be issued until the deductible for such repair is paid.

#### 4.3 Charging the Macbooks Battery

Macbooks must be brought to school each day **fully charged**. Students need to charge their Macbooks each evening. Repeat violations of this policy will result in disciplinary action.

#### 4.4 Screensavers & Backgrounds

Inappropriate media may not be used as a screensaver or background on your computer. Presence of weapons, pornographic materials, inappropriate language, alcohol, drugs, R-rated, or gang-related symbols or pictures, will result in disciplinary actions. Passwords on screensavers are not to be used.

#### 4.5 Sound

Sound must be muted at all times at school unless permission is obtained from the teacher for instructional purposes.

#### 4.6 Printing at Home

If your Macbook does not automatically install necessary drivers when hooked up to your home printer, bring the Macbook to the Technology Department to have the proper drivers loaded for you.

### 5 MANAGING FILES AND SAVING WORK

#### 5.1 Saving to the Home Directory

Students will be logging into our network in order to back up their work. Students will have their own user account and folder on the network with ample space to back up any school related work.

#### 5.2 Saving Data to Removable Storage Devices

Students must back up all of their work daily using removable file storage. It is the student's responsibility to ensure that work is no

lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

## 6. SOFTWARE ON MACBOOKS

### 6.1 Originally Installed Software

The software originally installed by Quanah ISD must remain on the Macbook in usable condition and easily accessible at all times. The Macbook comes with Apple's Leopard operating system and with additional software. The school has loaded other applications needed for instruction. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be uninstalled at the completion of the course. Periodic checks of Macbooks will be made to insure that software that is no longer needed has been removed to avoid exceeding the number of licenses purchased by the district.

### 6.2 Virus Protection

The Macbook has anti-virus protection software. If you are required to do any antivirus updates, you will be notified at a later time.

### 6.3 Additional Software

Software must be approved and installed by Quanah ISD Technology Department. We must maintain accurate records of computer licenses and ensure that all software loaded on the computers is compatible with the Macbooks.

### 6.4 Software Updates

Updates of licensed software are available and necessary from time to time. If students are required to download these updates, instructions will be given at that time.

## 7. INSPECTION

**Students may be selected at random to provide their Macbook for inspection to check for restricted images, settings, etc. Also, while logged in to the school's network, technology staff and administration will have the ability to view the desktops of all Macbooks, to capture images from them, and to freeze or take over control of the Macbooks if they are being used in a manner contrary to school policy and the Acceptable Use Agreement. This will only be used to ensure that Macbooks are being used for educational reasons and that students are staying on task.**

## 8. RE-IMAGING THE HARD DRIVE

Occasionally, it will be necessary to re-image a Macbooks hard drive. This may be required to repair a software or hardware issue, or it may be to get rid of inappropriate content from a computer. **If re-imaging is required due to misuse be a student, there will be a \$15.00 re-imaging fee charged.** Whenever a computer is re-imaged, the Technology Staff will do their best to back-up the student's class files from the Macbook to be transferred back after the re-imaging is complete. The student is responsible for backing up personal music and images files. The school does not accept responsibility for the loss of any software or files due to a re-image.

## 9. ACCEPTABLE USE

### 9.1 General Guidelines

- \* Student will have access to all available forms of electronic media and communication which is in support of the educational goals and objectives of Quanah ISD.
- \* Students are responsible for their ethical and educational use of the technology resources of Quanah ISD.
- \* Access to Quanah ISD technology resources is a privilege and not a right.
- \* Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- \* Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Student Code of Conduct.
- \* Cyber bullying will not be tolerated and appropriate disciplinary action will be taken immediately by campus principal.

### 9.2 Privacy and Safety

- \* Chat rooms and chain letters are prohibited.
- \* Do not open, use or change computer files that do not belong to you.
- \* Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- \* Remember that storage is **not** guaranteed to be private or confidential.
- \* If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or

an administrator immediately so that such sites can be blocked, and you will not be disciplined for breaking the Acceptable Use Policy or Student Code of Conduct. This is not a request -- it is a responsibility.

### 9.3 Legal Propriety

Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent. Plagiarism is a violation of the Quannah ISD Student Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet such as graphics, movies, music, and text. Use or possession of hacking software is strictly prohibited, and violators will be subject to severe disciplinary penalties. Violation of applicable state or federal law including the Texas Penal Code, Computer Crimes, will result in criminal prosecution and/or disciplinary action by the District.

### 9.4 E-Mail & Chat Rooms

Email and Chat rooms are not to be used at school. Exceptions to this policy may be if an individual teacher sets up school-safe e-mail accounts to use as an instructional tool for a class project. If you choose to e-mail from your computer while at home:

- \* E-mails and documents on school-owned equipment are part of the public domain and are NOT private and ARE subject to inspection.
- \* Always use appropriate language.
- \* Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- \* Do not send mass e-mails, chain letters, or spam.
- \* Students should maintain high integrity with regard to e-mail content.

### 9.5 Consequences

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. This means if someone else uses your computer to break the rules, you are still responsible. Non-compliance with the policies of the Macbook Handbook and Technology Acceptable Use Policy will result in disciplinary action as outlined in the Student Code of Conduct. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by a designated District staff to ensure appropriate

use. The District cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the Texas Open Records Act. Proper authorities will be given access to their content.

## 10. PROTECTING AND STORING YOUR MACBOOK COMPUTER

### 10.1 Macbook Identification

Macbooks will be labeled in the manner specified by the school. Labels are **NOT** to be intentionally removed from the Macbooks. Macbooks can be identified in the following ways:

- \* Record of serial number
- \* Individual User account name and password

### 10.2 Password Protection

Students are expected to keep their password confidential. Remember that if someone logs into your computer and breaks the Acceptable Use Policy, you are still responsible for all inappropriate items found on you Macbook. **It is in your best interest to keep your password secure.**

### 10.3 Storing Your Macbook

When students are not using Macbooks, they should be stored in a locked room. Students should take the Macbooks home every night and charge them. Macbooks should never be left in a vehicle (locked or not) anywhere. They are an attractive target for thieves.

### 10.4 Macbooks Left in Unsupervised Areas

Under no circumstances should Macbooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, computer lab, hallways, locker rooms, library, unlocked classrooms, and dressing rooms. Any computer left in these areas is in danger of being stolen. Unsupervised Macbooks will be confiscated by staff and taken to the Campus Principal or Technology Department. **If a Macbook is found unsupervised, there will be a \$20.00 fee to reclaim your Macbook.** Disciplinary action may also be taken for leaving your Macbook in an unsupervised location.

## 11. REPAIRING OR REPLACING YOUR MACBOOK COMPUTER

### 11.1 Apple Warranty and Insurance Deductibles

Warranty coverage is purchased by Quanah ISD as part of the purchase price of the equipment. Apple warrants the Macbooks from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the Macbook or Macbook replacement. **The Apple warranty does not warrant against damage caused by misuse, abuse, accidents, or computer viruses.** If this happens, Macbooks must be sent off for repair through our insurance company's service vendors. This will incur a \$250.00 deductible the first time a Macbook has to be sent off. If a Macbooks has to be sent off a 2<sup>nd</sup> time due to misuse, accidents, etc., again a \$250.00 deductible will be required. Loaner Macbooks will only be provided after the deductible has been paid. For the 3<sup>rd</sup> incident, the student will be charged the entire cost of the repair/replacement and administrative decision will be made regarding the student's further take-home privileges.

### 11.2 School District Insurance Protection

School District Protection is mandated to cover Macbook replacement in the event of theft or accidental damage. The protection premium is \$40.00 annually for each Macbook.

### 11.3 Claims

All insurance claims must be reported to the Technology Department. Fraudulent reporting of theft or accidental damage by fire will be turned over to the police and insurance company for prosecution. A Student making a false report will also be subject to disciplinary action as outlined in the Student Code of Conduct. The district will work with law enforcement agencies to alert pawnshops and police departments in the area to be aware of this district-owned equipment.

#### 11.4 Loss of Replaceable Computer Parts/Accessories

If a student loses or destroys any of the following components, they will be charged full replacement costs for those items. Currently those prices are as follows:

- \* Power Module/cord - \$71.00
- \* Battery - \$116.00
- \* Macbook carrying case - \$25.00

#### 12. MACBOOK TECHNICAL SUPPORT

The Technology Department coordinates the repair work for Macbooks. Services provided include the following:

- \* Hardware maintenance and repairs
- \* Password identification
- \* User account support
- \* Operating system of software configuration support
- \* Application information
- \* Re-imaging hard drives
- \* Updates and software installations
- \* Coordination of warranty repairs
- \* Distribution of loaner Macbooks and batteries

#### 13. LIST OF REQUIRED AND POSSIBLE FEES

Required Computer Protection Fee - \$40.00 annually  
Damage or Theft requiring insurance claim - \$250.00 deductible or actual cost (whichever is less – see Macbook Computer Protection Agreement)  
Intentional Damage to Computer or Loss – Full replacement cost of computer  
Re-Imaging of computer due to inappropriate content or student misuse - \$15.00  
To reclaim a Macbook left unattended - \$20.00  
Lost or destroyed Power Supply - \$71.00 (or actual replacement cost)  
Lost or destroyed Battery - \$116.00 (or actual replacement cost)  
Lost or destroyed Macbook Carrying Case - \$25.00 (or actual replacement cost)

# Quanah ISD Macbook Acceptable Use Agreement

## **Learning in the Present; Preparing for the Future**

Quanah ISD is pleased and proud to offer our staff and students in Grades 7-12 access to an Apple Macbook computer and the Internet. Use of the wireless network will provide QISD campuses access to numerous software programs and the Internet for educational purposes. Quanah ISD believes that teaching using 21<sup>st</sup> Century tools will improve the educational opportunities for our students.

Internet connection at home will be beneficial to students. The Macbook computers will have many uses at home without Internet Access, but the students' ability to get full benefit from their assigned computer will be much greater if they have Internet access.

We hope that you share our excitement of being able to offer the Macbook computers as an instructional resource to our students and teachers at Quanah ISD. The impact on teaching and learning will be enormous. Our students will gain access to up to date information and will be able to use this information to enhance learning. In addition, their technology skills will increase and better prepare them for higher education and the workforce. As with any new initiative, there will be constant assessment and necessary changes to make this project work to the maximum benefit of our students. We are committed to that goal.

This agreement represents an outline of the Macbook Policies and Procedures. By signing this Agreement, students and parents/guardians agree to follow the Policies and Procedures. Students and parents/guardians are encouraged to read and understand these Policies and Procedures prior to signing this Agreement.

Access to the Quanah ISD computers and system is a privilege, not a right. Violating the letter or spirit of the regulations may be cause to deny a student access to the Quanah ISD computers and systems, and/or may result in more serious disciplinary action(s) and/or financial obligations.

Quanah ISD has insured the Macbooks for the current year. The following charges will be incurred for each occurrence if the Macbook or accessories are damaged, lost, or stolen:

### **First Breakage:**

The Actual cost of repair/replacement or \$250 deductible—money due before the Macbook is returned to the student.

### **Second Breakage:**

The actual cost of repair/replacement or \$250 deductible—money due before the Macbook is returned to the student.

### **Third Breakage:**

The actual cost of repair/replacement, student loses take-home privileges until the financial obligations are taken care of and an administrative decision is made regarding the student's possible further use of the equipment.

## **Responsibilities of Stakeholders:**

### **General Care of the Macbooks**

Treat the Macbook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.

If the computer is damaged, or not working properly, it must be turned into the Technology Staff for repair or replacement. Parents/guardians and students are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the Macbook.

Keep your Macbook closed when transporting it and inside your approved carrying case.

Do not leave your Macbook in an unsecured area. This includes an unlocked locker.

Do not loan the Macbook to anyone.

Protect the Macbook by unplugging the power supply and other peripherals when transporting the Macbook.

Protect the display by carefully closing the lid when moving the Macbook.

When transporting their Macbook to and from school, students should always be sure it is placed in the carrying case, and the case is fully closed. Students are expected to treat their Macbook with care and respect. The computer and case are the property of Quanah ISD, and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the Macbook or carrying case are not allowed and will result in loss of privileges and disciplinary consequences.

Students should not use their Macbook while walking. Students are strongly encouraged to use Macbooks on a flat stable surface such as a table. Macbooks are fragile, and if they are dropped they may break.

Students should protect their Macbook from extreme heat or cold. Macbooks should never be left in a car, even if the car is locked.

Computers should be protected from the weather, water or other liquid, food, and pets. Students should never eat or drink while using the Macbook, or use their Macbook near others who are eating and drinking.

Heavy object should never be placed or stacked on top of your Macbook. This includes books, musical instruments, sport equipment, etc.

Students should use care when plugging in their power cord or phone cord and when using their CD ROM drive.

Computers should never be placed in their carrying case while they are turned on. The computer should either be turned off or in "sleep" mode. In addition, computers should not be placed on or under soft items such as pillows, chairs or sofa cushions, or blankets. This will cause the computer to overheat, and will result in damage to the computer.

### **General use of the Macbooks and the Quanah ISD Network System**

Quanah ISD fully expects that all members of the school community will use the computer systems in a responsible, appropriate, and legal manner.

#### **Use the following regulations as a guide when working within our computers or computer system:**

Follow the Quanah ISD acceptable use policy when using the Internet at home or at school.

Any inappropriate or careless use of a computer should be reported to a teacher or other staff member immediately. Students must immediately report theft or damage to a teacher and to technology staff. For hardware and software problems, students must take their Macbook to Technology staff members.

Do not load software from CD's or the Internet unless you have permission from a Quanah ISD teacher.

Do not remove programs or files from the Macbook.

Honor your family's values when using the Internet. Parents will discuss family values and expectations regarding the use of the Internet at home. Parents will supervise their child's use of the Macbook at home.

Do not give personal information when using the Internet.

The school's internet connection should be used only for research or information gathering that is directly related to academic assignments or extracurricular projects supervised by the Quanah ISD faculty.

During school hours, game playing on computers is not allowed unless the game is directly related to a school assignment or activity.

E-mail (or any other computer communication) should be used only for legitimate and responsible communication between students, faculty, and the outside world. Rude, abusive, threatening, or otherwise inappropriate language is not permitted.

Students may access only those files that belong to them or which they are certain they have permission to use.

Students are expected to follow all copyright laws.

Files stored within the school computer systems (both Macbook and file servers) should be limited to those relating to formal school courses or activities. Games, commercial software, or graphic files that are not for a school project or formal activity should not be stored on the school computer systems.

Students are expected to only access teacher authorized sites at the appropriate times.

Students are expected to notify their teacher immediately if they accidentally access an inappropriate site.

Students may only use their assigned network drive to store school related files only.

Students should always protect their user account by logging off when not at their computer.

Gcej 'eqo r wgt 'ku'cuuki pgf 'v'cp'lpf kxkf wcn'uwf gpv0'Uwf gpw'uj qwrf 'pgxgt'ouy cr o'qt'ouj ctgö'yj gkt'eqo r wgt'y kj " cpqyj gt'uwf gpv0'  
O cedqqu'uj qwrf 'dg'lp'c'uwf gpw'r quuguukqp'qt'ugewgf 'cv'cm'ko gu0'  
Uwf gpw'o c{ 'pgxgt'uj ctg'yj gkt'r cuuy qtf 'y kj 'cpqyj gt'uwf gpv0"  
Rcuuy qtf u'uj qwrf 'cny c{ u'dg'ngr v'eqphk'gpvcr0'  
Uwf gpw'ctg'tgur qpukdng'ht'ucxkpi 'qt'dcentpi 'wr 'yj gkt'f qewo gpw'vq'yj g'ugtxgt0'  
Uwf gpw'uj qwrf 'pgxgt'cwgo r v'v'q'öj cenö'lpvq'cp{ 'eqo r wgt'u{ ugo 'qt'gpi ci g'lp'wpcwj qtk gf 'wug'qh'yj g'pgy qtn0'  
Cm'wugtu'o wu'ci tgg'v'q'pgxgt'o cnekqun' f'co ci g'qt'ugcn'uej qqnl'eqo r wgt'gs wkr o gpv'qt'grgevtqple'f cvc0'  
All users must agree to never change the settings of school supplied software.  
If the computer is stolen while at home, parents/guardians should immediately report the theft to the local police.  
This information should also be conveyed to the campus principal at the first opportunity available.  
The use of chat rooms or instant messaging systems or free email on the internet is prohibited. The students may only use the email account and chat software that is set up by Quanah ISD.

### **Daily Preparation Tasks**

Recharge the Macbook battery every night. If you are unable to recharge it yourself, check the Macbook into Technology Staff for recharging before leaving school for the day.  
Bring the Macbook to school every day and have it ready to work at the beginning of each class.  
If a student fails to bring their fully charged Macbook to school each day, disciplinary action will result.  
Students who do not have permission to take their Macbook home may pick up their Macbook in the campus office each morning, and are required to return their Macbook to the campus office at the end of each day.  
Students may be allowed to recharge their Macbooks during classes that are conducive to this.

**Very few classes will have this capability, so avoid any potential problems by charging them each night at home.**

### **Using the Computer for Internet and E-Mail**

Quanah ISD will filter Internet access at all times on the Macbook. Any attempt to disable that filter will result in disciplinary consequences.  
Students and parents/guardians understand the Quanah ISD does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material while the student is at school and at home, it is the parent/guardian's responsibility to supervise the information that a student is accessing from the Internet while at home.  
Students should be aware that Internet access and e-mail, and other media that are accessed, created or stored on their computers are the sole property of the District. The District has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, and for any reason.

### **Consequences of Inappropriate Use**

The use of any district technology is a privilege and not a right. Students are expected to use their computer in accordance with these Policies and Procedures, and District Acceptable Use Policy and any applicable laws. Failure to use this computer in an appropriate manner will result in consequences, as determined by the staff and administration of Quanah ISD.

**Students who leave the District and fail to check in their Macbooks and related equipment will have felony theft charges filed against them immediately upon the District's knowledge of such an event. The District will prosecute the occurrence to the fullest extent of the law.**



**Quanah Independent School District  
Macbook Acceptable Use Agreement,  
Computer Protection Agreement,  
Student Pledge for Macbook Use**

We have read these Parent/Guardian and Student Agreements/Pledge and understand our responsibilities in the use of the Macbook, computer network, Internet, and any other applicable equipment. We also understand all the policy and procedural expectations and obligations related to the Quanah ISD Macbook initiative.

\_\_\_\_\_  
Parent Signature

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Date

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Parent Printed Name

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Student Signature

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Date

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Student Printed Name

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Date

\_\_\_\_\_  
School Official Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official Printed Name

