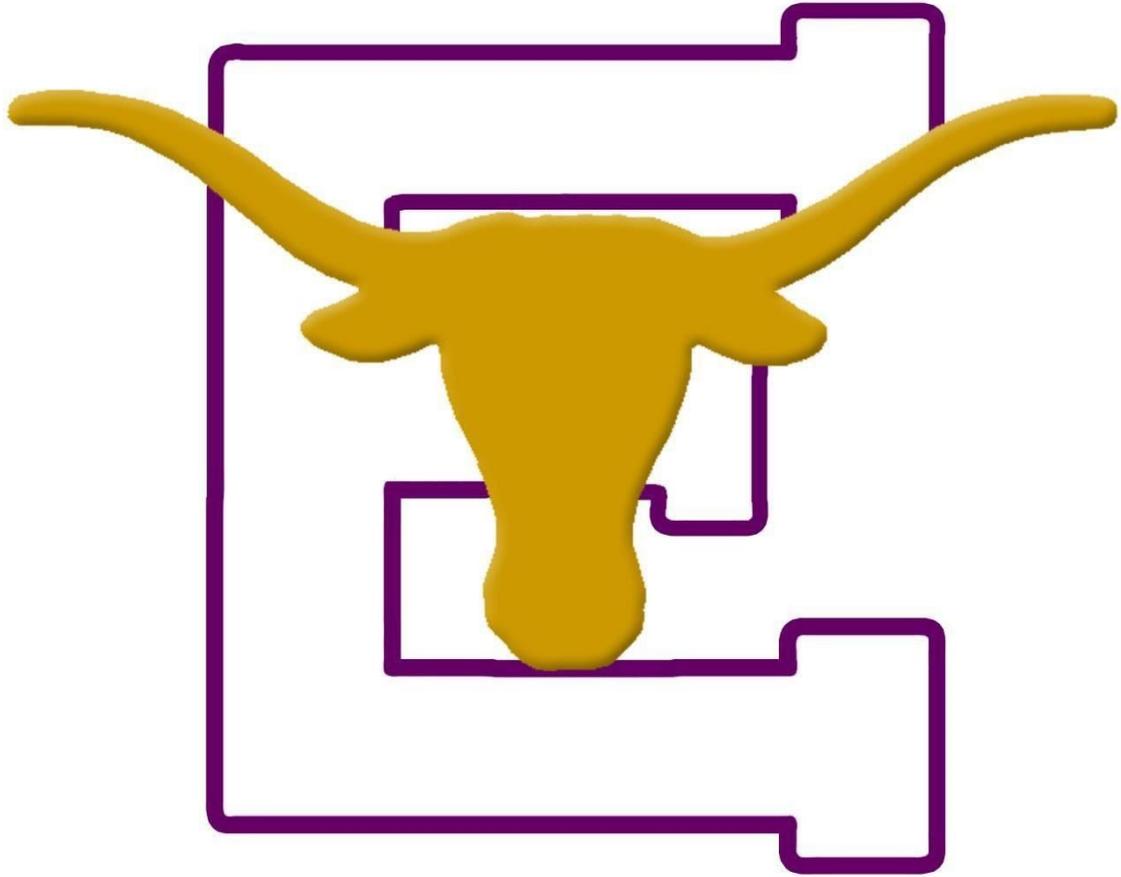


Early High School



Student Handbook

2020-2021

EARLY INDEPENDENT SCHOOL DISTRICT
EARLY HIGH SCHOOL

BOARD OF TRUSTEES

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Mr. Joseph Simmons, Assistant Superintendent

Mrs. Judith Ozuna, Principal

Mr. Blake Sandford, Dean of Students

Mrs. Hope Bearden, Counselor

Mrs. Sharon Watson, Counselor

PREFACE

To Students and Parents:

Welcome to the 2020-2021 school year!

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 Early High School 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.

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 Early ISD Student Code of Conduct, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found as a separate document sent home to parents, posted at www.earlyisd.net, or available in the principal’s office.

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 Web posts, newsletters, or other communications.

In case of conflict between board policy (including the Student Code of Conduct) and any provisions of the Student Handbook, the current provisions of board policy and the Student Code of Conduct are to be followed. A copy of the district’s policy manual is available for review in the school office or online at www.earlyisd.net.

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 a teacher, the counselor, or the principal.

Thank you for supporting our commitment to excellence in education!

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I. **Parent and Family Engagement**

WORKING TOGETHER

Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Parents are partners with teachers, administrators, and the Board and are encouraged to:

- ✔ Review the Student Handbook and the Student Code of Conduct with your child prior to signing and returning to the school the written statements that you understand and consent to the responsibilities outlined in the handbook and the Student Code of Conduct.
- ✔ Encourage your child to put a high priority on education and commit to making the most of the educational opportunities provided by the school.
- ✔ Ensure that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- ✔ Become familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- ✔ Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child.
- ✔ Review the requirements of the graduation programs with your child once your child begins enrolling in courses that earn high school credit.
- ✔ Monitor your child's academic progress and contacting teachers as needed.
- ✔ Attend scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 325.643.4593 or send an e-mail to the teacher to request an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school.
- ✔ Attend Board meetings to learn more about ongoing operations of the District. Regular Board meetings are held at 6:00 p.m. in the Early administration building on the third Monday of each month.
- ✔ Exercise your right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to your child.
- ✔ Review your child's student records when needed. You may review (1) attendance records, (2) test scores, (3) grades, (4) disciplinary records, (5) counseling records, (6) psychological records, (7) applications for admission, (8) health and immunization information, (9) other medical records, (10) teacher and counselor evaluations, (11) reports of behavioral patterns, and (12) state assessment instruments administered to your child.

- ✦ Be aware of your right to temporarily remove your child from an instructional activity that conflicts with your religious or moral beliefs. Such a removal cannot be for the purpose of avoiding a test and may not prevent the student from attending for an entire semester. Further, such removal does not exempt the student from satisfying grade level or graduation requirements as determined by the school and by the Texas Education Agency.
- ✦ Participate in campus parent organizations. The activities are varied, ranging from band boosters to campus and District committees that assist the Board of Trustees in formulating educational goals and objectives for campuses and the District.
- ✦ 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 Principal Judith Ozuna at 325.646.8295.
- ✦ Serving on the School Health Advisory Council (SHAC), assisting the district in ensuring local community values are reflected in health education instruction. (See policies at BDF, EHAA, FFA)
- Be aware that the Early ISD Policy Manual is available for viewing on the District's web site at: www.earlyisd.net.

II. Information for Parents and Students

ANNOUNCEMENTS

Student announcements are broadcast once during the school day at the beginning of second period. Since many routine matters of the school come to students through the public address system, students should listen carefully to the daily school announcements. Organizations that desire announcements made should turn them in to the Dean of Student's office in written form with the signature of the sponsor of the organization by 8:00 A.M. In an effort to facilitate communication, EHS maintains a Face Book page and employs the use of School Messenger.

BELL SCHEDULES

2020-2021 Bell Schedule

1 st period	8:00 - 8:45	45 minutes
2 nd period (homeroom)	8:50 - 9:40	50 minutes
3 rd period	9:45 - 10:30	45 minutes
4 th period	10:35 - 11:20	45 minutes
5 th period		
A Lunch	11:20 – 11:55	35 minutes
B Class	11:25 – 12:15	50 minutes
A Class	12:00 – 12:50	50 minutes
B Lunch	12:15 – 12:50	35 minutes
6 th period	12:55 - 1:40	45 minutes
7 th period	1:45 - 2:30	45 minutes
8 th period	2:35 - 3:20	45 minutes

MORNING PEP RALLY SCHEDULE

1 st period	8:00 - 8:40	40 minutes
Pep Rally	8:45 – 9:20	35 minutes
2 nd period	9:25 – 10:15	50 minutes
3 rd period	10:20 - 11:00	40 minutes

4 th period	11:05 - 11:45	40 minutes
5 th period		
A Lunch	11:45– 12:20	35 minutes
B Class	11:50 – 12:30	40 minutes
A Class	12:25 – 1:05	40 minutes
B Lunch	12:30 – 1:05	35 minutes
6 th period	1:10 - 1:50	40 minutes
7 th period	1:55 - 2:35	40 minutes
8 th period	2:40 - 3:20	40 minutes

AFTERNOON PEP RALLY SCHEDULE

1 st period	8:00 - 8:40	450minutes
2 nd period	8:45 - 9:30	45 minutes
3 rd period	9:35 - 10:15	40 minutes
4 th period	10:20 - 11:00	40 minutes
5 th period		
A Lunch	11:00 – 11:35	35 minutes
B Class	11:05 – 11:45	40 minutes
A Class	11:40 – 12:20	40 minutes
B Lunch	11:45 – 12:20	35 minutes
6 th period	12:25 - 1:05	40 minutes
7 th period	1:10 – 1:50	40 minutes
8 th period	1:55 - 2:35	40 minutes
Pep Rally	2:40 – 3:20	40 minutes

Students with an 8th period class are not dismissed until the completion of the pep rally. Additional modified schedules will be made available as needed.

CAREER / TECHNICAL/ VOCATIONAL PROGRAMS

Admission to Career/Technical/Vocational programs is based upon the student's educational plan and course availability. Consult the Academic Handbook or see the High School Counselor for a complete list.

Public Notification of Nondiscrimination in Career and Technical Education Programs

Early ISD offers career and technical education programs in several types of programs such as Agriculture Science, Human Services, Business, Culinary Arts, etc. Admission to these programs is based on class space availability, interest and aptitude, age appropriateness, teacher recommendation, etc.

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

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

For information about your rights or grievance procedures, contact the Title IX Coordinator, , at PO Box 3315, Early, Texas, 76802, 325.646.7934, and/or the Section 504 Coordinator, at the same address and phone number.

Notificación Publica de No Discriminación en Programas Vocacionales

Early ISD ofrece programas vocacionales de varios tipos en Ciencia de agricultura, servicios Humanos, negocios, Artes culinarias y mas. La admisión a estos programas se basa en disponibilidad de espacio de clase, interés y aptitud, adecuación de edad, y recomendación del maestro.

Es norma de Early ISD no discriminar por motivos de raza, color, origen nacional, sexo o impedimento, en sus programas, servicios o actividades vocacionales, tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Enmiendas en la Educación, de 1972, y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda.

Early ISD tomará las medidas necesarias para asegurar que la falta de habilidad en el uso del inglés no sea un obstáculo para la admisión y participación en todos los programas educativos y vocacionales.

Para información sobre sus derechos o procedimientos para quejas, comuníquese con el Coordinador del Título IX, , en PO Box 3315, Early, Texas, 76802, 325.646.7934, y/o el Coordinador de la Sección 504, , en PO Box 3315, Early, Texas, 76802, 325.646.7934.

CHANGE OF ADDRESS

Students should keep addresses and telephone numbers current in the Student Service's Office. If a change occurs, please have it changed on office records.

CLASS MATERIALS

Students should take all necessary materials to classes and tutorials.

CLASS SCHEDULES

All students are expected to attend school for the entire school day and maintain a class/course schedule to fulfill each period of the day. Exceptions may be made occasionally by the campus principal for students in grades 9-12 who meet specific criteria and receive parental consent to enroll in less than a full-day's schedule.

COLLEGE AND UNIVERSITY ADMISSIONS

Currently, to be eligible for automatic admission to a Texas four-year college or university, a student must be on track to graduate with the distinguished level of achievement under the foundation graduation program. This means that a student must graduate with at least one endorsement and must have taken Algebra II as one of the four required math courses.

In addition, the student must submit a completed application for admission in accordance with the deadline established by the college or university. The student is ultimately responsible for ensuring that he or she meets the admission

The University of Texas at Austin may limit the number of students automatically admitted to 75% of the University's enrollment capacity for incoming resident freshmen. For students who are eligible to enroll in the University of Texas at Austin during the summer or fall 2017 term, the University will be admitting the top seven percent of the high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through an independent review process.

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

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

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.

COMPLAINTS

Complaints by students or parents about instructional materials, loss of credit on the basis of attendance, removal to alternative education programs, expulsion, sexual harassment, discrimination, services provided, or prior review of non-school materials intended for distribution to students are handled through procedures specific to policies in those particular areas. To review relevant policies or obtain further information, see the principal or the District Policy on the school's website at www.earlyisd.net.

Students and/or parents who have a complaint regarding possible discrimination on the basis of sex should contact Dr. Dewayne Wilkins, Superintendent.

Complaints or concerns regarding students with a disability should be brought to the principal. If not satisfied, the principal will direct appeals to Mrs. Chalet Moore, Director, Heartland Special Education Cooperative.

On all other matters, a student or parent who has a complaint should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested within 10 calendar days of the event or events causing the complaint. If the outcome of the conference with the Principal is not satisfactory, a conference with the Superintendent or designee can be requested within 10 calendar days following the conference with the principal. If the outcome of this conference is not satisfactory, the student or parent may appear before the Board of Trustees, in accordance with Board policy DGBA (LOCAL).

COMPUTER ACCESS - ACCEPTABLE USE POLICY

Only students who have been authorized by the District and who are under direct supervision of designated District employees are permitted to use a District computer or to access any local network or outside telecommunications resources such as TENET or the Internet. Prior to such authorization, the student and the student's parent must sign and return the District Student Agreement Form acknowledging their responsibilities and the consequences of violation. Students and their parents should be aware that e-mail and other electronic communications using district computers are not private and will be monitored by district staff. Students are expected to observe network etiquette by being polite and using appropriate language. Students are prohibited from pretending to be someone else; transmitting obscene messages or pictures; revealing personal addresses or telephone numbers – either their own or another person's; or using the network in a way that would disrupt use by others. Students shall not alter or tamper with any of the computer programs or operating systems. Students failing to comply with these rules will be subject to disciplinary action.

CONFERENCES

Students should feel free at all times to consult with their teachers about any problems concerning schoolwork. Parents should contact the student service's office to arrange conferences with teachers so they may be scheduled during regular conference periods.

COUNSELING

Academic Counseling- Students and their parents are encouraged to talk with the high school counselor, teachers, and principal in order to learn about the curriculum, course offerings, graduation requirements, and differences between graduation requirements for the several different State approved high school graduation programs. All students and their parents shall be notified annually about recommended courses for students preparing to attend college. Students who are interested in attending a college, university, training school or pursuing some other advanced education should work closely with the counselor so that they may take the high school courses that will best prepare them for further work. The Counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid.

Personal Counseling- The school Counselor may be able to help students with a wide range of personal, social and family concerns including emotional or mental health issues and substance abuse. Students who wish to discuss academic or personal concerns with the high school Counselor should go by the Counselor's office and arrange an appointment with the counselor. As a parent, if you are concerned about your child's mental or emotional health, please speak with the school counselor for a list of resources that may be of assistance.

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

CREDIT RECOVERY/ACCELERATION

Students may have the opportunity to attempt credit recovery through an online credit recovery program. [See the counselor for more information.]

DRILLS - FIRE, TORNADO, AND OTHER EMERGENCY DRILLS

Periodically, the school will conduct preparedness drills of emergency procedure. When the command is given or alarm is sounded, students must follow the direction of teachers or administrators quickly, quietly, and in an orderly manner.

DRUG TESTING

The District requires consent for random drug testing of any student in grades 7–12 who chooses to participate in school- sponsored extracurricular activities or park a vehicle on District property. [See policy FNF(LOCAL).]

ELECTRONIC DEVICES

Use of district-owned equipment and its network systems is not private and will be monitored by the district. [See policy CQ.] Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law. The device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed. [See policy FNF(LEGAL).]

Food Allergies

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

FUND RAISERS

Student groups and organizations will occasionally be permitted to conduct fund-raising drives. All fund-raising projects shall be approved by the principal and then superintendent. Sponsors of student organizations will submit requests for fund-raising activities in the spring of the year for the following school year. After approval by the principal, fund-raising activities will be presented to the Superintendent and Board before the beginning of the school year. Except as approved by the principal, fundraising is not permitted on school property. No outside organizations of any sort may solicit contributions of any type from students or within the schools.

GYMNASIUM

The gym is part of the instructional area and is to be given the same care and consideration as our other classrooms. The gym is to be used only for P.E. classes, boys' and girls' athletics, and other approved school activities. There should be no one in the gym before or after school without a coach or sponsor supervising the activity. Girls should remain in their dressing room area and are not to go in the coach's office or boy's dressing room area. An exception may be made if the coach is present. Girls are encouraged and permitted to use the weight room and training room under the direction of a coach. Boys should also remain in the boy's dressing room area and are not to be in the girl's dressing room area or in

the coach's office without the presence of the coach. The weight and training rooms are to be used under the direction of a coach. The rest rooms in the gym are to be used by P.E. and athletic classes only. Public restrooms are located in the Student Activity Center area. No food or drinks will be allowed in the gym at any time. Use walkways when going to and from offices, dressing rooms, classrooms, and bleachers.

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 a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a law enforcement to obtain fingerprints or photographs for comparison in an investigation.
- By a law enforcement officer to obtain fingerprints or photographs to establish a student's identity where the child may have engaged in conduct indicating a need for supervision, such as running away.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- By an authorized representative of Child Protective Services, 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 taken into custody, arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who is thought to have committed certain offenses or who has been convicted, received deferred prosecution, received deferred adjudication or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.
- All appropriate district personnel regarding a student who is required to register as a sex offender.
- [For further information, see policies FL(LEGAL) and GRA(LEGAL).]

LOCKERS

- Lockers remain under the jurisdiction of the school even when they are assigned to individual students. The school reserves the right to inspect all lockers. Students have full responsibility for the security of lockers and are responsible for making certain they are locked and that the combination is not available to others. Searches of lockers may be conducted randomly and at any time there is reasonable cause to do so whether or not students are present. Personal combination locks can be placed as long as the combination is turned in to the front office. If the correct combination is not turned in to the office, the office staff may cut off the lock. Students must budget their time wisely during class changes so as not to have an unexcused tardy to class. To help keep the locker area clean and neat, nothing should be left on the floor or on top of the lockers. Books should be taken to lockers and not be left unattended. Athletic gear should be kept in athletic lockers and not in the student locker area. No student should willfully jam a locker to prevent it from closing or locking. The locker is provided for student use and protection and should remain locked at all times.

LUNCH AND BREAKFAST PROGRAM

- Early High School is a closed campus. Students are not allowed to leave the campus during lunch. Student visitors are not allowed on campus during lunch without permission from the principal.
- The Early I.S.D. under the guidelines of the National School Lunch program, National School Breakfast Program and USDA, prepare nutritious breakfast and lunches for all students daily. Students are required to use their school issued Identification card or their school ID number in order to acquire breakfast and/or lunch. Breakfast is served from 7:30 A.M. until 8:00 A.M. in the snack bar. Payment can be made daily or in advance.
- Extra milk and juice can be purchased at breakfast or lunch for an additional cost. Second trays can be purchased at breakfast or lunch for the cost of the first tray. All students, free, reduced or regular price pays the same amount for a second tray.
- Advanced payment for lunch or breakfast can be made in the Cafeteria Manager's office before school and between meals. Payment can also be made in advance online for breakfast and/or lunch. The student's account can be viewed online any time by the parent/guardian. Money paid to the cafeteria is for cafeteria use only. The money will not be banked for other uses.
- Applications for the lunch program providing free and reduced priced meals are to be completed and returned to the school as soon as possible. If your child was on the program in the previous year and was enrolled in Early ISD on the last day of school, he/she will remain on the program for 30 school days. A new application must be on file to continue on the program. File only one application for each family, regardless of the grade levels. Applications must be approved by the Food Service Department before a student can benefit from the program. Even if the student was on the program in another school district, we cannot transfer benefits without a completed and approved lunch application. The students are required to pay full price until all paperwork is completed and approved.
- Monthly cafeteria menus are available on the district's website. They are also published weekly in the newspaper and broadcast on local radio stations. This allows everyone the opportunity to know what is being served each day in the school cafeteria.
- High school offers food through the cafeteria and snack bar at a variety of prices. Additionally, parents are welcome to send food from home for student lunches. Students may eat in the Student Activity Center and in designated outside areas, providing weather permits and the area is kept clean. Students may not eat in classrooms unless teacher assigned, curriculum related, and approved by the principal. If there are any questions regarding the cafeteria or the federal programs for breakfast or lunch, please feel free to speak to the EISD Food Service Director at 643-2339.
- In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW Washington, D.C. 20250-9410 or call (202) 720- 5964 (voice and TDD). USDA is an equal opportunity provider and employer.

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 FFAC(LEGAL).]

A student who must take a prescription (or nonprescription) medicine during the school day must bring a written request from his or her doctor and the medicine, in its properly labeled container, to the student services office. The principal, school nurse, or their designee will give the student permission to take the medication as directed. Students are strictly prohibited from taking medication at school without permission and are prohibited from giving medication to other students at school. Due to the legal issues of liability, the school cannot provide students with non-prescription medicines such as aspirin, Tylenol, cough drops, etc. Parents may bring these medicines from home and administer them when needed.

PERSONAL ITEMS

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

POSTERS, SPIRIT BANNERS, ETC.

Signs and posters that students wish to display must first be approved by the principal. Posters, spirit banners, signs, decorations, etc. may be posted in designated areas with the approval of the principal. Posters displayed without authorization will be removed.

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.

STUDENT ACTIVITY CENTER (SAC)

The student activity center will open at 7:30 a.m. The snack bar will be open for the purchase of snacks such as juices, milk, rolls, candy, etc. All food and drinks (with the exception of water as noted below) shall be consumed in the student center areas and not be taken elsewhere in the building so that we can maintain a beautiful and clean instructional area. Students may have water within the instructional area if it is held in a clear and sealable container, does not pose a hazard to equipment in the immediate area, and does not disrupt instruction. Students may take food and drinks in disposable containers outside to the picnic tables and benches. Each student is responsible for taking care of his/her own trash. In order to avoid costly accidents, the stage is to be used only for authorized school activities. Students and teachers need to be very careful not to have food and drinks near the stage or curtain area. Spirit banners and decorations may be used on tile walls and in the student center area with approval of the principal. Students, faculty, and visitors shall make an extra effort to keep the student activity center clean and attractive by clearing tables and putting trash in proper trash receptacles.

SCHOOL BUSES

Students being transported in school-owned vehicles are subject to the Student Code of Conduct. The following rules shall apply to student conduct on school transportation:

- Passengers shall follow the driver's directions at all times.
- Passengers shall board and leave the bus in an orderly manner at the designated bus stop.
- Passengers shall not stand while the bus is in motion.
- Passengers shall keep books, band instrument cases, feet, and other objects out of the aisle of the bus.
- Passengers shall not deface the bus and/or its equipment.
- Passengers shall not extend head, hands arms, or legs out of the window nor hold any object out of the window nor throw objects within or out of the bus.
- The dress code applies the same as it does in the regular classroom.
- Passengers shall not use any form of tobacco or e-cigarettes in any district vehicle.
- Usual classroom conduct shall be observed.
- Follow any other rules established by the operator of the vehicle.

The following procedures shall be followed when a discipline concern arises on a bus serving a regular route or an extracurricular activity:

- A conference involving the Dean of Students or principal, the student passenger, the driver, and the parent(s) may be required.
- The principal may suspend the student's bus riding privileges. If such a suspension occurs, the parents will be notified prior to the time the suspension takes effect.
- In the case of serious misconduct that endangers the safety of other passengers or the driver, the driver shall have the authority to call for law enforcement assistance; the principal and parents shall be notified of the situation as soon as possible. The student shall not be provided bus service again until a conference involving all persons listed above has been held.
- Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's Individual Education Plan (IEP).

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

Students' Desks and Lockers

Students' desks, lockers, district provided technology, and similar items are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. District property is subject to search or inspection at any time without notice. Students have no expectation of privacy in district property. Students are responsible for any item found in district property.

student that is prohibited by law, district policy, or the Student Code of Conduct.

Metal Detectors

To maintain a safe and disciplined learning environment, the district reserves the right to subject students to metal detector searches.

Electronic Devices

Use of district-owned equipment and its network systems is not private and will be monitored by the district. [See policy CQ for more information.] Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

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

Vehicles on Campus

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the permission of the student. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others. [See also the Student Code of Conduct.]

Trained Dogs

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. [For further information, see policy FNF(LOCAL).]

Parent Notification

The student's parent or guardian shall be notified if any prohibited articles or materials are found in a student's locker, in a student's vehicle parked on school property, or on the student's person, as a result of a search conducted in accordance with this policy.

SUICIDE AWARENESS

The district is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access the following Web sites or contact the school counselor for more information related to suicide prevention and to find mental health services available in your area:

- www.texassuicideprevention.org
- <http://www.dshs.state.tx.us/mhservices-search/>

TECHNOLOGY RESOURCES AND ELECTRONIC DEVICES

Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones

For safety purposes, the district permits students to possess personal mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. A student must have approval to possess other telecommunications devices such as netbooks, laptops, tablets, or other portable computers. The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event. If a student uses a telecommunications device without authorization during the school day, the device will be confiscated.

Confiscated Devices

For the first offense, confiscated telecommunications/computing devices shall be held until the end of the

day and returned to the student. For the second offense, confiscated devices shall be returned only to the student's parent/guardian. If a third offense occurs, the parent/guardian will be contacted, the device shall be held in the office to be picked up by the parent/guardian, and there will be a fee of \$15. If non-compliance continues after the third offense, the student will be required to turn in the device at the beginning of each school day to the front office and may retrieve the device after school. For all offenses, telecommunications devices must be retrieved from Campus Administration. (Early ISD is not responsible for the recovery of damaged, lost, or stolen telecommunications devices.)

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

Possession and Use of Other Personal Electronic Devices

Except as described below, students are to limit the use of devices of non-instructional apps or sites such as certain YouTube, videos, movies, games, and camera use unless prior permission has been obtained. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel. [See Searches and policy FNF.] Any disciplinary action will be in accordance with the Student Code of Conduct. The district will not be responsible for any damaged, lost, or stolen electronic device.

Instructional Use of Personal Telecommunications and Other Electronic Devices

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook). When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Responsible Use of District Technology Resources

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

Unacceptable and Inappropriate Use of Technology Resources

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

TEXTBOOKS

State-approved textbooks are provided free of charge for each subject or class; students are required to use these books carefully. Books must be covered by the student, as directed by the teacher; students who are issued a damaged book should report that fact to the teacher. Electronic textbooks and

technological equipment may also be provided to students, depending upon the course and course objectives. A student who is issued a damaged item must report that damage to the teacher. Any student failing to return an item in acceptable condition shall lose the right to have free textbooks and electronic equipment assigned until the item is returned or paid for by the parent or guardian. However, a student will be provided textbooks and equipment for use at school during the school day. Students may be assessed a fine for damage to state-owned textbooks due to abuse or lack of proper care.

Tobacco, E-Cigarettes and components prohibited.

Students are prohibited from possessing or using any type of tobacco product, electronic cigarettes (e-cigarettes), or any other electronic vaporizing device or any components, part, or accessory for an e-cigarette device, while on school property or in any District vehicles at any time or while attending an off-campus school-sponsored or school-related activity. [See Early ISD Student Code of Conduct and EISD Policies FNDC (LEGAL) and GKA (LOCAL).]

The term e-cigarette includes:

- (A) an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device.
- (B) a described device regardless of whether the device is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description; and
- (C) a component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.

POSSESSION & DISTRIBUTION OF CIGARETTES, E-CIGARETTES, OR TOBACCO PRODUCTS:

SALE OF CIGARETTES, E-CIGARETTES, OR TOBACCO PRODUCTS TO PERSONS YOUNGER THAN 21 YEARS OF AGE PROHIBITED. A person commits an offense if the person:

- (1) Sells, gives, or causes to be sold or given a cigarette, e-cigarette, or tobacco product to someone who is younger than 21 years of age; or
- (2) Sells, gives, or causes to be sold or given a cigarette, e-cigarette, or tobacco product to another person who intends to deliver it to someone who is younger than 21 years of age.

Violations and Consequences

- 1) Students who are found in possession of tobacco products (1st Time Offense) – including electronic smoking devices and/or their cartridges, oils, waxes, components – or are found smoking or vaping while on school property or in any District vehicles at any time or while attending an off-campus school-sponsored or school-related activity will result in confiscation of products and will be subject to a minimum one day in-school suspension (ISS) in addition to four after-school detentions where the student will complete a tobacco education program.
- 2) Students who are found in possession of tobacco products (All Subsequent Offences) - including electronic smoking devices and/or their cartridges, oils, waxes, components – or are found smoking or vaping while on school property or in any District vehicles at any time or while attending an off-campus school-sponsored or school-related activity will result in confiscation of products and will be subject to three day in-school suspension (ISS) in addition to educational community service.
- 3) Students will be ineligible to participate in all school activities pending completion of the assigned consequences.
- 4) Any products confiscated may be turned over to the Early Police Department for testing. If the test is positive for marijuana, THS compounds or any other “dangerous” substance, the student will receive further consequences up to and possible Expulsion and further charges may be filed with the Early Police Department. In these cases, the school system may defer to the substance use policy, not just tobacco or vaping policy.

* The contents of an electronic smoking device are not easily identified and can range from tobacco to a controlled dangerous substance. Therefore, students found in possession of an electronic smoking device or its components MAY be considered under suspicion of being under the influence of drugs while at school as would any student in possession of anything that would constitute drug paraphernalia. [See the Student Code of Conduct and policies at FNCD and GKA.]

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.

VEHICLES ON CAMPUS

Areas on the campus will be designated for student parking. Any student bringing a vehicle to school must register the vehicle at the student services office and secure a parking permit. This permit must be displayed on the rear-view mirror. First violation of this rule may result in a warning placed on the vehicle; the student will need to purchase a parking permit from the student services office. 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 to do so. Students have full responsibility for the security of their vehicles and will make certain they are locked and that the keys are not given to others. Students will be held responsible for any prohibited objects or substances, such as alcohol, drugs, or weapons, which are found in their cars and will be subject to disciplinary action by the District as well as referral for criminal prosecution. Searches of vehicles may be conducted at any time there is reasonable cause to do so. If a vehicle subject to search is locked, the student will be asked to unlock the vehicle. If the student refuses, the district will contact the student's parents. If the parents also refuse to permit the vehicle to be searched, the district may turn the matter over to law enforcement. The district may contact law enforcement even if permission to search is granted.

Students bringing vehicles to campus will be subject to the following rules:

- Any student driving a vehicle on the school campus must hold a valid driver's license. (For a student between the ages of 16 and 18 to obtain a driver license, the Texas Department of Public Safety must be provided written parental consent to access the student's records for purposes of verifying 90 percent attendance for credit for the semester.)
- No student shall sit on or in cars on the school campus. As soon as a vehicle is properly parked, the student is to vacate the vehicle.
- No student will be allowed to eat lunch in his or her car on the school campus.
- Students will not be permitted in the school parking lot between classes or at lunch, unless they are leaving the campus.
- No student shall ride on the fender or in the bed of a vehicle at any time. The driver of the vehicle will be held responsible.
- No student shall park in such a manner that will block or inhibit the normal flow of traffic on the campus.
- Each student must display a valid parking permit while parking on the high school campus.
- Students shall pull into parking spaces from the proper direction. Backing into or driving through parking spaces shall be prohibited.
- Students shall observe a 10 mile per hour speed limit and drive safely on streets adjacent to the high school campus and in the campus parking lots.
- Any misconduct or violation of the above rules on the part of a driver on school premises may result in loss of parking privileges.

The district may place a wheel boot on a car or tow cars parked in violation of these rules.

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, and visitors' dress code may be expected to adhere to the school dress code if it becomes disruptive. Early High School is a closed campus. Students are not allowed to leave the campus during lunch. Student visitors are not allowed on campus during lunch without permission from the principal.

Visitors Participating in Special Programs for Students

On any given day, the district may invite representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

III. SCHOLARSHIP / GRADING

CHANGING OR DROPPING COURSES

Students must consult with the counselor before changing or dropping courses. Efforts will be taken to ensure students take classes for which they registered. Schedule change requests should be made within the first three days of school. Every effort will be made to accommodate schedule change requests. However, there are times when classes are already fully or requested classes will not work due to logistics of the master schedule. Principal approval will be required for a student to take an online class (E20 or dual credit) if that course is offered face-to-face and the student's schedule can accommodate the face-to-face class.

CLASSIFICATION (GRADE)

<u>Placement</u>	<u>Grade</u>	<u>Credits</u>
Freshman	9	0-6
Sophomore	10	6.5-12
Junior	11	12.5-18
Senior	12	18.5-26

COURSE WEIGHTING

Weighting of courses is calculated only to determine class rank. Weighting is not reflected in the course grade listed on the student's transcript. The actual grade without weight is the grade that appears on the transcript. Each school district is allowed to choose a weighting system to determine class rank. Weighted (Advanced) and un-weighted (regular) GPA are displayed at the bottom of the student's transcript.

CLASS RANK

For the purpose of determining honors to be conferred during graduation activities, the District shall calculate class rank at the end of the fifth six-weeks grading period of the year in which a student is classified as a senior. The average of the fourth and fifth six weeks grades shall be used as the semester grade for this purpose. For Edgenuity (E20), the Actual Grade (the overall grade adjusted for progress if a student is behind) will be used. For Dual credit courses, the grade the professor provides will be used. [See policy EIC (LOCAL) for more information.] The calculation of class rank shall exclude grades earned in or by: physical education, courses taken as substitutes for physical education, band, student aide, ESL courses, an assigned remediation or tutoring course, a local credit course, a course for which a pass/fail grade is assigned, credit by examination with or without prior instruction, and summer school courses in which a class previously taken is taken again for a higher/passing grade. A P for pass will have a 70 entered for numeric purposes as a placeholder and an F for fail will have a 69 entered for numeric purposes as a placeholder in the grading system.

The calculation of class rank shall include grades earned through approved distance learning courses, approved on-line courses, and approved dual-credit classes. Class ranking begins with a student's initial entry into ninth grade and will include all qualifying course grades for all students classified as seniors at the beginning of the school year. Students are classified upon the first day of entry for each school year. Classifications do not change during the school year.

For example, if a student enters the school year classified as a junior but completes all credit requirements and graduates at the end of that same school year, he/she will not be ranked as a graduating senior. The District shall not include scores from any end-of-course EOC assessments in calculations for class rank. An

Advanced course is any course beyond the requirements for the Recommended Program. Classes weighted for rank are those designated as “advanced, AP, or dual credit”.

Dual credit classes taken the spring semester of a student’s senior year shall be used for final rank according to the grade submitted to the high school from the college after the fifth six weeks.

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 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, or coursework by a student transferring from a non-accredited school. 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.

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 or subject area for which the student has had no prior instruction, i.e., for advancement or to accelerate to the next grade level. The exams offered by the district are approved by the district’s board of trustees, and state law requires the use of certain exams, such as College Board Advanced Placement (AP) and College Level Examination Program (CLEP) tests, when applicable. The dates on which exams are scheduled during the 2020–2021 school year will be published in appropriate district publications and on the district’s website. The only exceptions to the published dates will be for any exams administered by another entity besides the district or if a request is made outside of these time frames by a student experiencing homelessness or by a student involved in the foster care system. When another entity administers an exam, a student and the district must comply with the testing schedule of the other entity. During each testing window provided by the district, a student may attempt a specific exam only once.

DISTANCE LEARNING

Distance learning and correspondence courses include courses that encompass the state-required essential knowledge and skills but are taught through multiple technologies and alternative methodologies such as mail, satellite, Internet, video- conferencing, and instructional television.

The Texas Virtual School Network (TxVSN) has been established as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TxVSN to earn course credit for graduation. In limited circumstances, a student in grade 8 may also be eligible to enroll in a course through the TxVSN. Depending on the TxVSN course in which a student enrolls, the course may be subject to the “no pass, no play” rules. If you have questions or wish to make a request that your child be enrolled in a TxVSN course, please contact the counselor. Proper progress must be made in the courses or student may receive further consequences.

If a student wishes to enroll in a correspondence course or a distance learning course that is not provided through the TxVSN in order to earn credit in a course or subject, the student must receive permission from the principal prior to enrolling in the course or subject. If the student does not receive prior approval, the district will not recognize and apply the course or subject toward graduation requirements or subject mastery.

ENGLISH LANGUAGE LEARNERS

A student who is an English language learner is entitled to receive specialized services from the district. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student’s parent must consent to any services recommended by the LPAC for an English language learner. However, pending the receipt of parental consent or denial of services, an eligible student will receive the services to which the student is entitled and eligible. In order to determine a student’s level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies

for services, and once a level of proficiency has been established, the LPAC will then designate instructional accommodations or additional special programs that the student.

EXAM EXEMPTIONS—SEMESTER

In order to establish an incentive for attendance, good behavior, personal responsibility, and academic performance, Early High School offers all students an exemption plan for semester exams. Any change to the exemption policy will be communicated to students and parents in a timely fashion.

Exemption Criteria: A student may be exempt in a class if he/she:

- has maintained an average of ninety (90) or above each six weeks of the applicable semester in the course and has had no more than four (4) absences, or
 - has maintained an average of eighty (80) or above each six weeks of the current semester in the course and has had no more than three (3) absences, or
 - has maintained an average of seventy (70) or above each six weeks of the current semester in the course and has had no more than four (2) absences
- AND
- does not owe fines (library, cafeteria, textbooks, etc.)
 - does not fail to return material or equipment
 - does not receive disciplinary consequences for inappropriate behavior resulting in, but not limited to, ISS, OSS, DAEP, or EXPULSION during the applicable semester.

Absences toward Exemptions:

All absences are counted toward exam exemptions, with the exception of school related activities, approved college visit days, and death in immediate family. For the purpose of the exemption plan, the principal or designee has the authority to waive the attendance rule if there are extenuating circumstances. No exam will be given early; please plan schedules accordingly.

NUMERIC GRADE SCALE

In instances when letter grades are requested (NCAA, etc.), the following conversion will be used:

- A =90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = 0-59

GRADE POINT CONVERSION

The District shall convert semester grade points in accordance with the following chart and shall calculate a weighted GPA.

Class Avg.	Regular	Advanced	AP
100	5.00	6.0	7.0
99	4.90	5.90	6.90
98	4.80	5.80	6.80
97	4.70	5.70	6.70
96	4.60	5.60	6.60
95	4.50	5.50	6.50
94	4.40	5.40	6.40
93	4.30	5.30	6.30
92	4.20	5.20	6.20
91	4.10	5.10	6.10
90	4.00	5.00	6.00
89	3.90	4.90	5.90
88	3.80	4.80	5.80
87	3.70	4.70	5.70
86	3.60	4.60	5.60
85	3.50	4.50	5.50

84	3.40	4.40	5.40
83	3.30	4.30	5.30
82	3.20	4.20	5.20
81	3.10	4.10	5.10
80	3.00	4.00	5.00
79	2.90	3.90	4.90
78	2.80	3.80	4.80
77	2.70	3.70	4.70
75	2.50	3.50	4.50
74	2.40	3.40	4.40
73	2.30	3.30	4.30
72	2.20	3.20	4.20
71	2.10	3.10	4.10

70	2.00	3.00	4.00
69 or below	0.0	0.0	0.0

TRANSFER GRADES

When a student transfers grades for properly documented courses, the District shall assign weight to those grades based on the categories and grade weight system used by the District, if the same, a similar or equivalent course is offered to the same class of students in the District. If the school where a letter grade was earned does not have a conversion chart, letter grades shall be recorded as follows:

A+ = 100	A = 97	A- = 94
B+ = 93	B = 90	B- = 86
C+ = 85	C = 82	C- = 78
D+ = 77	D = 74	D- = 70

GRADING GUIDELINES

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the classroom teacher. These guidelines have been reviewed by each applicable curriculum department and have been approved by the campus principal. These guidelines establish the minimum number of assignments, projects, and examinations required for each grading period. In addition, these guidelines establish how the student's mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.). Grading guidelines may also outline in what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade.

GRADING POLICY FOR ACADEMIC CLASSES

- a. Six-Weeks Tests are not required.
- b. Students will have a minimum of two major tests and/or projects per grading period (six weeks) in each academic class.
- c. Students may be required to complete at least one documented research assignment in each core class each semester.
- d. Grading Parameters:
 - i. Daily Assignments done outside of class = No more than 35%
 - ii. Projects / Tests = 35% to 60%
 - iii. No one grade may be more than 25% of the six weeks average.
 - iv. Quizzes/ Classwork/ labs = up to 65%
- e. Teachers may allow a student one opportunity to redo an assignment or retake an examination for which the student originally made a failing grade when
 - i. Requested by the student within one school day of when the student learns of the failing grade, and
 - ii. Completed within a reasonable time established by the teacher.
 - iii. The second assignment and/or the exam should not be an exact replica of the original assignment or exam.
- f. Students are expected to make up assignments and tests after absences. Students shall receive a zero for any assignment or test not made up within the teachers' allotted time.
- g. Students shall be permitted to take tests administered in any class missed because of absence. After an absence, the teacher may assign the student make-up work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements. A student shall be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher.

- h. Teachers may assign a late penalty to any project turned in after the due date.
- i. The District shall not impose a grade penalty for make-up work after an unexcused absence. The student must have a reasonable opportunity to complete the work.
- j. The District shall not impose a grade penalty for make-up work after an absence because of in-school or out-of-school suspension. The student must have a reasonable opportunity to complete the work.

Project Policy

A teacher has the prerogative to assign projects that have a deadline at a specific time during the school day (for example, at 8:00 A.M. -- not during class time). Teachers also have the prerogative to deny a grade (i.e., give a zero) if a project is not turned in by the specified day and by the specified time.

Note: The project may be turned in early. Someone of the student's choice may turn in the project by the specified time and date. No matter who is chosen to turn in the project, the student is still responsible for his/her project. Consideration will be given for partial completion of the project. Extenuating circumstances will be handled on an individual basis by teachers and/or the principal.

GRADES DURING SCHOOL SUSPENSION

The student is responsible to get the assignments that he or she will miss during a suspension. A parent or friend may get the assignments at the end of school on the first day of suspension. The homework must be turned in at the regular class time on the first day the student returns to school. Failure to do so may result in the student receiving a zero for the work he or she fails to return to the teacher.

GRADUATION REQUIREMENTS

Course Credit

Students in grades 9–12 will earn credit for a course only if the final grade is 70 or above. For a two-semester (1 credit) course, the student's grades from both semesters will be averaged and credit will be awarded for both semesters if the combined average is 70 or above. Should the student's combined average be less than 70, the student will be required to retake the semester in which he or she failed to meet the requirements.

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 depending on the year in which the student is scheduled to graduate, pass a statewide exit-level exam or achieve the required cumulative scores on end-of-course (EOC) assessments.

Students are required to perform satisfactorily on the following EOC assessments: English I, English II, Algebra I, Biology, and United States History. 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. This may require participation of the student before or after normal school hours or at times of the year outside normal school operations.

CERTIFICATES OF COURSEWORK COMPLETION

A certificate of coursework completion will not be issued to a student who has successfully completed state and local credit requirements for graduation but has not yet demonstrated satisfactory performance on the state-mandated tests required for graduation.

COMMENCEMENT EXERCISES

Students who have satisfactorily completed all coursework requirements for graduation but have failed to meet applicable state- testing requirements shall be allowed to participate in commencement activities and ceremonies. [See EI, EIF] However, please keep in mind that participating in the activities and ceremonies

is not synonymous with graduating. Ultimately, the final awarding of a diploma will be contingent upon the student's completion of all applicable requirements for graduation. A graduating senior shall not be required to take part in the commencement exercises. However, all students who decide to participate in commencement exercises shall:

- i. Be present at all practice sessions, unless prior arrangements are made with the principal;
- ii. Wear the appropriate clothing as specified by the principal; and
- iii. Conduct him or herself in an acceptable manner during practice sessions and the ceremony.

A student failing to comply with any of the requirements listed above shall forfeit his or her eligibility to participate in commencement exercises. There shall be no midterm graduation. A student who completes all credits for graduation at midterm shall be issued a diploma and may return for spring commencement exercises.

GRADUATION FOR STUDENTS WITH DISABILITIES

Upon the recommendation of the admission, review, and dismissal (ARD) committee, a student with disabilities who receives special education services may be permitted to graduate under the provisions of his or her 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 policy FMH(LEGAL).] Please also be aware that if an ARD committee places a student with a disability on a modified curriculum in a subject area, the student will be automatically placed in the Minimum Program, in accordance with state rules.

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.

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 pictures, both the student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year.

GRADUATION HONORS (LOCAL)

Valedictorian and Salutatorian

Early ISD policy EIC (LOCAL) states that the Valedictorian and Salutatorian must have been continuously enrolled in Early High School for the four semesters immediately preceding graduation and must have completed the foundation program with the distinguished level of achievement. In case of a tie, the District shall apply the following methods, in this order, to determine recognition as valedictorian or salutatorian:

1. Calculation of the GPA shall be taken to a sufficient number of decimal places to break the tie.
2. If a tie still remains, the student with the highest numerical grade average of all advanced courses taken shall be the valedictorian.
3. If one of the first two methods does not break the tie, the District shall compare scores on standardized college entrance tests, if the same tests were taken by all students involved in the tie.

If the tie is not broken after applying these methods, the District shall recognize all students involved in the tie as sharing the honor and title.

Highest-Ranking Graduate

The local eligibility criteria for recognition as the valedictorian shall not affect recognition of the highest-ranking graduate for purposes of receiving the honor graduate certificate from the state of Texas.

Honor Student

To be recognized as an honor student, a graduating student must have an overall weighted GPA of 90 or higher as an overall grade average at the end of the fifth six-weeks and be graduating under the Recommended Program, the Advanced/Distinguished Achievement Program, or the foundation program with at least one endorsement. The highest grade allowed to be recorded for a six-weeks, semester, or final average is 100. [See Class Rank.]

GRADUATION PROGRAMS (for students entering high school 2014 and after)

All students entering grade nine in 2014 or after are required by House Bill 5 to graduate on the foundation plan. Detailed endorsement guidelines are located in the online document, *Endorsement & Academy Structure*. EHS offers the following endorsement areas and academies:

Stem (Science, Technology, Engineering, Math)
Endorsement STEM Academy

Business & Industry Endorsement

Academy of Agriculture

Academy of Technology

Academy of Culinary Arts

Public Service Endorsement

Academy of Health Science

Academy of Human Services

Arts & Humanities Endorsement

Academy of Fine Arts

Multidisciplinary Endorsement

Well-balanced variety of classes from different areas

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, the recommendation of the student's teacher, the score received on any criterion-referenced or state- mandated assessment, and any other necessary academic information as determined by the district. 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 State of Texas Assessments of Academic Readiness (STAAR), if the student is enrolled in a public Texas school on any day between January 1 and the date of the first administration of the STAAR.*

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

* If a student in grade 8 is enrolled in a course that earns high school credit and for which an end-of-course (EOC) assessment will be administered or in a course intended for students above the student's current grade level in which the student will be administered a state mandated assessment, the student will not be subject to the promotion requirements described above for the relevant grade 8 assessment. However, the student's score on the EOC assessment will be used in determining whether the student meets the minimum cumulative score required for graduation. If a student is enrolled in a

class or course intended for students above his or her current grade level in which the student will be administered a state mandated assessment, the student will only be required to take an applicable state mandated assessment for the course in which he or she is enrolled.
[See Standardized Testing.]

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 and policy EIF (LEGAL).] For a student receiving special education services, the student's IEP may serve as the student's PGP and would therefore be developed by the student's ARD committee.

REPORT CARDS (GRADE REPORTING TO PARENTS)

Every six weeks the district will give a printed report of student grades and progress to students. Students are expected to provide proof of parent/guardian receipt of the report card. At the end of the first three weeks of a grading period, parents will be notified if the student's grade average is near or below 70, or the student is performing below expectations. If a student receives a six weeks grade of less than 70 in any class or subject, the parent is requested to schedule a conference with the teacher of that class or subject. Call the high school office, 325.643.4593, to schedule conferences with teachers.

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.

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

Beginning with students who entered grade 9 in the 2011–2012 school year, students are required, with limited exceptions, to perform satisfactorily on the following EOC assessments: English I, English II, Algebra I, Biology, and United States History. 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. This may require participation of the student before or after normal school hours or at times of the year outside normal school operations.

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. A student's ARD committee shall determine the type of assessment to be administered and how the score on an EOC assessment shall be used for final course grades, credit decisions, and graduation requirements.

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.

THEA (Texas Higher Education Assessment)

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.

SCHOLARSHIPS AND GRANTS

Students who have a financial need according to federal criteria and who complete the Recommended 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. An email list-serve will be utilized to communicate with students and parents about scholarship and grant opportunities as they become available. Senior parent meetings will be held to assist in the process of applying for financial aid grants. Contact the counselor for information about other scholarships and grants available to students.

IV. ABSENCES / ATTENDANCE

ATTENDANCE

No student may attend Early schools unless he/she may be counted on the school's eligible average daily attendance or otherwise qualifies by State law.

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 days, 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 and 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 18th birthday is required to attend each school day until the end of the school year. 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 policy FEA.]

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 a student age 12 through age 17 violates the compulsory attendance law, both the parent and student could be charged with a criminal offense. [See policy FEA (LEGAL).]

EXCUSED ABSENCES

Certain absences are considered excused absences: personal illness or illness or death in the immediate family, weather or road conditions that make travel dangerous, and any other unusual circumstances acceptable to the principal. Medical and dental appointments will be considered excused absences if the student brings a note from the doctor's office verifying the appointment; however, students are expected to schedule these appointments so that they do not interfere with classes. Absences for any other reason will be considered unexcused absences, whether or not the student has the parent's permission to be absent.

ABSENCE WITHOUT EXCUSE

Students who are absent from school from any class without excuse are truant and subject to disciplinary action. Truancy may also result in assessment of penalty by a court of law against the student and his or her parents. If a student is absent from school without an excuse for 10 or more days or parts of days within a six-month period in the same school year, or on three or more days or parts of days within a four-week period, the parents and student are subject to prosecution (SB1432). Students who become ill during the school day should report to the school office. The office personnel will decide whether or not the student should be sent home and will notify the student's parents. A student must have permission from the Principal or Dean of Students before signing/checking out of school for any reason during the school day.

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 within one week of the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older. Any note found to be a forgery will result in disciplinary action.

DOCTOR'S NOTE AFTER AN ABSENCE FOR EXTENDED ILLNESS

Upon return to school, a student absent for more than five consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school. [See policy FEC(LOCAL).]

ATTENDANCE FOR CREDIT

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. Any absence from school, excused or unexcused, counts against the number of days allowed by the state for credit purposes. 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.] 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).

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 holydays;
- 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. A note from the health-care provider must be submitted upon the student's return to campus.
- For students in the conservatorship (custody) of the state,
- Mental health or therapy appointments; or
- Court-ordered family visitations or any other court-ordered activity provided it is not practicable to schedule the student's participation in the activity outside of school hours.

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.

Absences of up to two days in a school year will also be considered an exemption for a student serving as an early voting clerk, provided the student notifies his or her teachers and receives approval from the principal prior to the absences.

As listed in district handbook, **Accommodations for Children of Military Families**, absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments.

EXCEPTED STATE APPROVED ABSENCES

Education Code 25.087 and 19TAC 129.21 allow a district to count as present for ADA purposes students who are absent for any of the following circumstances:

- k. Participation in a Board approved and appropriately supervised extracurricular activity or performance.
- l. Participation in an approved mentorship fulfilling the student's Distinguished Achievement Program.
- m. Screening, diagnosis, or treatment of a Medicaid-eligible student (if the student is absent no more than a day at a time for this purpose).
- n. Religious holy days (including on day of travel to and one day from an observance site).
- o. An appointment with a health care professional (if the student misses only a portion of the school day and the professional provides written confirmation of the appointment).

ACCOUNTABILITY UNDER STATE AND FEDERAL LAW

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

- The Texas Academic Performance Report (TAPR) for the district, compiled by TEA, the state agency that oversees public education, based on academic factors and ratings;
- A School Report Card (SRC) for each campus in the district compiled by TEA based on academic factors and ratings;
- The district's financial management report, which will include the financial accountability rating assigned to the district by TEA;
- The performance ratings of the district's evaluation of community and student engagement using the indicators required by law; and
- Information compiled by TEA for the submission of a federal report card that is required by federal law. Information about all of these can be found on the district's website

DRIVER LICENSE ATTENDANCE VERIFICATION

For a student between the ages of 16 and 18 to obtain a driver license, written parental permission must be provided for the Texas Department of Public Safety (DPS) to access the student's attendance records and, in certain circumstances, for a school administrator to provide the student's attendance information to DPS.

TARDINESS

Students are expected to be on time to all classes. Students who are tardy shall report immediately to the office and will be handled according to the campus tardy policy for disciplinary actions. Tardies will be counted on a cumulative basis per six weeks.

EXTRACURRICULAR PARTICIPATION WHEN ABSENT FROM SCHOOL ON THE SAME DAY

A student must attend at least four classes in order to participate in extracurricular activities the same day of his/her absence from school.

SIGN OUT PROCEDURES

Students needing to leave the campus for any reason during the school day must be checked out in person by the parent/guardian/designee or must have a handwritten/signed permission note indicating the date and the reason for leaving. If this is not possible, parents may appeal to campus administration for student dismissal. Students are not allowed to leave campus for any reason without first obtaining permission from the office and signing out in the office.

COLLEGE DAYS

All juniors and seniors are allowed two excused absences each year to visit college campuses. The college day cannot be taken during the last two weeks of school, and students must bring back proof from the college's registrar office stating that they visited the campuses. These absences will not count against the students when determining exemptions for semester exams. (College days for underclassmen may be approved by the principal on a case-by-case basis.)

EXTRACURRICULAR ABSENCES

A student shall be allowed in a school year a maximum of TEN extracurricular absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two absences for state competition. Additional days may be granted based on the campus principal discretion in accordance with campus guidelines that take into consideration a student's attendance, class grades, and state testing results. All UIL activities and stock shows come under this provision.

MAKE-UP WORK

For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the course, and/or the needs of the individual student. A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment. 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 timelines approved by the principal and previously communicated to students. The teacher will make a fair decision regarding when make-up work is due. As a general guideline, make-up work after an absence must be handed in within three days after the student returns to school. Tests must be made up within one week. If the student has been absent for a long period of time, more time may be allowed for completion of make-up work. However, in all cases, it is the responsibility of the student to ask about assignments missed and the deadlines for those assignments, not the teacher's responsibility.

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, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA (LEGAL).]

In-school Suspension (ISS) Makeup Work

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

V. DISCIPLINE/STUDENT 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.

After-school Detention

A student may be detained outside of school hours on one or more days if the student violates the school's rules of conduct. The detention shall not begin, however, until the student's parents have been notified of the reason for the detention and can make arrangements for the student's transportation on the day(s) of the detention.

Lunch Detention

A student may be assigned lunch detention for disciplinary reasons or for failure to turn in assignments. Lunch detention may be assigned by the Principal or by a teacher.

BULLYING

Bullying occurs when a student or group of students engages in written or verbal expression or physical conduct against another student and the behavior:

- a. results in harm to the student or the student's property,
- b. places a student in fear of physical harm or of damage to the student's property, or
- c. is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, assault, demands for money, confinement, destruction of property, theft of valued possessions, name-calling, rumor-spreading, and ostracism. In some cases, bullying can occur through electronic methods, called "cyberbullying." If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee as soon as possible. The administration will investigate any allegations of bullying and will take appropriate disciplinary action if an investigation indicates that bullying has occurred. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. Any retaliation against a student who reports an incident of bullying is prohibited. Also see School Safety Transfers, Hazing, and policy FFI(LOCAL).

HAZING

Hazing is defined as any intentional, knowing, or reckless act occurring on or off campus directed against a student that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated to, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students. Hazing will not be tolerated by the district. If an incident of hazing occurs, disciplinary consequences will be handled in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal or superintendent. [Also see **Bullying** and policies FFI and FNCC.]

In-School Suspension Class Rules and Regulations

Students are assigned to ISS by the principal or designee. In this supervised class, the student will study regular schoolwork which has been assigned by his/her teachers and will be able to take required tests. Students may buy or bring their lunch, and they must eat in the assigned area. Students are required to report with all necessary textbooks and related materials which may be required during their assignment. They will not be allowed to return to their lockers upon reporting to the In-School Suspension Class.

Out-of-School Suspension

Any student that is suspended is responsible to get the assignments that he or she will miss during the suspension. A parent or friend may get the assignments at the end of school on the first day of suspension.

Corporal Punishment

Corporal punishment is allowed, if necessary, to assure proper student behavior and will be carried out according to district policy. Corporal punishment shall be limited to spanking or paddling the student, and such discipline shall be administered only in accordance with district guidelines.

DRESS CODE

According to Board policy FNCA (Local), the purpose of the District's dress code is to teach grooming and hygiene, instills discipline, prevent disruption, avoid safety hazards, and teach respect for authority.

Students are to be dressed in a manner that is clean and neat and in such a way that will not be a health or safety hazard to themselves or others. Students will be expected to meet the following guidelines for dress:

General Guidelines:

- Clothing or jewelry that depicts obscene, vulgar, suggestive, or objectionable symbols, pictures, or words shall not be allowed. (including references to alcohol, tobacco, drugs, gangs, or death)
- Clothing must have finished edges; Cutoff sleeves, pants, or shorts are not allowed.
- Excessively baggy clothing shall not be allowed.
- Clothing may not be worn with holes that reveal undergarments.

Tops:

- Muscle shirts, tank tops, half shirts, mesh shirts, or halter tops are not allowed.
- Tops must be long enough that the stomach and/or back are not exposed when a student stands, sits, or raises hand.
- All tops are to be appropriately buttoned, worn with proper undergarments, and have shoulder straps at least three inches wide.
- Sheer tops or razor-back tops must have an appropriate top underneath.

Bottoms:

- Bottoms must sit at the natural waistline and no lower than the top of the hipbone.
- Jeans with holes are permitted as long as the holes are moderate in size and not excessively large (the principal or designee will determine). Holes must not be higher than three inches above the top of the knee.
- Skirts, shorts, or dresses must be no shorter than three inches above the top of the knee when standing.
- Pajama pants shall not be allowed.
- Leggings, jeggings, or thick tights that are not transparent may be worn with an appropriate top. If the leggings, jeggings, or thick tights have mesh, the mesh must not be higher than three inches above the top of the knee. Students who wear backpacks during the day must ensure the top meets length requirements with the backpack on.

Outerwear:

- Hooded sweatshirts and jackets are permitted as long as the hood is not worn as a head cover.

Shoes:

- House shoes/slippers shall not be allowed.

Hair:

- Hair must be clean, combed, and remain out of the face.
- Distracting hairstyles and unnatural coloring shall not be allowed.
- Any facial hair must be neatly groomed.
- Boys' hair shall be no longer than the bottom of the earlobe on the sides, no longer than the bottom of the collar in the back, and no longer than the eyebrows in the front. Males may not wear ponytails or buns.
- No designs cut or shaved into the hair is permitted.

Accessories:

- Visible tattoos shall not be allowed.
- Wallet chains, bandanas, sweat bands, spikes, or loose straps shall not be allowed.
- Sunglasses shall be worn outdoors only unless medically prescribed for indoors.
- Head coverings shall not be worn in the building unless required by a recognized religious practice.
- Ear piercings and clear spacers are permitted; however, gauges are not permitted.
- A single, small stud nose piercing is permitted.
- Body piercings, piercings on lips, chin, eyebrows, or tongue shall not be allowed.
- Knives of any kind are not allowed on school property or at school events.

NOTE: Coaches or sponsors may have additional stipulations. Campus administrators will make the final decision of appropriateness of an item. **Principal has the final decision of acceptable dress and attire whether listed now or modified during the school year.**

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be

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

VI. STUDENT ACTIVITIES AND ORGANIZATIONS

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 initial and continuing 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. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. [See <http://www.uil-texas.org> for additional information.] The following requirements apply to all extracurricular activities:

- a. A student who receives at the end of a grading period a grade below 70 in any academic class—other than an Advanced Placement or International Baccalaureate courses, dual credit courses or Edegunity—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. Additional days may be granted to a student who is passing all classes and has not exceeded an absentee rate of ten percent for absences unrelated to approved extracurricular activities.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.
- Student safety in extracurricular activities is a priority of the district. The equipment used in football is no exception. As a parent, you are entitled to review the district’s records regarding the age of each football helmet used by the campus, including when a helmet has been reconditioned.
- If a student will miss school for an extracurricular absence (this includes athletics, band, 4-H, FFA, stock shows etc.), schoolwork must be obtained before leaving and will be turned in immediately the day the student returns from the event unless other prior arrangements have been made with the teacher.

ACTIVITIES

- Student Activities are a vital part of Early High School. University Interscholastic League, athletics, literary, and music events, together with a generous variety of student organizations provide a well-diversified program for students.
- The school requires that the activities of any group be well planned with the sponsor of the organization and approved by a school administrator. After an activity is planned and approved, it will be placed on the school calendar for at least two weeks in advance of the date it is to be held. Some of the opportunities for involvement include:

Band	Cheerleading	Future Problem Solving
FFA	FCCLA	National Honor Society
Yearbook	Belles Drill Team	National Forensic League
Key Club	Student Council	UIL Competition
PALS	Robotics	Fellowship of Christian Athletes (FCA)
Jazz Band	Yearbook	

STANDARDS OF BEHAVIOR

Student Clubs and performing groups such as band, cheerleading, drill team and athletic teams may establish rules of conduct and 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 school shall apply in addition to any consequences specified by the organization.

Cheerleaders

Tryouts for cheerleaders are held in the spring the following year. Students must be classified as an incoming freshman, sophomore, or junior during the school year to try-out for cheerleader. Students must have conduct which is satisfactory to the administration and sponsors and be financially able to meet the costs involved in being a cheerleader. A complete list of the rules and regulations governing cheerleaders and an estimate of expenses will be available to all students interested in trying out for cheerleader.

Drill Team (Belles)

Tryouts for the Belles Drill Team are held in the spring for the following year. Students must be classified as an incoming freshman, sophomore, or junior during the school year to try-out for the drill team. Students must have conduct which is satisfactory to the administration and sponsors and be financially able to meet the costs involved in being a drill team member. A complete list of the rules and regulations governing drill team members and an estimate of expenses will be available to all students interested in trying out for the Belles.

REQUIREMENTS FOR PARTICIPATING STUDENTS

All class officers, cheerleaders, drill team members, and other members in extracurricular activities must be eligible under University Interscholastic League rules and must maintain satisfactory grades in citizenship. (Unsatisfactory grades in citizenship from two teachers within the same regular grade reporting period may result in a student's suspension from extracurricular activities or positions of student leadership. Class officers and student council representatives are to be elected by previously prepared, secret ballots. Students desiring to run for these offices will file with the high school principal. Students wishing to run for class president and vice-president shall have an overall grade average of 80 for the preceding semester, with no grade below 70 in any subject. The student must maintain this status if elected.

SAFETY

Student safety in extracurricular activities is a priority of the district. The equipment used in football is no exception. As a parent you are entitled to review the district's records regarding the age of each football helmet used by the campus, including when the helmet has been reconditioned.

SOCIAL EVENTS

The rules of good conduct and grooming shall be observed for school social events. Guests are expected to observe the same rules as students attending the event; the person inviting the guest will share responsibility for the conduct of the guest.

SPECIAL ADMISSION TO ATHLETIC EVENTS

High school athletes will pay regular student admission prices to elementary and junior high athletic contests. High school sub-varsity teams will be admitted free to all home high school varsity games.

TRANSPORTATION

School-Sponsored Trips

Any student traveling to any function for which school transportation is provided shall ride in the school vehicle both to and from the event. An exception to this rule will be the release of a student to his/her parents who appear in person after the event is over with a written request to the school sponsor in charge. 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.

Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services

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

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals:

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

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

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

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

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

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

Contact Person for Special Education Referrals:

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

Contact Person: Chalet Moore
Phone Number: (325) 643-4813

Section 504 Referrals:

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

Contact Person for Section 504 Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Contact Person: Sharon Watson
Phone Number: (325) 643-4593

Additional Information:

The following websites provide information and resources for students with disabilities and their families.

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

Student Handbook Statement: Spanish

La declaración siguiente debe estar incluido en cada manual del estudiante del distrito o de la escuela chárter.

Cómo ayudar a aquellos estudiantes que tienen dificultades de aprendizaje o precisan servicios de educación especial o de la Sección 504

Para aquellos estudiantes que tienen dificultades en el salón de clases normal, todos los distritos escolares y las escuelas autónomas de inscripción abierta deben contemplar servicios de tutoría y compensatorios, y otros servicios de apoyo académico o conductual que estén disponibles para todos los estudiantes, incluido un proceso basado en la Respuesta a la Intervención (RtI). La implementación de la RtI tiene el potencial de impactar positivamente en la capacidad de los distritos y escuelas autónomas de satisfacer las necesidades de todos los estudiantes con problemas.

Si un estudiante está experimentando dificultades de aprendizaje, sus padres pueden comunicarse con la(s) persona(s) mencionada(s) más abajo para obtener información sobre el sistema general de remisión o control de la educación general de la escuela para los servicios de apoyo. Dicho sistema vincula a los estudiantes con una variedad de opciones de apoyo, entre las que se encuentra la remisión para que se realice una evaluación de educación especial o una evaluación de la Sección 504 con el fin de determinar si el estudiante necesita asistencia, adaptaciones o servicios específicos. Los padres pueden pedir una evaluación para los servicios de educación especial o de la Sección 504 en cualquier momento.

Remisiones de educación especial:

Si los padres solicitan, por escrito, al director de servicios de educación especial o a un empleado administrativo del distrito escolar o de la escuela autónoma de inscripción abierta que se realice una evaluación inicial para recibir servicios de educación especial, el distrito o la escuela autónoma deben responder dentro de los 15 días lectivos después de haber recibido la solicitud. En ese momento, el distrito o la escuela autónoma deben entregar a los padres notificación previa por escrito respecto de si están de acuerdo o no en evaluar al estudiante, además de enviarles una copia de la *Notificación de salvaguardas procesales*. Si el distrito escolar o la escuela autónoma están de acuerdo en evaluar al estudiante, también deben darles a los padres la oportunidad de prestar su consentimiento por escrito para la evaluación.

Por favor tenga en cuenta que una solicitud para una evaluación de educación especial puede hacerse verbalmente y no necesita hacerse por escrito. Los distritos y escuelas "chárter" deben seguir cumpliendo con todas las notificaciones previas por escrito y los requisitos sobre las salvaguardas procesales de la ley federal para identificar, localizar y evaluar a los niños que se intuya puedan ser niños con alguna discapacidad y que necesite educación especial. Sin embargo, una petición verbal no requiere que el distrito o la escuela "chárter" respondan dentro del periodo establecido de los 15 días escolares.

Si el distrito o la escuela autónoma deciden evaluar al estudiante, deben completar la evaluación inicial y el informe de la evaluación dentro de los 45 días lectivos posteriores al día en que reciban el consentimiento por escrito de los padres para evaluar al estudiante. Sin embargo, si el estudiante se ausenta de la escuela por tres días lectivos o más durante el período de evaluación, dicho período se extenderá la misma cantidad de días lectivos que el estudiante haya faltado.

Existe una excepción al plazo de 45 días lectivos. Si un distrito o una escuela autónoma reciben el consentimiento de los padres para la evaluación inicial entre los 35 y 45 días lectivos previos al último día de clases del año, deben completar el informe escrito y proporcionarles una copia del mismo a los padres, a más tardar, el 30 de junio de dicho año. No obstante, si el estudiante falta a la escuela tres días

o más durante el período de evaluación, no se aplica la fecha límite del 30 de junio, sino que se aplica el plazo general de 45 días lectivos más prórrogas por ausencias de tres días o más.

Al completar la evaluación, el distrito o la escuela autónoma deben proporcionar a los padres una copia del informe de evaluación en forma gratuita.

Hay disponible información adicional sobre educación especial del distrito o la escuela autónoma en el documento complementario titulado *Guía para padres sobre el proceso de admisión, revisión y retiro*.

Persona de contacto para las remisiones de educación especial:

La persona designada para contactar en relación con las opciones para un estudiante que experimente dificultades de aprendizaje o en relación con una remisión a evaluación para recibir servicios de educación especial es:

Persona de contacto: Chalet Moore

Número de teléfono: 325 643 - 4813

Remisiones de la Sección 504:

Cada distrito escolar o escuela autónoma debe tener estándares y procedimientos en vigor para la evaluación y colocación de estudiantes en el programa de la Sección 504 del distrito o la escuela autónoma. Además, los distritos y las escuelas autónoma deben implementar un sistema de salvaguardas procesales que incluya una notificación, una oportunidad para que los padres o tutores examinen los registros relevantes, una audiencia imparcial en la que puedan participar los padres o tutores y en la que haya representación por parte de un abogado, y un procedimiento de revisión.

Persona de contacto para las remisiones de la Sección 504:

La persona designada para contactar en relación con las opciones para un estudiante que experimente dificultades de aprendizaje o en relación con una remisión a evaluación para recibir servicios de la Sección 504 es:

Persona de contacto: Sharon Watson

Número de teléfono: 325 643-4593

Información adicional:

Los siguientes sitios web ofrecen información y recursos para los estudiantes con discapacidades y sus familias.

[Marco legal del proceso de educación especial centrado en el niño](#)



[Red de colaboradores y recursos](#)



[Centro de Información de Educación Especial](#)



[Texas Project First](#)