

TRENTON MIDDLE SCHOOL

2011-2012

STUDENT HANDBOOK

To Students and Parents:

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

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

Section I—IMPORTANT INFORMATION FOR PARENTS—with information all parents will need about assisting their child and responding to school-related issues;

Section II—CURRICULUM-RELATED INFORMATION—to provide information to students and their parents about graduation programs, required courses, class rank, and extracurricular and other activities; and

Section III—GENERAL INFORMATION AND REQUIREMENTS—describing school operations and requirements such as safety procedures, the dress code, and fees that may be charged.

Section IV—STUDENT CODE OF CONDUCT

Each section has a Quick Reference component to serve as a guide for day-to-day questions that may arise.

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 must be familiar with the Trenton ISD Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning. That document may be found as an attachment to this handbook. 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 that affect student handbook provisions will be made available to students and parents through newsletters and other communications.

In case of conflict between board policy or the Student Code of Conduct and any provisions of student handbooks, the provisions of board policy or the Student Code of Conduct that were most recently adopted by the board are to be followed.

We encourage parents to review the entire handbook with their children and 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. Also, please complete and return the parental acknowledgment, student directory information, release of information to military recruiters and institutions of higher learning, and consent/opt-out forms so that we have a record of your choices.

Please note that references to alphabetical policy codes are included so that parents can refer to current board policy. A copy of the District’s policy manual is available for review in the school office. Thank you for being a part of the Trenton ISD. I wish you and your family a wonderful year.

Jerry Don Cook, Superintendent

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SECTION I

IMPORTANT INFORMATION FOR PARENTS

This section of the Trenton ISD Student Handbook includes information on topics of particular interest to you as a parent.

PARENTAL INVOLVEMENT

Working Together

Both experience and research tell us that a child's education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Your involvement in this partnership may include:

Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides. Ensure that your child completes all homework assignments and special projects. Be sure your child comes to school each day prepared, rested, and ready to learn.

Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child. If your child is entering ninth grade, review the requirements of the graduation programs with your child. Monitor your child's academic progress and contact teachers as needed.

Attending 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 903-989-2242 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school.

Becoming a school volunteer. For further information or a list of specific volunteer contacts and contact the campus principal's office at 903-989-2243 (ext. 219).

Participating in campus parent organizations. Parent organizations are an active part of Trenton ISD. A few examples are FFA Booster Club, Career Day Volunteer, and Campus and District committees that assist the Board of Trustees in formulating educational goals and objectives for individual campuses and the District as described below.

Offering to serve 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, contact the campus principal at 903-989-2243 (ext. 219).

Offering to serve on the School Health Advisory Council, assisting the District in ensuring local community values are reflected in health education instruction. [See policies BDF, EHAA, FFA]

Attending board meetings to learn more about District operations. Regularly scheduled Board meetings are held the third Thursday of each month.

Obtaining Information and Protecting Student Rights

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

Political affiliations or beliefs of the student or the student’s parent.

Mental or psychological problems of the student or the student’s family.

Sexual behavior or attitudes.

Illegal, antisocial, self-incriminating, or demeaning behavior.

Critical appraisals of individuals with whom the student has a close family relationship.

Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.

Religious practices, affiliations, or beliefs of the student or parents.

Income, except when the information is required by law and will be used to determine the student’s eligibility to participate in a special program or to receive financial assistance under such a program.

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

“Opting Out” of Surveys and Activities

As a parent, you also have a right to receive notice of and deny permission for your child’s participation in: Any survey concerning the private information listed above, regardless of funding.

School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.

Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. See policies EF and FFAA.

Display of your child’s artwork, projects, and other special work products:

As a parent, if you choose that your child’s artwork, special projects, photographs, and the like not be displayed to the community on the District’s Web site, in printed material, by video, or by any other method of communication, you must notify the principal in writing.

As a parent, you also have a right:

To request information regarding the professional qualifications of your child’s teachers, including whether the teacher has met state qualification and licensing

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

To review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum and to examine tests that have been administered to your child.

To inspect a survey created by a third party before the survey is administered or distributed to your child.

To review your child's student records when needed. These records include:

- Attendance records,
- Test scores,
- Grades,
- Disciplinary records,
- Counseling records,
- Psychological records,
- Applications for admission,
- Health and immunization information,
- Other medical records,
- Teacher and counselor evaluations,
- Reports of behavioral patterns, and
- State assessment instruments that have been administered to your child.

To grant or deny any written request from the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:

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

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

- To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See policy EC.]
- To request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the District determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK]
- To request in writing, if you are a non-custodial parent, that you be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. See policies FL(LEGAL) and (LOCAL), FO(LEGAL), and the Student Code of Conduct.
- To request the transfer of your child to another classroom or campus if your child has been determined by a campus or District administrator a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the superintendent for information. [See policy FDB]
- To request the transfer of your child to attend a safe public school in the District if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDD(LOCAL)]
- To request the transfer of your child to another campus or a neighboring District, if your child has been the victim of a sexual assault by another student on the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policy FDD(LOCAL)]

GRADING GUIDELINES

In grades 6-8 achievement is reported to parents as:

90 - 100	Excellent
80 - 89	Good
70 - 79	Satisfactory
Below 70	Failing

Semester averages will be determined in the following manner:

1 st six weeks grade	=	80%
2 nd six weeks grade	=	80%

3 rd six weeks grade	=	80%
Semester exam	=	20%
Semester grade	=	100%

Teachers will notify students of specific course grading procedures.

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

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

At the end of the first three weeks of a grading, parents will be given a written unsatisfactory progress report if their child's performance in any course (in English language arts, mathematics, science, or social studies) is 75 or below, or is below the expected level of performance. This progress report will be mailed to parents. Upon receipt of the progress report, it should be signed by the parent and returned the following day. If the student receives a grade lower than 75 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject.

Teachers follow grading guidelines that have been approved by the principal and superintendent and designed to reflect each student's academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the District's grading policy. [See policy EIA.]

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

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

Students have full responsibility for delivering progress reports, report cards and any other school communications to parents. Failure to return required reports may result in disciplinary action by the campus administrator. Reports must be returned with signature within 5 school days.

STATE-MANDATED TESTS

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated tests (such as STAAR: the Texas Assessments of Academic Readiness) in the following subjects:

Mathematics, annually in grades 3–7 without the aid of technology and, in grades 8–11, with the aid of technology on any test that includes algebra

Reading, annually in grades 3–9

Writing, including spelling and grammar, in grades 4 and 7

English language arts in grades 10 and 11

Social studies in grades 8, 10, and 11

Science in grades 5, 8, 10, and 11

Any other subject and grade required by federal law

[See policy EKB.]

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 policy FFAC, may administer:

Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.

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. Change according to Board policy or local practice.

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 may be permitted to possess and use prescribed asthma 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 and parents should discuss this with the school nurse or principal if the student has been prescribed asthma medication for use during the school day.

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

PSYCHOTROPIC DRUGS

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on

perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

Teachers and other District employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A District employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [For further information, see policies at FFAC.]

STEROIDS

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

Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

STUDENT RECORDS

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

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

- The parents—whether married, separated, or divorced—unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as a student becomes 18 or is emancipated by a court, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes.

- District staff members who have what federal law defines as a "legitimate educational interest" in a student's records. Such persons would include school officials (such as board members, the superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the District (such as a medical consultant).

- Various governmental agencies or in response to a subpoena or court order.

- A school to which a student transfers or in which he or she subsequently enrolls.

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

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

Records may be inspected by a parent or eligible student during regular school hours. If circumstances prevent inspection during these hours, the District will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the superintendent's office is 500 South Ballentine, Trenton, TX 75490.

The address(es) of the principals' offices are:

TRENTON ELEMENTARY

105 W WITHERSPOON
TRENTON, TX 75490

TRENTON HIGH SCHOOL

2289 fm 815
Trenton, Texas 75490

TRENTON MIDDLE SCHOOL

500 S BALLENTINE
TRENTON, TX 75490

TRENTON ISD ADMINISTRATION

500 S BALLENTINE
TRENTON, TX 75490

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. If the District refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNG.

Copies of student records are available at a cost of ten cents per page, payable in advance. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

Directory Information

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

However, release of a student's directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of the child's first day of this school year. [See the "Notices Regarding Directory Information and Parent's Response Regarding Release of Student Information" attached to this handbook.]

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

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

Please note:

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with federal law regarding student records. The District's policy regarding student records is available from the principal's or superintendent's office.

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

STUDENT OR PARENT COMPLAINTS AND CONCERNS

Trenton ISD recognizes the rights of all individuals to be heard. Complaints may be heard from students, parents, organizations or individuals. In all cases, however, the right to be heard shall be forfeited if the procedures outlined by the school administration are not followed.

Complaints by students or parents about instructional materials, loss of credit on the basis of attendance, removal to alternative education programs, expulsion, 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.

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

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

RELEASE OF STUDENTS FROM SCHOOL

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

A student who will need to leave school during the day must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the

campus. Otherwise, a student will not be released from school at times other than at the end of the school day. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

Late Arrival to School/Tardy Provision

A student is tardy when not in the assigned teacher's classroom when the bell rings for the class to begin, unless a teacher or administrator has caused or given permission to that student to be late to class. A student who is tardy will be subject to disciplinary proceedings by the teacher and administration. A student will be referred to a campus administrator on any tardy.

ADMISSION

A student (or the student's parent) seeking enrollment in the District for the first time following attendance in another Texas district, out-of-state attendance, private school attendance, or admission through a bona fide foreign exchange program should contact the Principal's office.

Withdrawing from School

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

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

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

GENERAL CONDUCT

The following provisions address general conduct issues in addition to the *Student Code of Conduct*.

Cheating/Plagiarism/Academic Dishonesty

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

teacher's decision, using the student complaint policy. In addition, students who allow others to cheat from their own work will also be subject to disciplinary consequences

Closed Campus

The Trenton ISD maintains a closed campus. This means that once a student arrives at school he/she may not leave until the instruction day is over. Permission to leave campus may be granted only by the principal and only in emergency situations. Teachers or other school employees may not grant students permission to leave campus. Students who must leave campus (dentist, doctor, etc.) must have permission and must sign out in the office.

Display of Affection

Open displays of affection by the students are considered to be inappropriate for an educational setting. Therefore, kissing, hugging, handholding, and other such displays of affection are not allowed at any time during the school day or at school-sponsored activities on or off campus.

Care of School Property

The operation of the school program is financed largely by public taxation. Parents are the taxpayers of today and students are the taxpayers of tomorrow. Care of property is simply protection of an investment. Any student who (accidentally or otherwise) mars, defaces, or destroys any form of property shall be held responsible for the damage and shall be required to pay for the cost of repair or replacement.

Radios, CD Players, Cell Phones, and Other Electronic Devices and Games

Students are not permitted to possess such items as pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, electronic devices or games, or telecommunications devices with text messaging at school, unless prior permission has been obtained from the principal. Without such permission, teachers will confiscate the items and turn them in to the principal's office. The student/ parent may pick up the confiscated item from the principal's office for a \$15.00 fee plus three days of In-School Suspension (ISS). The district is not responsible for damaged, lost, or stolen devices.

Any disciplinary action will be in accordance with the Student Code of Conduct. For certain items, such as pagers, in which a third party retains a legal right of ownership, the school may charge for releasing the pager to the third party.

[See policy FNCE.]

Social Events

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

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

SECTION II

CURRICULUM-RELATED INFORMATION

This section of the handbook contains information on academics and school activities, which is of particular interest to students. Students should take the time to review this information with their parents—especially if they are entering 9th grade or is a transfer student. The section includes information on graduation programs and requirements; options for earning course credit; extracurricular activities and other school-related organizations; and awards, honors, and scholarships.

ACADEMIC PROGRAMS

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

AWARDS AND HONORS

[See **Academic Counseling** on page 16.]

BULLYING

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

- Results in harm to the student or the student's property
- Places a student in fear of physical harm or of property damage, or
- 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, 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, it is important that the student notify a teacher, counselor, principal, or other district employee as soon as possible. The administration will investigate any allegations and take appropriate disciplinary action if it is indicated that bullying has occurred.

Disciplinary 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.

CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN

The district has established a plan for addressing child sexual abuse and other maltreatment of children. This may be accessed through the school counselor. As a parent, it is important to be aware of the warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the state of Texas has been defined as any sexual conduct harmful to a child's emotional, mental, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child.

Anyone who suspects sexual abuse has a legal responsibility to report it to law enforcement or to Child Protective Services (CPS).

Valedictorian and Salutatorian/Middle School

To be considered for these honors a student must have attended Trenton Middle School his/her full eighth grade year. Academic grades from each semester of grades seven and eight will be used to calculate the averages to determine the top students. Grades used for the last semester of the eighth grade will be determined by averaging the 4th and 5th six weeks grades for each academic class the student is taking. Valedictorian and salutatorian honors will be announced as soon as possible during the final six weeks period.

CLASS SCHEDULES

Once a student is registered in a class they will not be allowed to change to another class unless permission is granted by the principal. No schedule changes will be allowed after the first two weeks of each semester (10 school days).

COMPUTER RESOURCES

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and their parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action. Use of District computers will be allowed only after the Acceptable Use Policy is signed and returned by student and parent. For more information see Acceptable Use Policy and Student Code of Conduct.

Students and their parents should be aware that e-mail using District computers are not private and may be monitored by District staff.

[For additional information, see policy CQ.]

CORRESPONDENCE COURSES

Correspondence courses offered through Texas Tech University may be available to qualified students. See campus principal or counselor for information.

A student shall be allowed to take college level courses (which meet TEA requirements) and earn a maximum of two credits toward graduation during the summer between their junior and senior year. No classes may be taken prior to completion of a student's junior year. Letter grades received from college courses will be used the following way to compute grade averages; A=95, B=85, C=75, D=65. All students using this method to complete credits toward graduation must have prior approval of the principal. The following will be taken into consideration for approval; grades, discipline record, test scores, and any other records deemed appropriate by the principal.

[For further information, see policy EEJC.]

COUNSELING

Academic Counseling

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades 6 through 12 will be provided information on anticipated course offerings for the next year and other information that will help them make the most of academic and vocational opportunities.

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

Personal Counseling

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

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

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

COMPLAINTS AND CONCERNS

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. For those complains or concerns which cannot be resolved, the district has adopted a standard complaint policy at FNG(LOCAL) in the district's policy manual. A copy of this policy may be obtained in the principal's office or on the district's Web site at www.trentonisd.com.

CAREER AND TECHNOLOGY PROGRAMS

The District offers career and technology programs in Home Economics, Agricultural Science, and Computer Technology. Admission to these programs is based solely on the District's scheduling procedures.

For further information about these programs, please see the high school principal.

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

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

Eligibility for participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing inter-District competition. The following requirements apply to all extracurricular activities:

A student who receives at the end of a grading period a grade below 70 in any academic class—other than a class identified as honors or advanced by either the State Board of Education or by the local board of trustees—may not participate in extracurricular activities for at least three school weeks.

During the first grading period, a student is eligible if he/she was promoted at the end of the previous year, or has accumulated the required number of units toward graduation. See the PROMOTION and CLASSIFICATION sections in this handbook or the principal for further information on promotion.

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 ten 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. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.

A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.

The student regains eligibility when the principal and teachers determine that he or she has: (1) earned a passing grade (70 or above) in all academic classes, other than those that are honors or advanced, and (2) completed the three weeks of ineligibility

Please note: Sponsors of student clubs and performing groups such as 4H, band or athletics may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization's standards of behavior. For specific information on groups that may qualify see the campus administrator. [For further information, see policies FM and FO.]

Election of Mr. and Miss. TMS

Mr. and Miss TMS will be elected from grades 6-8. Ballots will contain the boy and girl representatives from each class (6-8). All students in grades 6-8 will vote for one boy and one girl by secret ballot. Votes will be counted by the high school principal and

another faculty member chosen by the high school principal. The winners of TMS will be announced at the Academic Awards Ceremony. Mr. and Miss TMS will also be expected to represent Trenton Middle School by attending different functions as requested by the high school principal. Students assigned ISS or AEP will not be eligible for TMS or THS candidates.

PROMOTION AND RETENTION

Sixth, Seventh, & Eighth Grades - Promotion from the 6th, 7th, and 8th grade shall be dependent upon the student attaining an overall average of 70 or above for the year in all courses taken. Additionally, students shall attain an average of 70 or above in three of the following subjects: Language arts, mathematics, science, and social studies. Students not attaining a grade of 70 or above in three of the above subjects will be required to attend summer school or an extended year program. Language arts and Reading classes will be averaged together for one grade.

Please be aware that the new requirements effective for eighth graders in the 2012-2013 school year will condition promotion on the student's satisfactory performance on the STAAR examination. In order to be promoted to grade 9, students enrolled in grade 8 in the 2012-2013 school year must perform satisfactorily on the Mathematics and Reading sections of the grade 8 TAKS assessment in English. Students who do not perform satisfactorily will have opportunities to participate in special instructional programs designed to help them improve their performance.

Effective for the 2012-2013 school year:

Parents of a student in grade 3, 5, or 8 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. Such students will have two additional opportunities to take the test. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the District, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policy EIE.]

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 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 campus counselor and policy EIF.]

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

GRADUATION

Requirements for a Diploma

To receive a high school diploma from the District, a student must successfully complete the required number of credits and pass a statewide exit-level exam.

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

Beginning 2011-2012 freshmen must pass End of Course Exams in order to graduate.

Graduation Programs

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

Achievement	Minimum	Recommended	Distinguished
	<u>Program</u>	<u>Program</u>	<u>Program (DAP)</u>
English	4	4	4
Math	3	4	4
Science	2	4	4
Social Studies	2 ½	3 ½	3 ½
Sci/SocSt Elective	1	N/A	N/A
Economics	½	½	½
Foreign Language	0	2	3
Health	½	½	½
Physical Education	1	1	1
Technology Appl.	1	1	1
Fine Arts	1	1	1
Speech	½	½	½
Electives	<u>6</u>	<u>4</u>	<u>3</u>
TOTAL	23	26	26*

*At least four advanced measures must be completed (dual credit courses, see principal or counselor for list).

Beginning the 2009-2010 school year, incoming freshman will be required to accumulate 26 credits for graduation. They will also be required to take 4 years of Math and Science.

High School students not accumulating the minimum 23 or 26 credits for graduation will not be permitted to participate in the graduation ceremonies. Students who have not mastered all portions of the EXIT TAKS test will not be allowed to participate in the graduation ceremonies but will receive a certificate of completion instead of a diploma.

For more information about graduation see “Student Guide to Graduation” available on TEA’s website at www.tea.state.tx.us/student.assessment/resources/grad/grad_broch.pdf.

Middle school graduation – All students will wear graduation gowns provided by the district. Recommended attire will consist of slacks and dress shirts for males, and Sunday dresses for females. No flip-flops or athletic shoes will be permitted.

Certificates of Coursework Completion

A certificate of coursework completion will be issued to a senior student who successfully completes state and local credit requirements for graduation, but fails to perform satisfactorily on the exit-level tests.

HOMework

Homework is an important part of the instructional program at Trenton ISD and will be assigned by teachers on a consistent basis. When homework is assigned, students are expected to satisfactorily complete the assigned homework within the required time. All late work is accepted at the discretion of the teacher.

SPECIAL PROGRAMS

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

Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education

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

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

If the District determines that the evaluation is not needed, the District will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of his or her rights if the parent disagrees with the District. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is the campus principal at (903) 989-2242 or (903) 989-2243.

TEXTBOOKS

State-approved textbooks are provided to students free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent; however, the student will be provided textbooks for use at school during the school day.

SECTION III GENERAL INFORMATION AND REQUIREMENTS

Topics in this section of the handbook contain important information regarding school operations and requirements. Included are provisions on student welfare; health and safety issues; fees; the school's expectations for student conduct (other than Student Code of Conduct requirements); use of facilities, such as the cafeteria, library, and transportation services; and emergency closings. For additional information or questions you may have, please see the principal.

ATTENDANCE

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

General Attendance

A student absent from school or from any class, without permission, will be considered truant and subject to disciplinary action. A student who misses over half of a class period will be considered absent from that class, and not tardy. Hence, a note will be required from the parent to re-admit the student to class.

Students excused from classes to participate in extracurricular activities will not be counted absent from school. Work missed due to these activities must be obtained from the student's teacher and turned in on the day that the student returns from the extracurricular activity.

If a student has been absent and misses a test in which the student was knowledgeable of prior to his/her absence, the student must take the test upon his/her return to school. Otherwise, the student must make up the test the following day. No student with an unexcused absence can receive a test grade higher than a 70.

An attendance committee appointed by the superintendent will review all unexcused absences for students who did not meet the 90-day attendance requirement for class credit. If the attendance committee finds there are no extenuating circumstances for the absence they will set forth conditions which will allow the student to receive credit. If the student does not meet the conditions set by the committee to earn or regain credit, the student will not receive credit for the class. If credit is denied, the student or parent may appeal the decision to the Board of Trustees by completing a written request to the superintendent.

A student absent from school will not be permitted to attend extracurricular activities that same day without consent of principal.

The District recognizes the following as extenuating circumstances for the purpose of granting credit for a class:

1. Excused absence
2. Days of suspension
3. Participation in court proceedings or child abuse/neglect investigation
4. A migrant student's late enrollment or early withdrawal
5. Days missed as a runaway
6. Completion of a competency-based program for at-risk students
7. Late enrollment or early withdrawal of a student under Texas Youth Commission
8. Teen parent absences to care for his/her child
9. Participation in a substance abuse rehabilitation program
10. Homelessness, as defined in federal law
11. A District-approved mentorship designed to meet requirements of the Distinguished Achievement Program

12. A documented health care appointment – if the student begins classes or returns to school on the same day of the appointment

The District provides these alternatives for a student to make up work to regain credit lost because of absences:

1. Tutorials
2. Additional assignments
3. Research projects
4. Individual papers/oral reports
5. Library activity
6. Lab activity
7. Computer assisted activity (A+ Program)
8. Peer tutoring
9. Saturday school (fee, \$25.00 per day)
10. Alternative Education assignment
11. Summer School
12. Take an examination to earn credit in accordance with EEJA

Compulsory Attendance

State law requires that a student between the ages of 6 and 18 attend school, as well as any applicable accelerated instruction programs, extended year programs, or tutorial session, unless the student is otherwise legally exempt or excused. Second period is the official attendance period. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. If a student 18 or older has more than five unexcused absences in a semester, however, the District may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespass.

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

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

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

Is absent on three or more days or parts of days within a four-week period.

Excused Absences and Reporting Absences

A student may be excused for temporary absence resulting from any cause acceptable to the teacher, principal, or superintendent. A student may also be excused for the purpose of observing religious holy days, including traveling for that purpose (one day travel to and one day travel from), if before the absence, the parent submits a written request for the excused absence. A student may be excused for treatment by health care professionals if the student begins classes or returns to school on the same day of the appointment or treatment. A student whose absence is excused shall be permitted a reasonable time within which to make up work missed.

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. A note signed by the student, even with the parent’s permission, will not be accepted unless the student is 18 or older.

Statements from the parent do not indicate the absence will be excused. It is advisable for the student to call the school office when absent indicating the reason for the absence and when he/she expects to return. Failure to send written reason from the parent, within two days after the student’s return to school, may result in an unexcused absence, disciplinary action, and referral for truancy, if appropriate.

Upon returning to school following an absence, the student should report to the principal’s office and present the written excuse from the parent. He/she will then be given a class permit (blue slip) which will admit the student to class. The class permit will be signed by each teacher at the beginning of class for each of the student’s classes during the day. The last period teacher will keep the permit and return it to the office to be placed on file. No student will be admitted to class without a class permit after an absence.

Attendance for Credit

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered may be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit.

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

All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and health-care appointments will be considered days of attendance for this purpose. [See policy FEB.]

A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the District. For a student transferring into the District after school begins, including a migrant student, only those absences after enrollment will be considered.

In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.

The committee will consider the acceptability and authenticity of documented reasons for the student's absences.

The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.

The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.

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

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

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

MAKEUP WORK

Routine and In-depth Makeup Work Assignments

Schoolwork missed must be made up. The teacher may assign the student makeup 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.

Make-up work should be completed within one day after each day of absence. (Example: A student who misses two consecutive days has two days to complete all work missed upon his return to school). A student who has been absent, and has been issued an excused absence, will be subject to all provisions governing late work if the student turns in work beyond the time allotted for excused absences.

A maximum of 70% credit will be available for any work missed for an unexcused absence. A student who does not make up his/her work within the time allotted by the teacher will receive a grade of zero for the assignment.

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

A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

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

DAEP or In-school Suspension 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, coursework needed to fulfill the student's high school graduation requirements. The District may provide the opportunity to complete the coursework through an alternative method, including a correspondence course, distance learning, or summer school. The District will not charge the student for any method of completion provided by the District. [See policy FOCA.]

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, distance learning, or summer school. [See policy FEA.]

Students and their parents are encouraged to discuss options with the teacher or counselor to ensure the student completes all work required for the course or grade level.

COMMUNICABLE DISEASES / CONDITIONS

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. These diseases include but are not limited to: Amebiosis, Campylobacteriosis, Chicken pox (varicella), Common cold with fever, Fifth disease (Erythema Infectiosum), Gastroenteritis (Viral), Giardiasis, Head Lice (Pediculosis), Hepatitis A (acute), Impetigo, Infectious mononucleosis, Influenza, Measles (Rubeola), Meningitis (Bacterial), Mumps, Pinkeye (Conjunctivitis), Ringworm of the scalp, Rubella (German Measles, including congenital), Salmonellosis (including typhoid fever), Scabies, Shigellosis, Streptococcal disease (Invasive, group A or B), Tuberculosis (Pulmonary), and Whooping Cough (Pertussis).

If a parent suspects that his or her child has a communicable or 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.

Bacterial Meningitis

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

What is meningitis?

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

What are the symptoms?

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

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

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

How serious is bacterial meningitis?

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

How is bacterial meningitis spread?

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

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

How can bacterial meningitis be prevented?

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

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85–90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

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

You should seek prompt medical attention.

Where can you get more information?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about meningococcal vaccine. Additional information

may also be found at the Web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Department of State Health Services, <http://www.dshs.state.tx.us/>.

HEALTH-RELATED MATTERS

Physical Activity for Students in Elementary Grades

The District offers in excess of 135 minutes per week to students in middle or junior high school. For additional information on the District's requirements and programs regarding elementary, middle, and junior high school student physical activity requirements, please see the principal.

School Health Advisory Council

During the preceding school year, the District's School Health Advisory Council played an active role in planning school health. The coordinator of the School Health Advisory Council is elementary principal, Kevin Cannon. Mr. Cannon may be reached at (903) 989-2244. Additional information regarding the District's School Health Advisory Council is available from the Council coordinator. [See also policies BDF and EHAA.]

Vending Machines

The District has adopted policies and implemented procedures to comply with agency and food service guidelines for restricting student access to vending machines. Accordingly, carbonated beverages and candy products are not allowed in the cafeteria. For more information regarding these policies and guidelines see the campus principal. [See policies CO and FFA]

Other Health-Related Matters

Tobacco Prohibited

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

Asbestos Management Plan

The District's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the superintendent's office. If you have any questions, please contact the office at (903) 989-2245.

Pest Management Plan

The District applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Information concerning these applications may be obtained from Superintendent Jerry Don Cook at (903) 989-2245 or Ronnie Latimer at (903) 989-2242.

Freedom from Discrimination

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

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

Examples of prohibited discrimination may include, but are not limited to, derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; bullying, threatening, or intimidating conduct; name-calling or slurs, taunting, teasing (even when presented as "jokes"), or rumors; aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or aggressive conduct such as theft or damage to property. Examples of prohibited sexual harassment may include touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

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

Reporting Procedures

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

Investigation of Reported Harassment

To the extent possible, the District will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations will be promptly investigated. The District will notify the parents of any student alleged to have experienced prohibited harassment by an adult associated with the District, or by another student, when the allegations, if proven, would constitute "sexual harassment" or "other prohibited harassment" as defined by board policy.

If the District's investigation indicates that prohibited harassment occurred, appropriate disciplinary or corrective action will be taken to address the harassment. The District may take disciplinary action even if the conduct that is the subject of the complaint did not rise to the level of harassment prohibited by law or policy.

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

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

In its efforts to promote nondiscrimination, the District makes the following statements:

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

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

Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Jerry Don Cook, Superintendent, P.O. Box 5, Trenton, TX 75490 (903) 989-2245

Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Rick Largent, Middle School Principal, P.O. Box 5, Trenton, TX 75490(903) 989-2245.

All other concerns: Contact the superintendent Jerry Don Cook, P.O. Box 5, Trenton, TX 75490 (903) 989-2245.

Services for the Homeless and for Title I Participants

Please contact the office of the superintendent for information relating to homeless and Title I services.

Services for Students with Disabilities

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time.

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 probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.

By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.

To comply with a properly issued directive to take a student into custody.

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

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

Notification of Law Violations

The District is required by state law to notify:

All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.

All instructional and support personnel who have regular contact with a student who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated of delinquent conduct for any felony offense or certain misdemeanors.

[For further information, see policy GRA.]

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

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

The yearbook, *The Tiger's Paw* is available to students.

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

Non-school Materials...from students

Students must obtain prior approval from the campus principal before posting, circulating, or distributing written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made in two school days.

The principal has designated each campus office as the location for approved non-school materials to be placed for voluntary viewing by students. See policy FNAA.

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

Non-school Materials...from others

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the District or by a District-affiliated school-support organization will not be sold, circulated, distributed, or posted on any District premises by any District employee or by persons or groups not associated with the District, except as permitted by policy GKDA. To be considered, any non-school material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the campus principal for prior review. The principal will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate District complaint policy. [See policy DGBA, FNG, or GF.]

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.

- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD(LOCAL) or a noncurriculum-related student group meeting held in accordance with FNAB(LOCAL).

- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

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

DRESS AND GROOMING

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

Dress and grooming policies are in effect each day of the school year. The campus principal has total discretion in determining the appropriateness of dress. If the principal

or designee determines that the dress or grooming of a student is inappropriate, he/she will advise the student of why the dress/grooming fails to conform to guidelines and allow the student to give an explanation. The principal, or designee, shall notify one of the parents or guardians of the student whose dress/grooming is inappropriate. Parents will be informed that the student must conform to the guidelines before returning to school. **Students under 18 years of age whose parents cannot be reached will not be permitted to attend classes until they conform to the guidelines.** The dress code shall be met by all participants in all school activities such as athletic events, musicals, field trips, and off-campus school events and commencement exercises. Violations of the dress and grooming code may warrant disciplinary action. Students will be placed in in-school suspension until they meet guidelines for the dress code.

Student Rules and Regulations Regarding Dress and Grooming

1. T-shirts or other articles of clothing which advertise alcoholic beverages, drugs, etc., have vulgar or suggestive slogans or pictures on them, promote criminal activity or suicidal tendencies, or contain pictures or writing which fail to meet the standards of good taste outlined in this code may not be worn. Shirts are not to be rolled up at the sleeve or tied at the back, front, or sides.
2. Students may wear shorts the **first and sixth six weeks**. Shorts must be 13 inches or more (using the outside seam) from the bottom of the waistband/belt loop to the bottom of the hem as they hang naturally. Skin tight, spandex, cut-off, bicycle, and boxer shorts are not allowed. No writing is allowed on the back of any shorts or pants. Students may not wear a combination of knit shorts with another style of shorts to make up the proper length. All shorts must have a hem and be **loose fitting**.
3. Female students are to wear dresses, skirts, and skorts whose length must be 13 inches or more (using the outside seam) from the bottom of the waistband or beltloop to the bottom of the hem when hanging naturally.
4. Students may not wear shirts or blouses that are longer than their shorts or dress. All shirts and blouses must be able to be tucked in upon request. Sweater shirts may not be worn around the waist to conceal bare midriff. Shirts and blouses must cover the entire area between the neck and the arm (3 inches or wider). Students may not wear clothing that is sheer or “see through”. Tank top shirts or sleeveless jerseys/shirts may not be worn unless worn over another regulation shirt. Off-the-shoulder dresses, blouses, and shirts may not be worn (this includes spaghetti straps). Shirts which have had their sleeves removed may not be worn. Bare midriff, halters, and tube tops may not be worn. Pajama type shirts or pants are not allowed.
5. Baggy pants and shorts cannot be worn below the waist and a belt must be worn when appropriate. Overalls with bibs must be completely buttoned, fastened and snapped.
6. Students may not wear clothing or jewelry that is designed to attract attention (no spiked or dog-collar type of necklaces or bracelets).
7. Students may **NOT** wear flip-flops or sandals.
8. Students are to wear proper undergarments.

9. Students are to wear their hair clean and well groomed, cut above the eyebrows when falling naturally.
10. Only natural color hair dyes will be permitted.
11. No hats, caps, visors, headbands, sweatbands, wristbands, sunshades or garters are permitted.
12. Students are not allowed to wear clothing, cosmetics, or articles that are not appropriate attire for their gender (no painted nails on male students).
13. Students may not wear ragged, torn, or cut clothing. Patches are to be placed on outside.
14. With the approval of the principal, the sponsors, coaches, or other persons in charge of extracurricular activities may regulate the dress and grooming of students who participate in each activity.
15. No visible part of the body that is pierced may exhibit a stud or ring, except the ear; no tape or band-aid may be used to conceal otherwise visible piercings.
16. Inappropriate tattoos may not be worn.
17. Chains that are attached to wallets or clothing are not permitted.
18. Students may not wear tights, tight-fitting clothing, bicycle shorts, leotards, long johns, tight-fitting pants, or similar items of clothing unless they are beneath another item of clothing which comes no higher than acceptable length described above.

STUDENT FEES

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

Costs for materials for a class project that the student will keep.

Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.

Security deposits.

Personal physical education and athletic equipment and apparel.

Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.

Voluntarily purchased student accident insurance.

Musical instrument rental and uniform maintenance, when uniforms are provided by the District.

Personal apparel used in extracurricular activities that becomes the property of the student.

Parking fees and student identification cards.

Fees for lost, damaged, or overdue library books.

Fees for driver training courses, if offered.

Fees for optional courses offered for credit that require use of facilities not available on District premises.

Summer school for courses that are offered tuition-free during the regular school year.

A reasonable fee for providing transportation to a student who lives within two miles of the school.

A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a District-provided request form.

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

FUND-RAISING

Student clubs or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least 45 days before the event. [For further information, see policies FJ and GE.]

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Department of State Health Services, Immunization Division, can be honored by the District. The immunizations required are: diphtheria, rubeola (measles), rubella, mumps, tetanus, Haemophilus influenzae type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Department of State Health Services. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see policy FFAB and the Department of State Health Services Web site: http://www.dshs.state.tx.us/immunize/school/school_info.shtm]

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

A minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others. [See policy EC for more information.]

PRAYER

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

SAFETY

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

Avoid conduct that is likely to put the student or other students at risk.

Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.

Remain alert to and promptly report to a teacher or the principal any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member.

Know emergency evacuation routes and signals.

Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

Accident Insurance

Student insurance (at-school coverage or 24-hour coverage) is available to each student in the Trenton ISD. At the beginning of the school year, the District will make available to students and parents a low-cost student accident insurance program. Premiums will be paid to and claims will be submitted through the principal's office, but the District shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury. Before participating on a school sponsored trip outside the District or in school sponsored athletics, students and parents must have:

1. purchased the student accident insurance
2. shown proof of insurance, (or)
3. signed a form rejecting the insurance offer and waiving any claim against the District for any injury which may result.

Drills: Fire, Tornado, and Other Emergencies

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

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school would need to have written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

The District is not responsible for medical costs associated with a student's injury. The District does make available, however, an optional, low-cost student accident insurance program to assist parents in meeting medical expenses. A parent who desires coverage for his/her child will be responsible for paying insurance premiums and for submitting claims through the superintendent's office.

Emergency School-Closing Information

School may be canceled due to bad weather. Parents and students should listen to KFYN 1420 AM/KFYZ 98.3 FM (Bonham) on the radio dial or WFAA Channel 8, KTEN Channel 10, and KXII Channel 12 for information concerning school closings. **We also will send a message through our school messenger system.** Please do not call administrators or teachers for this information. If there is no announcement on the radio/television, school will be in session.

Parking Permits

Students driving to school must provide a copy of the driver's license, proof of insurance, vehicle tag number, and description of their vehicle before they will be issued a parking permit. Permits will be issued at the time of student registration or enrollment. If students will be driving more than one family owned vehicle they will be required to register for a parking permit for those vehicles. If a student drives a vehicle to school that does not have a permit, it must be reported to the office. Students may park in any non-faculty parking space that is available.

SCHOOL FACILITIES

Use by Students Before and After School

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

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

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

Conduct Before and After School

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

Use of Hallways During Class Time

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

Cafeteria Services

The District participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. Contact the superintendent's office to inquire or apply. Trenton ISD has a closed campus and students may not leave campus for lunch unless they are picked up and returned by their parent or guardian. Any special circumstances requiring a student to leave campus at lunch must be approved by the principal

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

Lunch

Glass containers may not be brought to school. Students are not allowed to go to any car during lunch without permission from the principal. Books and backpacks are not to be taken into the cafeteria.

Students who go home for lunch may do so only with permission from the principal. These students must be picked up by the parent in front of the school and returned to the school by the parent. (Lunch checks will not be cashed without permission of parents.)

Library

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for student use during the school hours of each campus.

Meetings of Noncurriculum-Related Groups

Student-organized, student-led non-curriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of policy FNAB(LOCAL).

A list of these groups is available in the principal's office.

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.

SEARCHES

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

Students' Desks and Lockers

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

Students are fully responsible for the security and contents of their assigned desks and lockers. Students must be certain that their lockers are locked, and that the combinations are not available to others.

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

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

Vehicles on Campus

Vehicles parked on school property are under the jurisdiction of the school. 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.]

Telephone Use - School

Students are not allowed to use the telephone in the school offices unless granted permission by office personnel. Students will not be called out of class to receive phone calls except in an emergency situation. If a student receives a telephone call during class period, the number or message will be delivered between classes.

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 on lockers and 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. A locker, a vehicle, or an item in a classroom to which a trained dog alerts may be searched by school officials.

Metal Detectors

[For further information, see policy FNF.]

TRANSPORTATION

School-Sponsored Trips

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

Buses and Other School Vehicles

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling the superintendent's office.

See the Student Code of Conduct for provisions regarding transportation to the Disciplinary Alternative Education Program. When riding in District vehicles, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

1. Passengers shall follow the bus driver's directions at all times.
2. Passengers shall board and leave the bus in an orderly manner at the designated bus stop nearest their home.
3. Passengers must stay in their seat at all times.
4. Passengers shall keep books, band instrument cases, feet, and other objects out of the aisles of the bus.
5. Passengers shall not extend hands, arms, or legs out of the window, nor hold any object out of the window, or throw objects within or out of the bus.
6. Passengers shall not be destructive to the bus.
7. Passengers shall not smoke or use any form of tobacco on the bus.
8. Usual classroom conduct shall be observed. Unruly conduct, including the use of obscene language, will subject the passenger to disciplinary action.
9. Upon leaving the bus, the student will wait for the driver's signal before crossing in front of the bus.

10. No drinks or other refreshments are allowed on the bus.
11. Keep the bus clean by removing all personal materials when exiting the bus and placing waste paper in the trash container at the front of the bus.
12. Talk in a low tone of voice.
13. Refrain from using whistles, horns, or other noise devices.
14. No radios or disc players are allowed on the bus with the exception of extracurricular activities and with the approval of the sponsor.
15. A person commits the offense of disruption of transportation if the person intentionally disrupts, prevents, or interferes with the lawful transportation of children to or from school or an activity sponsored by a school on a vehicle owned or operated by an independent school District. An offense under this section is a Class C misdemeanor.

Consequences

1. First bus infraction - warning and/or disciplined by the principal or designee (Seats may be assigned by bus driver/principal.)
2. Second bus infraction – student removed from the bus for 3 days
3. Third bus infraction – student removed from the bus for 2 weeks
4. Fourth bus infraction – student removed from the bus for 1 full semester
5. Prosecution by police for violations against Rule 15 above

When students ride in a District van or passenger car, seat belts must be fastened at all times.

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

Use of Video Recorders on School Buses and School Common Areas

In order to promote student safety, the District may randomly videotape students while they are riding in District vehicles or are on District grounds in a common area.

The District has installed video-recording equipment on all school buses to monitor school transportation, and will be videotaping bus routes at random during the upcoming school year. Each bus has been equipped with a video monitor box, in which a video-recording device may be installed. Students will not be notified when a recording device is being used on their bus.

Tapes shall be reviewed on a routine basis by the principal, designee, or transportation director and evidence of student misconduct will be documented. Students found to be in violation of the District's bus conduct rules, as contained in the Discipline Management Program section in the student handbook and/or posted on the school bus, shall be notified and disciplinary action will be initiated.

Videotapes shall be treated as protected student records under the Family Educational Rights and Privacy Act. The following guidelines shall apply:

1. Tapes shall remain in the custody of Trenton ISD.

2. Parents or students who wish to view a videotape in response to disciplinary action taken against a student may request such access under the procedures set out in local District policy FL (Exhibit).
3. Persons unrelated to a disciplinary incident shall not be permitted to view bus videotapes.

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.

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.

Visitors Participating in Special Programs for Students

On High School Career Day the District invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

APPENDIX I

2011 - 2012

Trenton Middle School

Receipt of Student Handbook, Discipline Management Program

And Student Code of Conduct

My child and I have been made aware that a copy of the Trenton Independent School District's ("District's") Student Handbook, including the District's Discipline

Management Program and Student Code of Conduct for the 2011-2012 school year are on the school's website www.trentonisd.com . I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to disciplinary consequences outlined in Student Discipline Management Plan and Code of Conduct at school and at school-related activities, including school-sponsored travel, and for any school-related misconduct, regardless of time or location. I understand that any student who violates the Student Code of Conduct shall be subject to disciplinary action, up to and including referral for criminal prosecution for violations of law. If you do not have computer access then you can request a copy of the handbook by calling your building principal.

Signature Parent/Guardian _____ Date _____

Signature Student _____ Date _____

Student's Name _____ Grade _____

APPENDIX II

PARENT'S RESPONSE REGARDING RELEASE OF INFORMATION TO MILITARY RECRUITERS AND INSTITUTIONS OF HIGHER EDUCATION

Federal law requires that the District release to military recruiters and institutions of higher education, upon request, the name, address, and phone number of secondary school students enrolled in the District, unless the parent or eligible student directs the District not to release information to these types of requestors without prior written consent.

Parent: Please complete the following only if you do not want your child's information released to a military recruiter or an institution of higher education without your prior consent.

I, parent of _____ (*student's name*) requests that the District **not** release my child's name, address, and telephone number to a military recruiter or institutions of higher education upon their request without my prior written consent.

Parent Signature _____ Date _____

APPENDIX III CONSENT/OPT-OUT FORM

To the Parents of _____:

The District is required by federal law to notify you and obtain your consent or denial (opt-out) for your child to participate in certain school activities. The activities include any student survey, analysis, or evaluation that concerns one or more of the following eight areas, known as "protected information surveys."

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

Events may be scheduled requiring parental notice and consent or opt-out for the 2011–2012 school year. Please note that this notice and authority to consent transfer from the parent to the student when the student reaches 18 or is an emancipated minor under state law.

To opt-out Contact the building principal no later than 5 days before the event if you do not want your child to participate in the activity.

APPENDIX IV

NOTICE TO STUDENTS AND PARENTS REGARDING DRUG-FREE SCHOOLS

The Trenton Independent School District believes that student use of alcohol and illicit drugs is both wrong and harmful. Consequently, the District has established a code of student conduct that prohibits the use, sale, possession, and distribution of alcohol and illicit drugs by students on school premises or as part of any school-sponsored or school-related activity, regardless of its location. Compliance with this Code of Conduct is mandatory, and students shall be disciplined if they are found to have violated this Code of Conduct.

Depending on the nature and severity of a drug related offense, a student may be required to complete an appropriate rehabilitation program in addition to other school discipline. The principal or counselor can provide you with information about rehabilitation and re-entry programs that are available in our community or within reasonable access of our community.

_____ Yes, I and my child(ren) have read the District's notice regarding drug-free schools and understand that my child(ren) will be subject to school discipline and possibly to criminal prosecution if they are found to have violated the District's Student Code of Conduct, which prohibits the use, possession, sale, or distribution of illicit drugs, including alcohol, at school or while attending school related activities.

Parent signature _____ Date _____

APPENDIX V

ACCEPTABLE USE POLICY AND AGREEMENT

Technology resources, including Internet access, will be used to promote innovation and educational excellence consistent with the Texas Essential Knowledge and Skills and the goals of Trenton ISD. The District has deployed a wide-area network that will allow students to communicate with each other and throughout the world. Additionally, this network will provide students with access to a multitude of instructional resources. This also places ethical responsibilities on all technology users.

Students are responsible for appropriate behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for student conduct apply [see Board Policy FNC (local)]. The network is provided for students to conduct research and communicate with others.

One level of security Trenton ISD has implemented is the installation of an Internet filtering service. In addition, all students will receive classroom instruction regarding appropriate technology uses and acceptable Internet behavior, including a review of the Student Acceptable Use Policy. System users and parents of students with access to the District's system should be aware that use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material. Trenton ISD makes every effort to limit access to objectionable material; however, controlling all such materials on the Network/Internet is impossible, even with filtering in place. A student who gains access to such material is expected to discontinue the access as quickly as possible and to report the incident to the supervising teacher or staff. Ultimately, however, it is the user's responsibility to appropriately use technology resources. Should a user be found in violation of this policy, the incident will be regarded as out of compliance with school rules and disciplinary measures will be taken.

The following principles guide access to networked information resources:

1. Responsibility:

- Student access to telecommunications and networked information resources shall follow guidelines developed for the selection of appropriate instructional materials contained in Board Policy EFA (Local)
- Since access could extend beyond evaluated or previewed resources, students and parents must be informed that inappropriate materials could be encountered during students' research required to achieve valid instructional

objectives. If such inappropriate material is inadvertently encountered, it shall be disengaged from immediately.

- Users may not purposefully access materials, whether publicly or privately, that are offensive, abusive, obscene, profane, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, racially offensive, or illegal.
- During school, teachers will guide students toward appropriate materials. Outside of school, families bear responsibility for such guidance as they exercise with other information sources such as television, telephones, movies, radio and other potentially offensive media.
- While using the Internet on District computers, you may not give out your first name, last name, your picture, your parents' names, your telephone number, your address, or your Social Security number.
- Students should never use District equipment to make appointments to meet people whom they met on-line and should report to a teacher or administrator if they receive any request for such a meeting.

2. Privacy:

- Network storage areas may be treated like school lockers. Designated District staff may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on District servers will always be private.
- Any attempt to harm or destroy District equipment or data or the data of another user of the District's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Violating the integrity of the District's data systems or manipulating the District's data files without proper authorization is prohibited. Attempts to degrade or disrupt system performance are violations of District policy and administrative regulations and may constitute unlawful activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses and "hacking" into the data or system of another user of the District's system, or any of the agencies or other networks that are connected to the Internet.

3. Sanctions:

- Violations may result in a loss of access.
- Additional disciplinary action may be determined at the building level in accordance with the *Student Code of Conduct*.
- When applicable, law enforcement agencies may be involved.

Trenton ISD believes that the access to information resources and opportunities for collaboration, when used in a responsible manner, will provide educational benefit for students and staff.

As Trenton ISD becomes able to allow, not only its employees to have access to the District's computer system, but also its students and the community, especially through the use of the Internet, it has become necessary to require all persons who use the District's computer system—employees, students, parents, and community members—make a formal agreement that each person will use the District's computer system in a way that is legal, ethical, and follows the rules of etiquette.

Consequently, each employee, student, and parent of the District is being required to sign this form indicating that you have read and agree to the acceptable use guidelines located in this Handbook. Please detach and retain the attached acceptable use policies, sign and date the form below, and return this form to the campus principal. Any person not returning this form, signed, will not be allowed to make use of the District's computer system.

It is the District's desire that eventually the entire Trenton community will be able to use its computer system, especially its access to the Internet. We appreciate your cooperation and understanding in returning this form to the campus principal as soon as possible. If you have any questions concerning the attached acceptable use guidelines, please call the campus principal or superintendent's office. Thank you.

Sincerely,

Jerry Don Cook, Superintendent

I have read, and will adhere to, the Trenton ISD's Acceptable Use Policies governing use of the District's computer system.

Parent (or Employee) Signature _____ Date _____

Student Signature _____ Date _____

APPENDIX VI

SCHOOL MEDIA PERMISSION

To prepare students to be productive in today's society, Trenton ISD has made a substantial investment in computer technology for instructional purposes. Resources such as computer equipment and internet accessibility provide great educational benefits to the students.

In order to reward some of the students for their hard work, in the classroom as well as in extracurricular activities, we would like to post their work and/or pictures on the school webpage and/or school media releases. We need approval from the student and their parents to do this. Please check the appropriate boxes for your permission or disapproval.

_____ I DO give permission for district personnel to post my child's name, work, and photo likeness on the district website and/or use in school media releases.

_____ I DO NOT give permission for district personnel to post my child's name, work and photo likeness on the district website and/or school media releases.

Parent Signature _____ Date _____

Student Signature _____ Date _____

APPENDIX VII

GUIDELINES FOR DRUG TESTING PROGRAM AND AGREEMENT

All students involved in extracurricular activities in grades 6-12 will be required to participate in drug testing. All other students can be tested on a voluntary basis, at their parents' request.

All students in the program will be tested during the first six weeks of the school year. **Random tests will be given to 20% of all students in the program each subsequent six-weeks grading period. All students will be tested again in the second semester if they are involved in extracurricular activities.** Students chosen for a random test will be selected by the drug testing company.

Students receiving a positive test result on the first offense will be suspended from all extracurricular activities for 30 days and receive counseling before being reinstated. The second offense will result in dismissal from all extracurricular activities for one calendar year. The third offense will result in dismissal from all extracurricular programs for the remainder of the students time in high school.

Parents will be notified by the principal of all positive test results.

Parent permission is required in order for students under 18 to participate in the program.

Drugs tested for include, but are not limited to, amphetamines, barbiturates, benzodiazepines, cannabinoids, cocaine, methadone, methaqualone, opiates, phencyclidine, propoxyphene, and alcohol.

After entering the program, refusal to submit to drug testing will have the same consequences as a positive test result.

In case of a positive result by the testing company, the original sample will be re-tested. Parents requesting additional testing beyond that point will be financially responsible for those costs.

Parents are urged to form a support group to insure participation and possibly provide incentives for students in the program.

I give permission for my child, _____, to participate in the drug testing program at Trenton ISD.

Parent Signature

Date

APPENDIX VIII

TRENTON ISD MEDICATION POLICY

Trenton ISD does not furnish any medications. All medications to be given to a student while at school must be furnished by the parent/guardian.

* An Over the Counter Medication form must be filled out prior to any medications being given.

*** A Prescription Medication form must be filled out and signed by the physician and parent/guardian before any prescription medications can be given.

** No medications will be administered to any student without either form being filled out completely. Students name must be on he container. Medications must be in the original bottle and within the expiration date printed on the bottle.

*** No medications may be kept on a student's person without permission from either the school principal or the school nurse. There are a few exceptions to this rule. You may speak to the school nurse to find out what medications and rules that must be followed.

Only prescription medications that must be given during school will be administered.

We are all interested in our youth's health and well being. Please, if you have any questions feel free to call.

Charla Woodson L.V.N.

Nurse

PO Box 5

Trenton, Texas 75490

E-mail: CKWOODSON@TRENTONISD.COM

Phone: (903) 989-2242 Ext. 624 or (424 on Wednesday's only/High School Health Office).