Hudson Independent School District

Student Handbook

2017 - 2018

“STUDENT-CENTERED SCHOOLS • FUTURE-READY STUDENTS”

HUDSON ISD WEBSITE:
WWW.HUDSONISD.ORG

REVIEWED BY THE HUDSON ISD BOARD OF TRUSTEES
AUGUST 17, 2017
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**APPENDIX A:**

**HISD POLICY FFH (LOCAL) STUDENT WELFARE — FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION** | 55-61
# 2017 - 2018 School Calendar

**August**
- 4 - New Teacher Orientation
- 7 - 18 Teacher Inservice/Preparation
- 21 - 1st Nine Weeks Begins
- September
- 4 - Labor Day Holiday
- October
- 13 - Early Release Day
- 13 - End of 1st Nine Weeks (39 days)
- 16 - Teacher Inservice Day
- 17 - 2nd Nine Weeks Begins
- November
- 17 - Early Release Day
- 20 - 24 Thanksgiving Holidays
- December
- 20 - Early Release Day
- 20 - End of 2nd Nine Weeks (42 days)
- 21 - 31 Christmas Holiday/Winter Break

**January**
- 1 - New Year Holiday/Winter Break
- 5 - Teacher Preparation Day
- 8 - 3rd Nine Weeks Begins
- 15 - Teacher Inservice Day
- March
- 9 - Early Release Day
- 9 - End of 3rd Nine Weeks (44 days)
- 12 - 16 Spring Break
- 19 - 4th Nine Weeks Begins
- 29 - Early Release Day
- 30 - Good Friday Holiday
- April
- 17 - 21 Youth Fair
- May
- 25 - Early Release Day
- 25 - End of 4th Nine Weeks (49 days)
- 26 - High School Graduation
- 28 - Memorial Day Holiday

**August**
- 4 - New Teacher Orientation
- 7 - 18 Teacher Inservice/Preparation
- 21 - 1st Nine Weeks Begins
- September
- 4 - Labor Day Holiday
- October
- 13 - Early Release Day
- 13 - End of 1st Nine Weeks (39 days)
- 16 - Teacher Inservice Day
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- 12 - 16 Spring Break
- 19 - 4th Nine Weeks Begins
- 29 - Early Release Day
- 30 - Good Friday Holiday
- April
- 17 - 21 Youth Fair
- May
- 25 - Early Release Day
- 25 - End of 4th Nine Weeks (49 days)
- 26 - High School Graduation
- 28 - Memorial Day Holiday

8 wks reporting  Peavy/Bonner  MS  HS
8/21/17-9/29/17  13,050  13,340  12,975
10/2/17-11/13/17  11,190  11,420  11,105
11/6/17-12/19/17  12,540  12,800  12,470
1st semester  36,780  37,660  36,660
8/27/18-2/16/18  13,890  14,180  13,795
2/18/18-4/8/18  12,950  13,260  12,905
4/9/18-5/28/18  15,720  16,060  15,610
2nd semester  42,600  43,600  43,310
TOTAL MINUTES  78,380  81,000  78,860

1st / 2nd semester  81 + 93 = 174 Total Student Days
187 Total Teacher Days
[Beginning of Nine Weeks ] End of Nine Weeks

Approved: 1-19-2017
**BELL SCHEDULES**

### Peavy Primary

<table>
<thead>
<tr>
<th>Bell #</th>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>7:50 am</td>
<td>Call to Class</td>
</tr>
<tr>
<td>2</td>
<td>8:00 am</td>
<td>Tardy Bell</td>
</tr>
<tr>
<td>PreK</td>
<td>10:40 – 11:10</td>
<td>Lunch</td>
</tr>
<tr>
<td>Kindergarten</td>
<td>11:15 – 11:50</td>
<td>Lunch</td>
</tr>
<tr>
<td>1st Grade</td>
<td>11:55 – 12:30</td>
<td>Lunch</td>
</tr>
<tr>
<td>2nd Grade</td>
<td>12:35 – 1:10</td>
<td>Lunch</td>
</tr>
<tr>
<td>3</td>
<td>3:20 pm</td>
<td>Car rider dismissal</td>
</tr>
<tr>
<td>4</td>
<td>3:30 pm</td>
<td>Bus rider dismissal</td>
</tr>
</tbody>
</table>

### Elementary

<table>
<thead>
<tr>
<th>Bell #</th>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>7:50 am</td>
<td>Call to Class</td>
</tr>
<tr>
<td>2</td>
<td>8:00 am</td>
<td>Tardy Bell</td>
</tr>
<tr>
<td>3rd Grade</td>
<td>11:05 – 11:45</td>
<td>Lunch</td>
</tr>
<tr>
<td>4th Grade</td>
<td>11:50 – 12:30</td>
<td>Lunch</td>
</tr>
<tr>
<td>5th Grade</td>
<td>12:40 – 1:20</td>
<td>Lunch</td>
</tr>
<tr>
<td>3</td>
<td>3:20 pm</td>
<td>Car rider dismissal</td>
</tr>
<tr>
<td>4</td>
<td>3:35 pm</td>
<td>Bus riders dismissed</td>
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</table>

### Middle School

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:50 am</td>
<td>First Bell</td>
</tr>
<tr>
<td>7:55 am</td>
<td>Tardy Bell</td>
</tr>
<tr>
<td>7:55 am – 9:25 am</td>
<td>1st / 6th Period</td>
</tr>
<tr>
<td>9:30 am – 11:05 am</td>
<td>2nd / 7th Period</td>
</tr>
<tr>
<td>11:10 am – 1:10 pm</td>
<td>3rd / 8th Period</td>
</tr>
<tr>
<td>1:15 pm – 2:40 pm</td>
<td>4th / 9th Period</td>
</tr>
<tr>
<td>2:45 pm – 3:30 pm</td>
<td>5th / 10th Period</td>
</tr>
</tbody>
</table>

**Lunches**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>6th grade</td>
<td>11:05 – 11:35</td>
</tr>
<tr>
<td>7th grade</td>
<td>11:35 – 12:05</td>
</tr>
<tr>
<td>8th grade</td>
<td>12:05 – 12:35</td>
</tr>
</tbody>
</table>
High School

Monday, Tuesday, & Friday

First Bell.................7:55
1st Period..............8:00 – 8:55
2nd Period............9:00 – 9:55
3rd Period............10:00 – 10:55
4A........................11:30 – 12:35
A Lunch................10:55 – 11:25
4B...11:00-11:30 / 12:05 – 12:35
B Lunch................11:30 – 12:00
4C........................11:00 – 12:05
C Lunch................12:05 – 12:35
5th Period............12:40 – 1:35
6th Period............1:40 – 2:35
7th Period............2:40 – 3:30

Wednesday & Thursday

Tutorials..................7:45 – 8:15
1st/2nd..................8:20 – 9:50
3rd/4th..................9:55 – 11:25
5/6 A....................12:05 – 1:35
A Lunch................11:30 – 12:00
5/6 B........11:30 – 12:10 / 12:50 – 1:35
B Lunch................12:15 – 12:45
5/6 C....................11:30 – 1:00
C Lunch................1:05 – 1:35
Advisory Period........1:40 – 2:30
7th......................2:35 – 3:30

DAEP (Disciplinary Alternative Education Placement)

Arrival 7:00 am
Dismissal 2:00 pm
ADMINISTRATION AND CAMPUS OFFICE INFORMATION

Administration Office:
6735 Ted Trout Drive, Lufkin, Texas 75904  Fax# 875-9209
HISD Board Policy Website:  WWW.TASB.ORG/POLICY/POL/PRIVATE/003902
HISD Website:  WWW.HUDSONISD.ORG

Donny Webb, Superintendent  875-9256
Lisa Jeffrey, Assistant Superintendent  875-9220
Barrett Lankford, Chief Financial Officer  875-9280
Kathy Mahr, Superintendent’s Secretary  875-9256
Jenny McQuilkin, Secretary/Receptionist  875-3351
Donna Hambrick, PEIMS Coordinator  875-9264
LeeAnn Castilaw, Human Resources  875-9249
Misty Ratliff, Payroll  875-9201
Brandy Nabors, Accounts Payable  875-9257
Sharon Mayo, Business/Finance  875-9290

Department Offices:
Karen Hutto, Child Nutrition  875-9217/Fax#875-9316
Billy Russell, Maintenance  875-9226/Fax#875-9216
Keith Jennings, Transportation  875-9302/Fax#875-9456
Josh Smith, Technology  875-9267/Fax#875-9479
Leslie March, Special Services  875-9384/Fax#875-9325
Robin Herbst, Director of Special Programs  875-9240
Michael Daniel, HISD Police Chief  875-9427/Fax#875-9307

School Nurses:
Shalana Hyde, RN  875-9207/Fax#  875-9397
Stephanie Durham, LVN  875-9207/FAX#875-9397
Lindsay Temple, LVN  875-9353/Fax#875-9349
Yalonda Thompson, LVN  875-9274/Fax#875-9314

Hudson High School:
John Courtney, Principal  875-9232
Stephen Cox, Associate Principal  875-9232
April Lopez, Assistant Principal  875-9232
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>P.T. Walters</td>
<td>Career &amp; Technology Director</td>
</tr>
<tr>
<td>Jenny Huggins</td>
<td>Receptionist</td>
</tr>
<tr>
<td>Wendy Davis</td>
<td>Administrative Assistant</td>
</tr>
<tr>
<td>Denise Currie</td>
<td>PEIMS Clerk</td>
</tr>
<tr>
<td>Rosann Welch</td>
<td>Attendance Clerk</td>
</tr>
<tr>
<td>Teresa Matthews</td>
<td>Social Worker</td>
</tr>
<tr>
<td>Karen Rosser</td>
<td>Counselor</td>
</tr>
<tr>
<td>Belisa Haas</td>
<td>Counselor</td>
</tr>
<tr>
<td>Sunny Lucas</td>
<td>Counselor</td>
</tr>
<tr>
<td>Karen King</td>
<td>Counselors’ Secretary</td>
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<tr>
<td>Gayle Sims</td>
<td>Go-Center Coordinator</td>
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<tr>
<td><strong>Hudson Middle School:</strong></td>
<td></td>
</tr>
<tr>
<td>Richard Crenshaw</td>
<td>Principal</td>
</tr>
<tr>
<td>Jonathan Davis</td>
<td>Associate Principal</td>
</tr>
<tr>
<td>Ryan Westbrook</td>
<td>Assistant Principal</td>
</tr>
<tr>
<td>Michelle Hendry</td>
<td>PEIMS Clerk</td>
</tr>
<tr>
<td>Julia Medina</td>
<td>Attendance Clerk</td>
</tr>
<tr>
<td>Holli Simmons</td>
<td>Receptionist/Secretary</td>
</tr>
<tr>
<td>Donna Rollins</td>
<td>Counselor</td>
</tr>
<tr>
<td>Christina Peterson</td>
<td>Counselor</td>
</tr>
<tr>
<td><strong>W.H. Bonner Elementary:</strong></td>
<td></td>
</tr>
<tr>
<td>Scott Mackey</td>
<td>Principal</td>
</tr>
<tr>
<td>Cindy Murray</td>
<td>Assistant Principal</td>
</tr>
<tr>
<td>Maria Gonzalez</td>
<td>Secretary</td>
</tr>
<tr>
<td>Meredyth Byrd</td>
<td>Counselor</td>
</tr>
<tr>
<td>Ana Servin</td>
<td>PEIMS Clerk</td>
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<tr>
<td><strong>W.F. Peavy Primary:</strong></td>
<td></td>
</tr>
<tr>
<td>Laura Mikeal</td>
<td>Principal</td>
</tr>
<tr>
<td>Amy King</td>
<td>Assistant Principal</td>
</tr>
<tr>
<td>Kelley Phillips</td>
<td>Assistant Principal</td>
</tr>
<tr>
<td>Ene Herrada</td>
<td>Receptionist/Secretary</td>
</tr>
<tr>
<td>Rosie Espinal</td>
<td>Secretary to Principal</td>
</tr>
<tr>
<td>Callie Brown</td>
<td>Counselor</td>
</tr>
<tr>
<td>Lydia Herrada</td>
<td>PEIMS Secretary</td>
</tr>
</tbody>
</table>

**Hudson Independent School District 2017-2018 Student Handbook**

- Phone: 875-9287
- Fax: 875-9317
- Phone: 875-9292
- Fax: 875-9314
- Phone: 875-9212
- Fax: 875-9378
- Phone: 875-9206
- Phone: 875-9212
- Phone: 875-9211
- Phone: 875-9344
- Phone: 875-9277
- Phone: 875-9270
BOARD OF TRUSTEES

President          Kent Walker
Vice-President     Charles Willson
Secretary          Matt Lowe
Member             Richard Jones
Member             Sam Huffstetler
Member             Art Nelson
Member             Mark Selman

The Board of Trustees is elected by the citizens of the District to ensure a strong educational program for the District’s children. Trustees are elected annually and serve three-year terms. Trustees serve without compensation, must be registered voters, and must reside in the District.

Trustees usually meet the third Thursday of the month in the Administration Board Room. In the event that large attendance is anticipated, the Board may meet in the Auditorium. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted in the Administration Building at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice.

All meetings are open to the public. Under the following circumstances, Texas law permits the Board to go into a closed session: to discuss prospective gifts or donations to the school district, real property acquisition, personnel issues including conferences with employees and employee complaints, security matters, student discipline, or to consult with attorneys.
Purpose and Organization

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

The Handbook is organized in the following sections:

- Required Legal Notices and Information
- General Information about admission, attendance, and conduct
- Curriculum and Program Information
- Of Special Interest to Students
- Of Special Interest to Parents

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

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

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

**REQUIRED LEGAL NOTICES**

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

The Title IX Coordinator for the school district is Donny Webb, whose office is located at Hudson ISD Administration Office and who can be reached by telephone by calling 936-875-9256. The Section 504 Coordinator for the district is Robin Herbst. She can be contacted by calling 936-875-9240.
**Homeless Liaison and Title I Participants**

Teresa Matthews is our liaison for services to students who are determined to be homeless, as defined by federal law. If you believe your child may be eligible for services or assistance, contact Teresa Matthews at 875-9396.

Robin Herbst is our Parent Involvement Coordinator, who works with families and children participating in Title I programs. If you have questions about the program or need assistance related to the program, contact Robin Herbst at 875-9240.

**Family Educational Rights and Privacy Act**

The school district creates and keeps general education records for all students enrolled in district schools. Those records are confidential and generally are available only to parents and school personnel or people who are acting on behalf of the school district. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. When we say “parents” have a right of access to and copies of all education records pertaining to their children, we mean both biological parents—whether married, divorced, or separated—and any other person who is acting as a parent in the absence of the child’s parent or legal guardian.

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

If a parent wants to see or obtain a copy his or her child’s education records, he or she should contact the principal of the child’s school if the child is currently enrolled. If the child has withdrawn or graduated, parents should contact the school superintendent for access to records. Records can be reviewed in administrative offices during regular office hours, from 8:00 a.m. to 3:30 p.m., and someone will be available to answer questions about the records.

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

If you disagree with information in your child’s records or believe some information is inaccurate, you may ask for a correction. If the principal does not make the correction, you may ask for a hearing with the superintendent to explain why you believe the record is wrong or misleading. If the superintendent does not direct an amendment to be made, you have 30 days to place a comment in the student’s record about the information. **Under no circumstances can students or parents use this process to challenge a grade recorded for a student.**
Because parents generally control access to their children’s education records, the district ordinarily will not permit access to or copies of educational records without at least one parent’s written authorization to release the records. However, under some circumstances, the district can and will provide access to or copies of education records without parent authorization. The most common circumstances are these:

- The district will forward education records on request to a public or private school or institution of higher education in which the student seeks or intends to enroll.
- The district may disclose education records to a contractor, consultant, volunteer, or other person who is performing services for the district, who is under the district’s control related to the use of the records, and who has complied with district limitations on the re-disclosure of personally identifiable information from education records.
- The district will comply with a lawful subpoena for student education records, but will make reasonable efforts to notify the parents before complying, unless the subpoena indicates that parents should not be notified.
- The district will release directory information about students to any person who submits a written request for the information, as provided in the DIRECTORY INFORMATION notice included in this Student Handbook.
- The district will release educational records to a juvenile justice agency in accordance with an agreement between the district and the agency. The information will be released before the student is adjudicated and will be provided so that the juvenile agency can appropriately serve the student.
- The district will release educational records to “school officials,” meaning employees, trustees, or agents of the district, including persons employed in shared services arrangements or cooperatives of which the district is a member, school volunteers, parents or students serving on official committees, and the district’s legal counsel, who have a “legitimate educational interest” in the records, meaning they are persons who work directly with your child at school or any school activity, including officials involved in disciplinary or academic decisions affecting your child directly, persons who are compiling statistical data for the district, who are reviewing such records to fulfill their employment responsibilities, or who are investigating or evaluating district programs.
DIRECTORY INFORMATION

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

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

If you do not want the school to release directory information about your child to any person, including military recruiters, college or university recruiters, and businesses conducting marketing activities, you must notify the principal in writing of the category or categories of information that you do not want released. You may not “selectively” opt out of directory information, i.e., you cannot allow release to an organization affiliated with the school, but not to military recruiters or businesses conducting marketing activities. You have 10 school days after you receive the enrollment packet to tell the principal in writing what information you do not want released.

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

Protection of Pupil Rights Amendment: We do not require students to participate in any surveys that are funded with any U.S. Department of Education funds that concern the following topics unless you (or your child if he or she is an adult) give us your prior consent. You will also have the opportunity to inspect the survey in advance. If we administer surveys that concern any of these topics that are funded from other sources, we will give you advance notice of the survey, allow you an opportunity to inspect the survey, and give you an opportunity to opt-out of the survey. The topics that are covered by this notice are:

1. political affiliations or beliefs of the student or his or her parent;
2. mental or psychological problems of the student or his or her family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of others with whom the responding students 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 his or her parent; 
or
8. income, other than as required by law to determine program eligibility.

**Invasive Examinations or Screenings:** We do not perform any invasive physical examinations or screenings as a condition of attendance. We do perform vision, hearing, and scoliosis screenings, as required by law. Please contact the principal if you have any questions regarding those screenings.

**Teacher Qualifications:** You may request the following information, which we will provide to you in a timely manner:

1. Whether your child’s teacher(s) have met state qualification and licensing criteria for their grade levels and subject areas.
2. Whether your child’s teacher(s) are serving under emergency or other provisional status that is less than full state certification.
3. The bachelor’s degree major of your child’s teacher(s) and any graduate degrees held, and the field of certification and degree.
4. Whether your child receives services from paraprofessionals and, if so, their qualifications.

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

If a student is experiencing learning difficulties, his or her 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 making a referral for a special education evaluation. For those students who are having difficulty in the regular classroom, schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts to meet the needs of all struggling students. A parent may request an evaluation for special education services at any time. If a parent makes a written request to a school district’s director of special education services or to a district administrative employee for an initial evaluation for special education services, the school must, not later than the 15th school day after the date the school receives the request, either give the parent prior written notice of its proposal to evaluate the student, a copy of the Notice of Procedural Safeguards, and the opportunity for the parent to give written consent for the evaluation or must give the parent prior written notice of its refusal to evaluate the student and a copy of the Notice of Procedural Safeguards. If the school decides to evaluate the student, the school must complete the initial evaluation and the resulting report no later than 45 school days from the day the school receives a parent’s written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period must be extended by the number of school days equal to the number of school days that the student is absent. There is an exception to the 45 school day timeline. If the school receives a parent’s consent for the initial evaluation at least 35 but less
than 45 school days before the last instructional day of the school year, the school must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply. Upon completion, the school must give you a copy of the evaluation report at no cost. Additional information regarding special education is available from the school district in a companion document titled Parent’s Guide to the Admission, Review, and Dismissal Process.

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

- Texas Project First
- Partners Resource Network

**The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is: Leslie March, Special Education Director, at 936-875-9384.**

**GENERAL INFORMATION**

**Student’s Legal Name**

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

**Admission, Release, Withdrawal**

These are the basic requirements for admission to district schools:

1. The student must live in the district with a parent or legal guardian or one of the student’s parents must live in the district, even if the student does not live with that parent.

   - To be eligible for admission based on just the parent’s residence in the district, the court that issued a final order in a divorce proceeding must have designated that parent as a managing or possessor conservator for the child.

   - The parent enrolling a student based on only the parent’s residence in the district must provide a copy of a current order, signed by the judge and showing a file stamp from the court, designating the parent as a managing or possessor conservator.

2. The student is under age 18 and, subject to District policy at FD (LOCAL) and FDA (LOCAL), lives in the district with an adult resident of the district who has accepted a Power of Attorney from the child’s parent or legal guardian or adult caregiver who has accepted responsibility for the child by an Authorization Agreement in compliance with Texas Family Code Family Code § 34.002. The school district has Power of Attorney forms to be completed by both the parent and the person the student lives with.
3. The student is under age 18 and does not reside in the district, but a
grandparent who provides a substantial amount of after-school care for the person
resides in the district. “Substantial amount of after-school care” means the
grandparent provides before-school/after-school care for the student at least five
days each school week (Monday – Friday) for at least four hours per day.

4. A parent, legal guardian, or adult resident who has a valid Power of Attorney for
the student must enroll students under the age of 18. Students who are 18 or
older, who are legally married, or who have ever been legally married, and who have
not graduated from high school can enroll themselves.

5. The adult enrolling the student must present current immunization records or
show proof that the required immunizations have been begun.

6. No later than 30 days after a student has been enrolled, the adult enrolling the
student must provide a copy of a birth certificate or other acceptable identification
for the child and copies of the education records from the school the child last
attended.

7. We do not admit underage students to school. Your child must be 5 years old on
or before September 1 of the current school year to be admitted to kindergarten.
To be admitted to first grade, your child must be 6 years old on or before September
1 of the current year or must have completed kindergarten, or been enrolled in first
grade, in the public schools of another state.

8. We do not admit over age students to school. However, a student who is 21 or
younger and who has completed a GED program, but has not graduated from any
high school will be admitted.

The application for admission and enrollment forms are official government records and it is a
crime to provide false information of any kind or false records for identification. School officials
can ask parents or another adult enrolling a student to provide some evidence that they are
bona fide residents of the school district.

At the time of enrollment, we will request that you disclose whether your child has a food allergy
or a severe food allergy (including the food to which the child is allergic and the nature of the
allergic reaction) that, in your judgment, should be disclosed so that district officials may take
necessary precautions regarding the child’s safety. This information is confidential and will be
disclosed only to those employees who need the information to appropriately care for your child.

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

**Certain Transfers – Victims of Bullying and Sexual Assault**

If you believe that your child is a victim of bullying (see the definition in the Student Code of
Conduct), you may request a transfer to another classroom at the same campus. If we verify that your child is a victim of bullying, the transfer will be made. If the transfer is to
another campus, we will not provide transportation to that campus. Our decision on this
kind of transfer is final and cannot be appealed to the board or any other authority.
If another student in the district is convicted of committing a sexual assault or aggravated sexual assault against your child (see definitions in the Student Code of Conduct), you may request that your child be transferred to a neighboring school district. If the request is granted, we will not provide transportation to the new school district. If you do not want to transfer your child, we will take appropriate steps regarding the other student to ensure that both students are not assigned to the same classroom. Our decision on this kind of transfer is final and cannot be appealed to the board or any other authority.

**Release During the School Day**

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

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

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

**Withdrawing from School**

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

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

**Attendance Requirements**

State compulsory attendance laws generally require all children between the ages of six and 19 to attend school each day that school is in session. Pre-Kindergarten and Kindergarten students are subject to compulsory school attendance rules while they are enrolled in school.

A student who voluntarily remains enrolled after the age of 19 is required to attend school. If the 19 year-old student has more than five unexcused absences in a semester, we may revoke his or her enrollment for the rest of the year. We will issue a warning notice to the
student after the third unexcused absence that enrollment may be revoked for the remainder of the school year if the student has more than 5 unexcused absences in a semester. If we revoke enrollment, the student will be treated as an unauthorized person and may be arrested for trespassing if he or she comes on school property.

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

School officials aggressively enforce the state compulsory attendance laws. If your child, age 12 or older, is absent 3 or more days or partial days during a four-week period without excuse, we will implement truancy prevention measures in hope of minimizing the need to refer to truancy court. If your child age 12 or older is absent from school on 10 or more days or partial days within a six-month period in the same school year, you, the parent, will be referred for prosecution for contributing to truancy and your child will be referred to truancy court.

You will be notified when your child has three unexcused absences within a four-week period or less to advise you that you must monitor your child’s attendance, to inform you that you may be prosecuted, and to request a conference to discuss the absences.

Of course, there are times that children are sick or have other legitimate reasons for being absent from school. Regardless of the age of your child, if she or he is sick and will not be at school that day, you should call the school office to let them know of the absence. Whenever a child is absent from school for any reason, she or he should bring a note signed by you explaining the reason for the child’s absence when she or he returns to school. The principal or someone acting for the principal will make the final decision whether an absence is classified as excused or unexcused. If a child misses three or more consecutive days school personnel may require a doctor’s note in lieu of a parent note to excuse the absences.

If the child does not bring a signed note, the absence will be classified as unexcused. Only 5 parent notes, each semester, will be accepted up to five days after the absence occurs. Absences will not be reclassified after that time. Students ordinarily will not be permitted to make up missed work for credit if the absence is unexcused. A student who is 18 years old is also subject to these compulsory attendance laws. Early releases and tardies may be considered as partial day absences for compulsory attendance purposes (e.g., parent picks up student before the end of the school day).

Although students who are married are legally adults, this fact does not mean that they are not legally required to attend school until they are age 19. Recent changes to the laws on how schools enforced compulsory attendance give us the authority to file charges directly against students who are married, have not graduated from high school, and do not attend school. We will work aggressively with local authorities to make sure that all students who are within compulsory attendance requirements come to school.

**Doctor and Dental Appointments:** Absences for appointments with doctors, dentists, orthodontists, physical therapists, and other health care professionals will be classified as excused absences if the student returns to school on the same day as the appointment and presents a note from the health care provider stating the time of the appointment and the time the student left the doctor’s office. If the appointment is at the end of the school day and the student has been at school all day up to that time, the absence will be excused if the student brings a note from the
health care provider the following day. These excused absences include those for a
student diagnosed with autism spectrum disorder, to attend appointments with
health care practitioners to receive a generally recognized service for persons with
that diagnosis, such as applied behavioral analysis, speech therapy, and occupational
therapy. This provision also applies to excuse the absences of students who are parents
and are absent to take the student’s child for a medical appointment.

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

**Court Appearances:** Absences for required court appearances will be
classified as excused absences upon presentation of the document to the campus
attendance official stating that the student is required to appear in court.

**Foster Care Activities:** Absences for court-required activities attendant to the
student’s being in foster care will be classified as excused absences upon presentation to
the campus attendance official of a copy of the document requiring the student’s
attendance at the activities, provided it is not practicable to schedule the activity outside
of school hours. Absences are also excused if they are required under a foster care service
plan.

**Sounding “Taps” at a Veteran’s Funeral:** Absences by students in
grades 6-12 for the purpose of sounding “Taps” at a veteran’s funeral with military honors
may be excused upon verification that the student provided the service noted.

**Citizenship/Naturalization Activities:** Absences for appearing at a
government office to complete citizenship application paperwork and for taking part in a
United States naturalization oath ceremony will be excused upon verification of the
student’s participation.

**Enlistment in Armed Services or National Guard:** No more than four
absences in the period a student is enrolled in high school will be excused for a student
who is 17 years of age or older in order for the student to pursue enlistment in a branch
of the armed services of the United States or the Texas National Guard. The absence
will be excused upon verification that the student did pursue such enlistment.

**Military Deployment:** No more than five absences in a school year for visiting
with a student’s parent, stepparent, or legal guardian who is on active duty and who is
called to duty for, on leave from, or immediately returned from a continuous deployment
of at least four months away from the person’s regular residence will be excused. The
absences must occur not earlier than 60 days before the date of deployment or 30 days
after the date of return from deployment.

**Election Clerk Activities:** Students who are serving as election clerks or early
voting clerks may receive a maximum of two excused absences in a school year for such
activities.
Attendance and Credit

Separate and apart from the compulsory attendance requirements, students in all K-12 grade levels must attend school a certain amount of time in order to get credit or a final grade for a class for their academic work. State law requires students to be “in attendance” for at least 90 percent of the days or minutes a class is taught during a semester or year. All absences from class, excused or unexcused, are counted in determining whether a student has met attendance requirements for credit or a final grade.

We require students to be in class in attendance 90% of the scheduled days or minutes for course/class credit. Each campus has an attendance committee that will review student attendance records. If the committee decides that extenuating circumstances prevented a student from meeting the minimum attendance for credit standard, the committee can award credit, a final grade or tell the student what additional work or time needs to be completed in order for the student to get credit for the grade level or course. A campus may offer a Saturday school or after school program so students can make up time. Ordinarily a fee is charged for participating in credit make up programs like these. If your child needs this program, the principal will provide complete information about the times and cost before your child is assigned.

You will be notified when your child is in danger of losing credit because of absences and will have the chance to meet with the attendance committee to discuss your child’s situation.

Tardies

Each campus schedule uses a specific class schedule with differing lengths of instructional periods.

Primary and Elementary students arriving after 8:00 a.m. will receive a tardy slip in order to be admitted to class. Students leaving campus prior to afternoon dismissal must be signed out in office. Arriving late or being picked up early will be documented. Students arriving after 9:30 a.m. will be counted absent for the day. Continuous occurrences may result in actions taken by the principal.

Middle School students arriving late to class, but within the first 15 minutes of the class period, are considered tardy and not absent. After 15 minutes the student will be counted absent for that period.

High School students arriving late to class, but within the first 10 minutes of the class period, are considered tardy and not absent. After 10 minutes the student will be counted absent for that period.

Perfect Attendance

To qualify for perfect attendance, a student must be counted present by TEA’s definition every period every day.

Conduct and Discipline

Along with this Student Handbook, you may obtain a copy of the Hudson ISD Student Code of Conduct. The Code of Conduct can be found online at www.hudsonisd.org or obtained in the campus office. The Code of Conduct contains the school district’s requirements for student conduct and behavior while at school or under the school’s jurisdiction. The Code of Conduct
also explains the kinds of disciplinary action school officials can take in response to violations of the rules for student conduct and the steps involved in taking disciplinary action. If you have any questions about conduct or discipline rules, please refer to the Code of Conduct or call your child’s principal.

A student age 21 or older who has been admitted to District schools to complete the requirements for a high school diploma will not be placed in the District’s DAEP in which the District participates for violations of the Code of Conduct. Instead, the District will revoke the student’s admission to the District.

**Dress and Grooming Code**

The District has adopted the dress and grooming standards below to ensure that student attire is consistent with an effective educational environment conducive to learning. The District will restrict dress that results in a disruption to learning or provides safety concerns to the student wearing the attire or to other students or staff. Furthermore, we expect students to come to school in clothes that are clean and neat, and we expect students to exhibit basic cleanliness and grooming that will not distract learning or be a health or safety threat to themselves or to other students or staff.

Extra-curricular activities and organizations may develop guidelines and requirements for participation in their respective organizations, which are above and beyond those required of students, who do not participate in extra-curricular activities or organizations. A copy of these requirements are filed with the principal and given to each student participating in the activity.

**Students must comply with the following guidelines during campus hours 7:00 am – 4:00 pm unless specifically authorized by a campus official.**

**GIRLS** are properly dressed in combinations of skirts and blouses, dresses, culottes, pant combinations, jump suits, overalls, and walking shorts. Extreme styles of clothing may be dealt with on an individual basis. Length of all apparel (i.e., shorts, skirts, dresses or etc.) must be no shorter than 7” from the floor while the student is kneeling. Girls’ shirts and blouses must not expose midriff or cleavage.

**BOYS** are properly dressed in jeans, slacks, suits, dress shirts or sport shirts, walking shorts, jump suits, or overalls. Middle School boys will be clean-shaven except for mustaches. No earrings or makeup may be worn. During the 2017-2018 school year high school male students will be allowed to wear earrings. This is a provisionary policy that may be altered or removed at any time. Extreme styles of clothing may be dealt with on an individual basis. Length of all shorts must be no shorter than 7” from the floor while the student is kneeling. All pants and shorts must fit securely on the waistline so that they do not drop below the waistline exposing undergarments.

Some students, as a matter of style, choose to wear pants or shorts with fashionable holes or tears. These holes or tears must not be higher than 7” from the floor while the student is kneeling.

All students must wear shoes. Hair should be kept neat, clean, and well styled so that students’ eyes are clearly visible at all times. Student’s bangs must not fall below eyebrow level; this includes the corner of the eyes. Unnatural hair colors and distracting hairstyles (such as Mohawks, patterns or designs shaved or cut into the hair or partially shaved heads) are prohibited. Inappropriate tattoos must be covered at all times while students are under the
school’s jurisdiction. Prohibited apparel for grades PreK-12 for boys and girls includes:

1) All hats, caps, or hoodies*

   *hoodies (sweatshirts with hoods are allowed, however the hoods may not be worn over the head)

2) Baggy pants

3) Halter-tops

4) Spaghetti Straps

5) Muscle shirts

6) Tube-tops

7) Cut-off shorts

8) Midriff blouses

9) See-through blouses and shirts

10) Roller skates, roller blades or roller shoes

11) Pajamas or sleepwear

12) “Tights”

   * Including, but not limited to yoga tights, leggings, jeggings, or form fitting pants. Items such as these may only be worn if clothing worn over the “tights” are within dress code.

13) Clothing and accessories such as:

   ➢ Obscene, racial (i.e., rebel flags etc.) offensive slogans or apparel that promotes disruptions, violence, or death (either stated or implied).
   ➢ Displays of alcoholic beverage or tobacco advertisements
   ➢ Displays of marijuana, drug signs, drug slogans, or any other substance that students are prohibited from having or using at school
   ➢ Sexually suggestive pictures, words, or slogans
   ➢ Gang symbols/colors/references
   ➢ Unnaturally colored contact lenses
   ➢ Students will not be allowed to wear body jewelry (i.e., gauges, plugs, tongue rings, *nose rings, eyebrow rings, etc.) *Small nose studs are allowed for female students on the High School campus.
   ➢ Pocket or belt loop chains
   ➢ Any extreme leisurewear is prohibited for school dress.
   ➢ Bandanas and do-rags will not be allowed on campuses.
   ➢ Sunglasses will not be worn inside buildings

If the principal or designee determines that a student is in violation of the dress code the following procedures will be followed:

All offenses for violation of the dress code may result in the student changing into appropriate clothing to wear and/or being disciplined at the discretion of the campus administrator.
Repeated offenses may result in more serious disciplinary action and confiscation of inappropriate accessories.

**All areas of student dress and rapidly changing styles cannot be anticipated or covered in this document. The specific areas addressed are strictly forbidden. Those areas not mentioned remain at the review and discretion of the campus principal or his/her designee.**

**Cell Phones**

All cell phones must be turned off and not used or visible during school hours 7:00 am – 3:30 pm unless specified by school administrators. Therefore, cell phones should only be used before 7:00 am or after 3:30 pm and with teacher and administrative authorized permission for instructional purposes. High School students can use their cell phones during lunch in designated areas only. Failure to comply with this policy will result in the confiscation of the cell phone (including SIM card, battery, etc.) for a time period to be determined by each campus. In addition, a fee may be assessed for the phone to be returned to the owner at the end of the instructional day. In reference to TEC 37.082, each individual campus shall use discretion in reference to policy for cell phone retrieval.

**Electronic Devices**

Electronic/digital devices, such as cell phones, iPods, iPads, Kindles, headphones, cameras, MP3 players, tablets, etc., are allowed on campuses for instructional and educational uses during designated times, as set forth by teachers and administrators. Failure to comply will result in the confiscation of the above mentioned electronic devices for a time period to be determined by each campus. Please be aware that students who bring electronic devices/cell phones to school are responsible for possible loss, theft, or damages of the items while attending a school or a campus function.

*Please note that there are further regulations and liability information in regards to electronic devices that students will be held accountable to on the district website at [www.hudsonisd.org](http://www.hudsonisd.org) within the "Digital Devices Handbook.”*

**Deliveries to Campus**

Students are prohibited from receiving any item that may cause disruption to the learning process. Items that are delivered to school such as balloons, flowers, or gifts for a student will be held in the office. Parents will be contacted to retrieve such items if this occurs.

**High School Prom/Winter Formal**

Guests of high school students that are over the age of 20 must have principal approval to attend the event. The high school student must make the request in the office at least 30 days in advance of event.

**Harassment of Students**

We prohibit students from sexually harassing other students and from sexually harassing employees; we also prohibit harassment based on anyone’s race, color, religion, gender (including pregnancy), national origin, or disability. Likewise, we prohibit students from bullying each other. Engaging in harassment or in bullying, including cyberbullying is a violation of the Student Code of Conduct. We, of course, prohibit employees from having any kind of sexual
contact or romantic relationship with students enrolled in our schools, even if the student is willing and the parents do not object. See the Student Code of Conduct for a complete description of the offense of “harassment” and possible disciplinary consequences.

If you or your child has a complaint about sexual comments, conduct, contact or harassment or any other inappropriate conduct by a school employee, do not hesitate to contact the school principal or the Title IX coordinator whose name appears at the beginning of this Handbook regarding sexual harassment or the superintendent regarding any other harassment or bullying. We will listen to your concern and conduct a prompt investigation, if warranted based on the allegations. We also will look into reports that other students have been making sexual or other harassing comments or engaging in bullying or sexual or other inappropriate conduct. Harassment may ultimately be reported to law enforcement.

Although we will provide you a general report of the results of our investigation of sexual harassment complaints, the same federal law that protects the confidentiality of information about your child (see Family Educational Rights and Privacy Act, p. 11), protects the confidentiality of information about the student you reported for investigation. In other words, we will not ordinarily disclose to you the actual discipline imposed on another student, unless that student’s parents give us permission to disclose that information. If the complaint is about an employee’s conduct, we will inform you of the results of the investigation and of the general action taken in response if there is a finding of wrongdoing on the employee’s part.

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

The District’s policy on discrimination, harassment, and retaliation is included in this handbook as Appendix A.

**Searches of Students, Lockers, and Vehicles on School Property**

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

Lockers are school property and remain under the school’s control at all times. Lockers can be searched at any time. The school district reserves the right to have students clean out their lockers two to four times a year. Because students are responsible for any contraband that is found in their lockers and will be disciplined accordingly, they should not give any other student the combination to their locker or otherwise let anyone else have access to their lockers.

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

We periodically bring in trained dogs to sniff around vehicles parked on school property or within 300 feet of school property. If the trained dog alerts to a vehicle, that alert provides a reasonable basis to search the car. We will always ask the student for permission to search when a dog alerts or when we have any reasonable basis, such as a reliable tip, to search the vehicle. If the student does not consent, we will ordinarily contact a parent and local law enforcement and turn the matter over to the police. Because students are responsible for any contraband that is found in a vehicle they have parked on school property and will be
disciplined accordingly, they should be aware of and very careful about what goes on in any vehicle they drive to school.

**Student Drivers**

Students may apply for a parking permit by submitting a copy of a valid driver’s license, proof of financial responsibility, and the fee of $15.00. The fee is not refundable. Students who drive to and from school and who park on school property will be subject to the same initial and random drug testing requirements as students who participate in school-sponsored extracurricular activities. In addition to any other sanctions that may be imposed based on a student driver’s participation in school-sponsored extracurricular activities, a student who has a positive test result will not be permitted to park on school property for 30 school days. After this 30-day period and upon subsequent testing with a negative test result, the student will be permitted to park on school property.

**District Transportation**

All students who use district transportation shall board buses at authorized stops. Authorized bus stops shall be designated annually by the Superintendent or designee. Bus drivers will only load and unload passengers at authorized bus stops.

For temporary changes regarding student transportation, parents are required to submit a notice in writing no later than 1:00 PM on the date the change is to be made to the campus administration. In addition, parents are also required to notify the transportation department by calling (936)875-9302 or (936)875-9402.

We provide transportation on school buses to and from school for all children who live in the school district. Riding the bus is a continuation of the school day, and students are required to comply with the school bus rules and the rules found in the Student Code of Conduct while on the bus or at authorized school bus stops while waiting for the bus. Students who misbehave or violate the Code of Conduct and/or Bus Rider Rules while on the bus will be disciplined according to the Code of Conduct and may be suspended from the bus for a period of time determined by the campus administrator and the Transportation Director.

*In addition to the loss of bus riding privileges, the campus administrator may enforce consequences listed in the Student Code of Conduct.*

Video cameras may be used in District vehicles to promote compliance with the rules of conduct. Videotapes are protected student records subject to the provisions in the Policies and Procedures Manual FL.

**Bus Rider rules can be found on-line at [www.hudsonisd.org](http://www.hudsonisd.org).**

**Questioning Students at School**

As school officials, we have the right to question your child about his or her own conduct at school and, in the investigation of alleged misconduct by other students or employees, to question him or her about the conduct of others. We expect students to cooperate in this process, and the refusal to cooperate will be treated as insubordination and disciplined accordingly. We will not ordinarily contact you before questioning your child about his or her own conduct or about the conduct of other students or employees, but certainly will contact you as provided in the Student Code of Conduct if our investigation shows that your child has violated school conduct rules. The Code of Conduct provides a complete explanation of the discipline
processes and when you will be contacted. Our investigation of possible violations of the Code of Conduct is not a criminal proceeding, and there is no such thing as “taking the Fifth” or a student’s right not to incriminate himself or herself in a school discipline investigation. Sometimes law enforcement officials or investigators from Child Protective Services (CPS) ask to interview students at school. In the case of an investigator from Child Protective Services conducting a child abuse or neglect investigation, we are required by state law to permit the investigator to talk to the child at school. We will also make every effort to cooperate with law enforcement officials conducting an investigation that requires talking to students. Ordinarily, we will attempt to contact you before the interview by an outside person takes place. However, if the CPS investigator or the law enforcement official asks or tells us not to contact you, we will comply.

**Pledge, Prayer and Meditation**

Students shall recite both the pledge to the United States and Texas Flags. The school may exempt a student on written request of the student’s parent/guardian. The school will provide for an observance of one minute of silence following the pledges. Students may choose to reflect, pray, meditate, or engage in another silent activity that does not interfere or disturb another student.

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

**Integrated Pest Management**

Hudson ISD periodically applies pesticides inside buildings. Except in an emergency, signs will be posted 48 hours before application. A copy of the district’s Integrated Pest Management Policy will be housed in the Principal’s Offices of each building, Administration Office and Maintenance Building. All inquiries concerning this policy should be directed to the Hudson ISD Integrated Pest Management Coordinator, Mr. Rusty Owen at 936-875-9226 or Email: rustyowen@hudsonisd.org.

**Asbestos Awareness**

Hudson ISD has contracted with ERI Consulting, Inc. for inspection and management plans completed prior to October 1988. Asbestos containing material has been removed or is being managed under an approved management plan. The Asbestos Management Plan may be reviewed in the Maintenance Office.

**CURRICULUM AND PROGRAMS**

**General Curriculum Information**

Hudson ISD operates a Pre-K—12 program that meets all state curriculum requirements. Schools are organized by grade level, with separate campuses for primary (grades PreK-2) elementary (grades 3-5), middle school (grades 6-8), and high school (grades 9-12).

Full-day Kindergarten is available for all children who are at least five years old on or before September 1.
A full-day pre-kindergarten program is available for children who are at least four years old on September 1 and who are eligible because they:

1. They cannot speak or understand English
2. They are homeless as defined by federal law
3. They are educationally disadvantaged
4. they are the child of an active duty member of the armed forces, including a National Guard member ordered to active duty;
5. they are the child of member of the armed forces, including a National Guard member, who was injured or killed while on active duty;
6. they are or ever have been in the conservatorship of the Department of Family and Protective Services, after an adversary proceeding;
7. is the child of a person eligible for the Star of Texas award (seriously injured in the line of duty) as:
   (a) a peace officer under Section 3106.002, Government Code;
   (b) a firefighter under Section 3106.003, Government Code; or
   (c) an emergency medical first responder under Section 3106.004 Government Code.

Special Programs

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

Special Education: Hudson ISD provides special education and related services for students with disabilities according to individualized plans developed by teachers, parents, school counselors, and other professionals. Hudson ISD decides whether a student needs special education after a complete comprehensive assessment has been done. Parents/Legal Guardians have the right to request an evaluation of their child for Special Education at any time. Please contact Leslie March, Special Education Director at 936-875-9384 or your campus administration to receive full information about our special education programs.

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

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

**Gifted and Talented Students:** Some children demonstrate or show a potential for demonstrating a remarkably high level of accomplishment when compared to other children of similar age, experience, or environment. These children may perform at a very high level in an intellectual, creative, or artistic area, show an unusually high capacity for leadership, or excel in a particular academic field. We provide a variety of programs, activities, and learning opportunity for these students.

**Accelerated Instruction/Students At-Risk:** Some students do not qualify for special education programs or Section 504 accommodations but still need some additional assistance to be successful in school and complete the high school program. We provide tutorial programs and intensive or accelerated instruction in subjects where students are showing special difficulty and may provide specially focused instruction to improve students’ language and math skills.

We will not remove your child from a regularly scheduled class in order to provide remedial tutoring or test preparation if that removal would cause the student to miss the regularly scheduled class more than 10 percent of class time, unless you provide written consent for removal from the class for remedial tutoring or test preparation.

**Physical Education Programs**

Students in grade K-5 will participate in 135 minutes per week or 30 minutes a day of moderate or vigorous physical activity. Structured recess will count towards this requirement. Students in grades 6-8 will participate in at least 30 minutes per day or 135 minutes per week of moderate physical activity for at least four semesters during those grade levels. Additionally, campuses with block scheduling will participate in moderate or vigorous activity for at least 225 minutes during each two week period. A student who is unable to participate in physical activity because of illness or disability, or a middle school student who participates in an extracurricular activity with a moderate or vigorous activity component that is considered a structured activity under the rules adopted by the Commissioner of Education may be exempted. As required by state law, we will annually assess the physical fitness of students in grades 3-12. You may request the results for your child in writing at the end of the school year.

**Counseling Programs and Services**

Each secondary campus has one or more counselors who are available to help students with questions about planning their course of instruction, completing applications to college or other post-secondary education and training programs, qualifying for scholarships and financial assistance, and solving other academic issues or problems. We also have trained school counselors available to talk and listen to students about situations and experiences that may be affecting their ability to get all they can from their instructional program. We encourage students to seek the assistance of school counselors whenever there is a need. Counselors can also refer students or parents to other sources of assistance.
Standardized Testing

SAT/ACT (Scholastic Aptitude Test and American College Test)

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the school counselor early during their junior year to determine the appropriate exam to take; these exams are usually taken at the end of the junior year.

STAAR (State of Texas Assessments of Academic Readiness)

Grades 3–8

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

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

*Pending legislative changes*

Successful performance on the reading and math assessments in grades 5 and 8 is required by law, unless the student is enrolled in a reading or math course intended for students above the student’s current grade level, in order for the student to be promoted to the next grade level. See Promotion, Retention and Award of Credit on page 31-32 for additional information.

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

STAAR-L is a linguistically accommodated assessment that is available for certain limited English proficient (LEP) students, as determined by the student’s Language Proficiency Assessment Committee (LPAC). A Spanish version of STAAR is also available to students through grade 5 who need this accommodation for certain subjects.

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

Beginning with ninth graders in the 2013-2014 school year, end-of-course (EOC) assessments are administered for the following courses:

- Algebra I
- English I & English II
- Biology
- United States History

Satisfactory performance on the applicable assessments will be required for graduation.

There are three testing windows during the year in which a student may take an EOC
assessment, which will occur during the fall, spring, and summer months.

Secondary students in core curriculum courses will take and generally must pass five end-of-course examinations; students who are unsuccessful on no more than two of those assessments may graduate under a plan established by an Individual Graduation Committee. (Students who fail to pass may retake the test each time it is offered).

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

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

Also see Grading and Report Cards on page 30, and Graduation on page 36-38 for additional information.

**TSI (Texas Success Initiative)**

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

**Grading and Report Cards**

Teachers establish their grading standards, including penalties for late work, but those standards must be consistent with guidelines approved by the campus principal. If you have a question about a grade your child receives on an assignment, you should talk first with the teacher. An exam or course grade issued by the teacher is final and will not be changed unless we determine that it was arbitrary, erroneous, or not consistent with the grading standards and policy.

Report cards will be sent home at the end of each grading period. If your child is having trouble in a class, the teacher may ask you to schedule a conference. We encourage you to attend those conferences. Progress reports will no longer be sent to all students. If you choose to receive a progress report by mail, you must submit a written request. If a parent request is not completed, a student’s grades may be viewed online through Family Access. This is a web-based information center designed to allow parents to view their student’s grades, attendance and other records. Further explanation of Family Access can be found on page 50 of this handbook.

With the report of grades for the first grading period of the school year, we will inform you of the most recent performance rating of your child’s campus under the state’s Academic Excellence Indicator System, along with a definition and explanation of each performance rating.
Promotion, Retention, Award of Credit

Students are promoted from grade to grade or awarded credit for a course based on their mastery of the knowledge and skills that will let them be successful at the next grade level. In secondary grades, students receive credit for a course when they have met all the state and local requirements for that credit.

Subject to grade level requirements, students must participate in the state assessment program. Students must pass the state assessment in the fifth and eighth grades—or pass an alternate test if he or she does not pass after three tries on the STAAR—in order to be promoted to the sixth and ninth grades. Students in the fifth or eighth grade who are taking courses above the student’s grade level will substitute subject tests appropriate to the grade level, which may include end-of-course examinations in courses for which the student may receive high school graduation credit. If your child does not pass the STAAR after the first administration at a grade level, we will provide intensive instruction in your child’s area(s) of academic weakness. Contact your principal for more information.

A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of 70 based on course-level or grade-level standards. If a student in grades 1-12 wishes to accelerate to the next grade level or earn course credit without having received prior instruction in the grade level or course, the District shall offer opportunities in accordance with state law and State Board rules for the student to take a Board-approved examination for this purpose. This policy covers the possibility to allow a student to attain course credit through a process termed “credit by examination.” Further information regarding additional methods of acquiring credit and grade acceleration can be found in Board Policy Codes EHDC Legal & Local, and EHDB Local as well as the campus administration.

Primary, Elementary, and Middle School

To be promoted to the next grade level, a student shall attain for the year, an overall average of 70 on a scale of 100 based upon course-level, grade-level standards (TEKS) for core subject areas and a grade of 70 or above in Reading and Math.

Grades 9-12

To receive credit for a course, a student must maintain an average of 70 or above. Districts may award credit semester by semester for a full year (one unit) course.

A student in grades 9-12 shall be placed in a below-grade-level course only when meeting (one or more) of the following criteria:

1. The student has scored (one or more) years below grade level on the District’s standardized achievement test.
2. The student has failed to demonstrate mastery on (one or more) areas of the most recent TAKS or STAAR Test.
3. The student has been recommended, based on prior performance in academic courses, by the teacher, principal, or counselor.

Grade Classification

Students are assigned to specific grade levels when they have earned the appropriate number of credits. Students will be placed in the proper grade at the beginning of the school year.
They will remain in that grade level and participate in the activities of that grade level for the remainder of the school year. Senior status will be individually determined based upon expected graduation date. Students falling behind in credits may be required to attend summer school and/or enroll in HHS Credit Recovery Program to earn additional credits.

<table>
<thead>
<tr>
<th>Grade Placement Units of Credit Earned</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Seniors (12) must have earned at least:</td>
<td>19 or more credits</td>
</tr>
<tr>
<td>Juniors (11) must have earned at least:</td>
<td>13 – 18.5 credits</td>
</tr>
<tr>
<td>Sophomores (10) must have earned at least:</td>
<td>6 – 12.5 credits</td>
</tr>
<tr>
<td>Freshman (9) will have earned less than:</td>
<td>0 – 5.5 credits</td>
</tr>
</tbody>
</table>

**3 Year Graduates/Early Graduation**

To be considered for early graduation, the student is expected to:

- Declare the intent to graduate early by submitting an intent statement to the appropriate grade level counselor. The intent statement must include a plan for early graduation outlining how all graduation requirements shall be met and a statement declaring how the student will benefit from early graduation.
- Student, parent, counselor, and principal must all agree to the plan by signing the submitted intent statement.
- Student must meet the graduation requirements of Hudson ISD, and
- Students must meet state assessment requirements.

**Media Facilities, Hours, and Access**

Each school has a media center available for student research and study, with resources appropriate for needs of the grades served by the campus. The media center is supervised by a Learning Resource Media Specialist or an aide.

If you have a concern about media materials available to your child, please contact the Learning Resource Media Specialist, teacher, or the campus principal.

**Educational Technology and Acceptable Use**

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

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

1. Unauthorized use of copyrighted material, including violating District software
licensing agreements or installing any personal software on district equipment without approval of the Technology Coordinator.

2. Viewing, posting or distribution of messages that are obscene, vulgar, profane, harassing, sexually oriented, sexually explicit, pornographic, offensive to others, threatening to others, or illegal, because a significant part of the District’s educational mission is to inculcate or instill the habits and manners of civility and to teach students the boundaries of socially appropriate behavior.

3. Personal political use to advocate for or against a candidate, office-holder, political party, or political position. Research or electronic communications regarding political issues or candidates shall not be a violation when the activity is to fulfill an assignment for class credit.

4. Viewing or participating in social network sites or chat rooms other than those sponsored and overseen by the district.

5. Tampering with anyone else’s computer, files, or e-mail.

6. “Hacking,” i.e., attempting unauthorized access to any computer whether within the district’s network or outside it.

7. Any use that would be unlawful under state or federal law.

8. Unauthorized disclosure, use, or distribution of personal identification information regarding students or employees.

9. Forgery of electronic mail messages or transmission of unsolicited junk e-mail chain messages.

10. Use that violates the student code of conduct.

11. Use related to commercial activities or commercial gain.

12. Advertising for the purchase or sale of any product.

13. Visiting an unauthorized website or any website without permission.

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

**OF SPECIAL INTEREST TO STUDENTS**

**Extracurricular Activities**

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

Student clubs and performing groups such as band, choir, dance, and athletic teams may
establish standards of behavior – including consequences for misbehavior – that are more strict 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. Students who have been suspended or assigned to In-School suspension (ISS) may not participate in any extra-curricular activities, field trips, rewards incentive activities, or assemblies until they have completed their ISS assignment. Club organizations are as follows:

ART CLUB
BASS CLUB (grades 7-12)
CIA (CHRISTIANS IN ACTION)
FCA (FELLOWSHIP OF CHRISTIAN ATHLETES)
FFA
HOSA CLUB (HEALTH OCCUPATIONS STUDENTS OF AMERICA)
INTERACT CLUB (SERVICE CLUB SPONSORED BY ROTARY)
KEY CLUB (SERVICE CLUB SPONSORED BY KIWANIS)
KYSSED CLUB (DRUG FREE ORGANIZATION, GRADES 9-12)
MOUS CLUB

NATIONAL HONOR SOCIETY – Local chapter (Pine Tree) – The Pine Tree Chapter of the National Honor Society of Secondary Schools is an organization that recognizes and encourages character, scholarship, service, and leadership. To be eligible for consideration in the National Honor Society, students must have attained at least a junior rank, must have attained an overall high school average of 4.25, must have completed the application process by the established deadlines, and must have enrolled in the district for at least one semester. Records on those students who have met these criteria are then submitted to a faculty council appointed by the High School Principal. The faculty council’s decision is based on the council members’ knowledge of the individual students, school records and information provided by the students. It should be noted that no student is guaranteed membership in the Chapter based solely on academics. Discipline problems or a lack of student involvement in the school or the community may result in non-selection. Other factors may also result in non-selection and will be reviewed on an individual basis.

Applying Juniors and Seniors are given consideration once a school year of which occurs during the fall semester. Students may be dismissed from the Chapter for failing to maintain standards of character, leadership, scholarship, or service. Flagrant violations of school standards of civil laws may result in student dismissal without warning. Students who are dismissed or resign membership are permanently ineligible for membership in the Honor Society.

SCIENCE CLUB
SPANISH CLUB
STACK CLUB (DRUG FREE ORGANIZATION, GRADES 6-8)
STUDENT COUNCIL
WEBMASTERING ASSOCIATION
Participation in extracurricular activities is a privilege, not a right. By state law, students must make a passing grade in all their classes in each grading period in order to be eligible to participate in any extracurricular performance or competition in the next grading period, unless the failing grade was received in an advanced or honors course. Students who are ineligible because of one or more grades below 70 will be allowed to practice or rehearse during a suspension, but cannot perform or compete. If the student raises the grade(s) to passing within three weeks, he or she will regain eligibility to perform or compete.

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

To ensure the health and safety of our student athletes and others who participate in extracurricular activities, we have implemented a random drug-testing program. At the time your child expresses an interest in participation in an activity subject to the drug testing program, you and your child will receive complete information about the program, which is a requirement for participation in affected activities. The U.S. Supreme Court has ruled that schools do not violate the 4th Amendment, prohibiting unreasonable searches, when they implement a drug testing program for all students who are voluntary participants in extracurricular activities. Please contact the high school principal if you would like more information about this program.

Our secondary schools have established a limited open forum that permits students to meet on school premises during non-instructional time before or after school in groups that are not related to the curriculum. Meetings of these groups must be student-initiated and student-run. School employees cannot be sponsors of these groups, and adults from outside the school system cannot direct, conduct, control, or regularly attend these meetings.

A student shall be allowed in a school year a maximum of ten (10) extracurricular absences not related to post-district competition, a maximum of five (5) absences for post-district competition prior to state, and a maximum of two (2) absences for state competition. Additional absences shall be considered on a case-by-case basis.

**Student Publications/Distribution of Materials**

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

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

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

**Graduation Plans**

Under State Board of Education rules, students have a variety of graduation plans to choose from, depending on when they first began high school. Students who began ninth grade in 2007-2008 and after must complete the Recommended Program or Distinguished Achievement Program, unless you, your child, and the counselor or principal agree that your child should be permitted to take courses under the Minimum Program. The Minimum and Recommended programs and a basic description of their requirements are described in the chart below.

**Graduation Requirements**

<table>
<thead>
<tr>
<th>Subject Areas</th>
<th>Regular Program</th>
<th>Recommended Program</th>
<th>Distinguished Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4 units</td>
<td>4 units</td>
<td>4 units</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3 units</td>
<td>4 units</td>
<td>4 units</td>
</tr>
<tr>
<td>Science Foreign</td>
<td>2 units</td>
<td>4 units</td>
<td>4 units</td>
</tr>
<tr>
<td>Lang. Social</td>
<td>None</td>
<td>2 units</td>
<td>3 units</td>
</tr>
<tr>
<td>Studies</td>
<td>2 ½ units</td>
<td>3 ½ units</td>
<td>3 ½ units</td>
</tr>
<tr>
<td>Economics</td>
<td>½ unit</td>
<td>½ unit</td>
<td>½ unit</td>
</tr>
<tr>
<td>Physical Ed.</td>
<td>1 unit</td>
<td>1 unit</td>
<td>1 unit</td>
</tr>
<tr>
<td>Health Ed.</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Technology</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>1 unit</td>
<td>None</td>
<td>1 unit</td>
</tr>
<tr>
<td>Speech</td>
<td>½ unit</td>
<td>½ unit</td>
<td>½ unit</td>
</tr>
<tr>
<td>Academic Electives</td>
<td>1 unit</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Electives</td>
<td>6 ½ units</td>
<td>5 ½ units</td>
<td>4 ½ units</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>22 units</strong></td>
<td><strong>26 units</strong></td>
<td><strong>26 units</strong></td>
</tr>
</tbody>
</table>

**RECOMMENDED HIGH SCHOOL PROGRAM**

To receive a high school diploma, a student must complete the following:
- academic and elective credits specified in the Recommended High School Program
- state mandated test requirements

**DISTINGUISHED ACHIEVEMENT HIGH SCHOOL PROGRAM:**

To receive a high school diploma, a student must complete the following:
- academic and elective credits specified in the Distinguished High School Program
- state mandated test requirements
- advanced measure requirements

**Advanced Measure requirements:**
Students must achieve any combination of four (4) of the following advanced measures:
- original research/project that is (A) judged by a panel of professionals in the field that is the focus of the project; or (B) conducted under the direction of mentor(s)
and reported to an appropriate audience; and (C) related to the required curriculum.

- College courses with a grade of 3.0 or higher (dual, concurrent, or tech prep)
- PSAT (recognition as a Commended Scholar or higher)
- College Board AP Exams (with scores of 3 or above)

State Board of Education rules at 19 T.A.C. § 74.11 (d)(7)(C) permit the district to seek approval for students to obtain PE credit based on participation in Olympic-level participation or competition or private or commercially–sponsored physical training to substitute for PE instruction. For Olympic-level programs, the student may miss PE only and be dismissed for only one hour per day. For private or commercial activities, the student cannot miss any portion of the school day.

**Personal Graduation Plan:** If your child is in Middle School and does not perform successfully on any state assessment or if we determine that your child is not likely to receive a high school diploma within the fifth school year following enrollment from the beginning the 9th grade, you will be asked to participate in developing a personal graduation plan for your child. That plan will identify your child’s education goals and will take into consideration your educational expectations for your child. Should a personal graduation plan be appropriate for your child, the school counselor and principal will contact you with more specific information.

**Graduation Changes due to House Bill 5:**

Beginning with the 2014-15 school year, every student entering ninth grade or above shall, in consultation with a school counselor and the student’s parent(s), develop, confirm, and sign a personal graduation plan indicating the student’s choice of graduation plans and endorsements. Each plan shall identify a course of study that promotes college and workforce readiness and career placement and advancement. For more complete information, please contact the high school principal or school counselor.
This page is a Summary of Graduation Requirements for students entering grade 9 in the year of 2013-14 and thereafter.

<table>
<thead>
<tr>
<th>Foundation Plan – 22 Credits</th>
<th>Endorsements – 26 Credits</th>
<th>Distinguished – 26 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Requirements:</strong></td>
<td><strong>Requirements:</strong></td>
<td><strong>Requirements:</strong></td>
</tr>
<tr>
<td>English Language Arts - 4 Credits</td>
<td>• Foundation Program</td>
<td>• Foundation Program</td>
</tr>
<tr>
<td>English I</td>
<td>• Proper course selection to meet the following areas:</td>
<td>• At least one endorsement</td>
</tr>
<tr>
<td>English II</td>
<td>STEM</td>
<td>• Algebra II must be included</td>
</tr>
<tr>
<td>English III</td>
<td>STEM Math - 2 Math</td>
<td>Eligible for top 10% Automatic Admission</td>
</tr>
<tr>
<td>Advanced English</td>
<td>credits after Algebra 2</td>
<td></td>
</tr>
<tr>
<td>Mathematics - 3 Credits</td>
<td>or</td>
<td></td>
</tr>
<tr>
<td>Algebra I</td>
<td>STEM Science - 2 Science</td>
<td></td>
</tr>
<tr>
<td>Geometry</td>
<td>credits after chemistry and physics</td>
<td></td>
</tr>
<tr>
<td>Advanced Math</td>
<td>Business and Industry</td>
<td></td>
</tr>
<tr>
<td>Social Studies - 3 Credits</td>
<td>1 Math credit</td>
<td></td>
</tr>
<tr>
<td>World History Studies</td>
<td>1 Science credit</td>
<td></td>
</tr>
<tr>
<td>US History</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Government</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Economics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Science - 3 Credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IPC or Advanced Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foreign Language or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Substitute – 2 credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fine Arts - 1 Credit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fine Arts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Education – 1 credit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electives - 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Graduation Honors/Class Ranking/GPA</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final rank in class, for purpose of determining valedictorian, salutatorian, and honor graduates, is calculated at the completion of the 3rd nine weeks of the senior year and upon receiving final Dual credit course grades from Angelina College.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Under state law, students who are ranked in the top 10% of their graduating class are generally eligible for automatic admission to all Texas state colleges and universities, including the Texas A&amp;M University system. The University of Texas has increased its automatic admission</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
percentage to the top 7% of the graduating class for incoming 2014 Freshmen. The counselor will provide more detailed information about this opportunity during a student’s first year of high school, including information about eligibility for financial aid. Please contact the counselor at any time for information.

Rank in class for purposes of determining which students are in the top 10% of their graduating class and, thus, eligible for automatic admission to a Texas general academic teaching institution will be calculated at the beginning of the 12th grade, after the completion of 2nd semester of the 12th grade, and at the completion of 3rd nine weeks of the senior year and upon receiving final Dual credit course grades from AC. The number of students in the top 10% for automatic admission to a Texas college will not exceed the mathematical calculation of 10% of the number of students in the graduating class.

Some courses, such as AP courses*, Pre-AP courses, Advanced courses, and Dual credit courses are weighted ten (10) extra points when calculating GPA. We use a weighted grade point/grade average system that is designed to recognize the relative difficulty and effort required for the course. The additional grade point/points on the grade are used solely for ranking purposes and will not be reflected in the grades recorded on your child’s official transcript or Academic Achievement Record.

*Only if course is completed and AP exam is taken.

**High School Ranking** – Students must be enrolled and attend Hudson ISD for a minimum of two years, both 11th and 12th grades, to be eligible for salutatorian or valedictorian honors. Academic honors for graduation will be determined by cumulative grade point average at the end of the third nine weeks. The following courses will NOT be used in averaging: high school courses taken in middle school.

**Grade Point Average Scale:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Regular Courses</th>
<th>Advanced Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>5.0</td>
<td>6.0</td>
</tr>
<tr>
<td>90-99</td>
<td>4.0-4.9</td>
<td>5.0-5.9</td>
</tr>
<tr>
<td>80-89</td>
<td>3.0-3.9</td>
<td>4.0-4.9</td>
</tr>
<tr>
<td>70-79</td>
<td>2.0-2.9</td>
<td>3.0-3.9</td>
</tr>
<tr>
<td>60-69</td>
<td>1.0-1.9</td>
<td>2.0-2.9</td>
</tr>
<tr>
<td>50-59</td>
<td>0.0-0.9</td>
<td>1.0-1.9</td>
</tr>
<tr>
<td>40-49</td>
<td>0</td>
<td>0.0-0.9</td>
</tr>
</tbody>
</table>

The valedictorian and salutatorian will be the highest and next highest-ranking eligible student in the graduating class. Eligible students whose class ranking places them in the top ten percent of their graduating class will be recognized as Honor Graduates.

Academic honors for graduation shall be determined by cumulative grade point average calculated two weeks prior to graduation using grades from the last completed grading cycle. All courses that are or may be used to satisfy state graduation requirements will be used in the computation of GPA. This will include correspondence, dual-credit, or on-line courses pre-approved by the campus administration. Credit by examination, credit recovery courses, and courses that receive only a pass/fail grade will not apply.
Graduation Exercises

Graduation exercises are held at the end of the school year. With one legally required exception, only those students who have completed all state and local requirements for receiving a diploma, including passing the requisite number of end-of-course examinations or fulfilling requirements established by an Individual Graduation Committee, are eligible to participate in graduation exercises. All students who have completed all graduation requirements, whether in three years or four years, are eligible to participate in graduation exercises. Official diplomas are not distributed at the graduation ceremony, but must be picked up from the high school administrative office during office hours following the graduation ceremony. Middle School students must settle all accounts owed (i.e., lost or damaged textbooks, cafeteria charges, etc.) before they will be allowed to participate in the graduation ceremony. High School students must also settle all accounts for monies owed prior to receiving their diploma.

Participation in graduation exercises is a privilege, not a right. Students who do not comply with dress, grooming, and conduct standards for the ceremony will be removed from the ceremony. Graduating students who were assigned to the district’s Disciplinary Alternative Education Program through the end of school year and successfully completed their term of assignment in the DAEP without further disciplinary action will be allowed to take part in graduation ceremonies.

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

OF SPECIAL INTEREST TO PARENTS

Parent Rights

Academic Programs: You can ask the principal to change your child’s teacher or class assignment; however, the principal is not required to make the reassignment and will not do so ordinarily if that change would affect the assignment or reassignment of another student.

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

You can ask that your child be permitted to attend a class for credit above his or her grade level. If the counselor and child’s current and prospective teacher expect that the child can perform satisfactorily in the class, the request will not be unreasonably denied.

Teaching Materials: You may review all teaching materials, textbooks and other teaching aids used in your child’s classroom, and you may also review all tests administered to your child after the test is given. To review these materials, please contact the principal, who will make arrangements to provide you access to those materials at school during regular school hours.
**Records and Other Information:** As we stated in the “Required Notices” section of this Handbook, you have a right of access to all written educational records that we maintain concerning your child. You also can receive full information about any and all school activities in which your child is involved. However, as we explained in the section on “Questioning Students at School,” we must comply with a request or directive from a Child Protective Services investigator regarding contact with or information to parents about an investigation.

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

- safety purposes, including maintaining order and discipline in common areas of the school or on school buses; or
- a purpose related to a co-curricular or extracurricular activity; or
- a purpose related to regular classroom instruction; or
- Video surveillance of special education settings in accordance with Texas Education Code section 29.022; or
- media coverage of the school.

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

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

**Campus Performance and Accountability:** We will keep you informed annually of your children’s campus ratings and whether the campus has been identified under state and federal law as one that needs improvement. If the campus is so identified, we will inform you of your rights regarding school choice and transportation at that time. You will receive information with your child’s report card for the first reporting period of each year related to the campus performance rating under the state accountability system.

**School Marshals:** You may request in writing to be informed in writing whether any school employee at your child’s campus is currently also appointed as a school marshal; however, we will not disclose the identity of that person.

**Certification Notification:** At the beginning of the school year the district will provide to the parents on request information regarding the professional qualifications of the student’s classroom teachers, including, at a minimum, the following information:

- 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 is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
• The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
• Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Emergency Info

• SHELTER IN PLACE: This procedure will be used in any situation other than weather that may be a hazard to health or life threatening. This means all windows and doors will be locked and the air conditioning system will be shut down. No one will be allowed to enter or leave a building that has activated SHELTER IN PLACE procedures. This means parents will not be able to pick up children from school. It is safer to keep the students inside the building rather than expose them to possible harm by allowing them to leave the building. Once the “ALL CLEAR” is given, students, and teachers will return to their regular activities or a parent/student reunification (student pickup) program may be initiated. If a school is sheltering in place, parents should also shelter in place at home.

• SHELTER IN PLACE, WEATHER ONLY: This procedure will be used when weather conditions exist that may place a school or schools in immediate danger. Students and staff will be sheltered inside buildings away from outside windows or doors. Buildings will be open for entry only. There will be no exit until the “ALL CLEAR” is given. When the “ALL CLEAR” is given, normal activities may resume or a parent/student reunification (student pickup) program may be initiated.

• LOCKDOWN: This procedure will be used when an intruder invades the premises or there is imminent danger to the campus. All doors, windows, and classrooms will be locked. Students and teachers will remain in their classrooms until the “ALL CLEAR” signal is given. Under lockdown procedure, no one will be allowed to enter or leave the building. Parents will not be allowed to pick up children from school. The local authorities will provide assistance, if needed. Once the “ALL CLEAR” is given, students and teachers will return to their regular activities or the parent/student reunification (student pickup) process will go into effect.

• TERRORISM: According to federal law, terrorism is the unlawful use of force or violence committed against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.

• WEAPONS OF MASS DESTRUCTION (WMD): According to the FBI, weapons of mass destruction may be simply defined as:
  ◆ Destructive devices ◆ Chemical weapons
  ◆ Biological weapons ◆ Nuclear/radiological weapons

• REUNIFICATION/CHILD PICKUP: Based on reports from emergency personnel, the danger or threat has passed and the area is safe for children and parents. The district/school will identify the locations, time and checkout process for parents to pick up children.

Visiting School

You are welcome to visit your children’s schools from time to time; however, we ask that you comply with our policy requiring all visitors to go first to the principal’s office and sign in.
visitors must present a valid driver license to be scanned by our Raptor System, which runs a criminal background check. We have this policy for the safety of your children and our staff. Parents and any other person on campus without the principal’s knowledge will be considered as trespassers. We also expect parents to be polite and civil in their dealings with all school staff. We do not permit or tolerate abusive, disrespectful, threatening, lewd, profane, or offensive language from your children at school, and we will not tolerate it from parents. Parents who create a disruption at school or behave unacceptably may be prohibited from coming onto school property without specific authority and will be treated as criminal trespassers if they disregard the principal’s or superintendent’s directive.

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

All middle school and high school lunches are closed. This means that visitors/parents may not eat lunch on campus with students. Parents of primary and elementary students may eat lunch with their children only if their driver license is deemed clear by the Raptor System. Unless we have possession of a court document that limits a possessor conservator’s (that is the parent who does not ordinarily have custody of the student) access to their child while at school; we will permit either parent to eat lunch with their children at school.

**Registered Sex Offenders (RSO) on District Premises**

**Administrative Procedures and Action Steps**

**Visitor Registration:**

1. All visitors must go first to the front office and sign in to register.
2. The receptionist/secretary shall request of the visitor a copy of the individual’s driver’s license and run the license number through the Raptor Security System.

**If the RSO is a parent:**

1. The receptionist/secretary or other person receiving the “ALERT” on the computer that the visitor is a Registered Sex Offender should immediately notify the Principal, Assistant Principal or other designated administrator on the campus about the presence of the RSO.
2. The RSO shall be permitted to exercise his or her parental rights, but will do so in a monitored environment.
3. The Principal, Assistant Principal, security personnel, or designee should stay with the RSO while he/she is on campus.

- At NO TIME shall any Registered Sex Offender be permitted to mingle with the student population or walk through the school unescorted.
- Registered Sex Offenders are not permitted access to common areas of the campus, including cafeteria, playgrounds, athletic facilities, etc.
- Registered Sex Offenders are not provided access to classrooms.
- Registered Sex Offenders are not permitted to eat lunch with their children in the lunchroom. Those wishing to do so at Peavy Primary or Bonner Elementary will be provided a separate area (not in the lunchroom and under supervision).
• Registered Sex Offenders who require a teacher conference shall do so when other children are not in class and separated from the student population (i.e. before or after school in the office area).
• Registered Sex Offenders are not permitted to serve as class volunteers or chaperones.
• Registered Sex Offenders who wish to observe their children participate in extracurricular events or other school functions occurring during or after school hours, shall be permitted to do so, but must advise the campus principal of the intention to be present on campus prior to the event and check in with the campus principal (or designated administrator) upon arrival at the event.

4. The RSO shall be permitted to drop off and retrieve his or her children, so long as the RSO complies with the above stated procedures.
5. If the RSO is not cooperative with the administrator’s directives, then the campus security personnel or district security manager should be notified via radio or telephone for assistance. If the situation escalates prior to response from security personnel, contact local law enforcement via 911.

**If the RSO is not a parent:**

1. The receptionist/secretary or other person receiving the “ALERT” on the computer should immediately notify the Principal, Assistant Principal, or other designated administrator on the campus about the presence of the RSO.
2. If the RSO is a non-parent, including contractor or vendor, access to the campus or building should not be allowed.
3. If the RSO is not cooperative with the administrator’s directives, then the campus security personnel or district security manager should be notified via radio or telephone for assistance. If the situation escalates prior to response from Security personnel, you shall contact local law enforcement via 911.

**Complaint Process**

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

In general, all parent complaints should be brought initially to the teacher involved or the campus principal within 15 days of the events or situation that you are concerned about. Often the problem can be resolved through an informal conference with the teacher or principal. On those occasions when a conference does not take care of the problem, you should request a copy of the complaint policy and complaint form from the principal’s office.

In order for your concern to be resolved at the earliest possible level, you must put your complaint in writing on the form provided before meeting formally with the principal.

The principal will schedule a conference with you and give you a written response within ten business days after the conference. You will also have an opportunity for a conference with the superintendent if the principal has not resolved the matter. If the superintendent is not able to take care of the problem, you can make a written request for the Board of Trustees to consider the matter at a future meeting. You must, however, follow our established policies and use our forms.
Individual trustees cannot respond to parent complaints beyond referring the matter to the administration. Furthermore, the board of trustees will not permit complaints to be heard in the public comment or open forum portion of board meetings. In order for the board to take any action on a complaint, you must follow the complaint process established in policy.

**Student Health Concerns**

Hudson ISD has an active Student Health Advisory Council (SHAC). The purpose of SHAC is to serve in an advisory capacity to the Hudson ISD School Health Program in order to improve student performance by promoting healthy lifestyles.

In order to maintain a healthy school nutrition environment and safety of students, sharing of food among students is not allowed. Students are not allowed to bring outside food items with intent to share with other students. Parents may bring food to their own child/grandchild but may not provide food for other students.

Hudson ISD will provide human sexuality instruction to students in grades six through nine. The district will use Scott & White’s Worth the Wait® curriculum that includes the following topics: Puberty, Anatomy, & Physiology; Pregnancy; Sexually Transmitted Diseases; Legal Issues/Sexual Abuse; Essential Needs, Communication Skills, & Relationships; and Health Risk Behaviors Avoidance/Reduction. Parents do have the right to review the curriculum materials and remove their child from any part of the district’s human sexuality instruction without subjecting the student to any disciplinary action, academic penalty, or other sanctions imposed.

The designated contact regarding this plan is: Lisa Jeffrey, Assistant Superintendent. She can be reached by calling 936-875-9220.

As required by state law, we have and enforce prohibitions against student possession and use of tobacco and tobacco products, and e-cigarettes on campuses or school-sponsored or – related activities. These prohibitions are addressed in the Student Code of Conduct and also in the board policy and the employee handbook.

In collaboration with you and, if possible, your child’s physician, we will develop an individualized health plan for children with diabetes who need care for diabetes while in school or participating in a school activity. This plan will be developed in collaboration with you and, if possible, your child’s physician. If your child has diabetes and will need care at school or while participating in a school activity, you must submit the diabetes management and treatment plan prepared by you and your child’s physician before or at the beginning of the school year, on enrollment after the beginning of the school year, or as soon as practicable following a diagnosis of diabetes.

Students are permitted to possess and use over-the-counter sunscreen at school to avoid over-exposure to the sun and over-the-counter insect repellent to prevent mosquito bites, provided that the sunscreen or repellent is not being used for medical treatment of any injury or illness.

**Student Illness or Injury at School/Medicines**

We will promptly attempt to notify you or a person you have authorized us to notify if we have knowledge that your child has been injured at school or has become ill at school. We have
school nurses/licensed vocational nurses/trained aides available on each campus and a secluded area where your child can stay if she or he is injured or becomes ill.

One of the forms we ask you to complete at the beginning of each school year is a form authorizing designated school employees to consent to medical treatment in case your child is injured at school or a school-related activity and requires emergency treatment. We, of course, will call you in such a situation and will also call for emergency medical assistance, if needed. **It is important, however, that you understand that the school district is not responsible for any cost of medical treatment or services provided after an injury at school or a school-related activity. We cannot and will not use public funds to pay individual student medical expenses.**

At the beginning of each school year, we offer you the opportunity to purchase low-cost student accident insurance that covers the student while at school. You may also purchase a policy that covers the student 24 hours a day. The school district is not the policyholder for this insurance; if you decide that additional protection would be a benefit and protection to you and your family, the contract is between you and the insurance company. We are authorized to and do purchase accident insurance for students who participate in interscholastic athletic practice and competition.

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

**Administering Medicine at School**

Often, students have to take prescription medication for a certain period of time as treatment for a medical condition. If at all possible, we ask that you schedule the timing of the doses so that the child takes the medicine at home. If children have to take prescription medicine at school, they must make a written request for the administration and provide only the doses to be administered at school in the original prescription bottle. Please refer to Hudson Board Policy Code FFAC for further information on administration of psychotropic drugs.

Students are not allowed to carry and self-administer prescription or over-the-counter medications at school. Hudson ISD does participate in a Physician’s Collaborative with the Children’s Clinic. This initiative will give the Hudson ISD nursing staff the option to administer certain medications to students with the parent’s written permission. This will help alleviate common ailments and illnesses that may arise during the school day. Each student will be required to have all pertinent permission slips signed by the parent before they receive any medications at school.

Children with asthma or children with severe allergies that may result in anaphylaxis will be allowed to carry and self-administer their prescription asthma or anaphylaxis medicine under certain conditions. The student must have demonstrated to his or her doctor and to the school nurse that the child has the skills necessary to self-administer the asthma or anaphylaxis medicine. Additionally, you must provide us a written authorization for self-administration and a written statement from the child’s doctor that the child has asthma and is capable of self-administration and that includes the named and purpose of the medicine, the prescribed dosage, the times and circumstances for administration, and the period for which the medicine is prescribed. If your child has unique medical conditions, or any other condition, such as a food
allergy that requires virtually immediate administration of medications under specified conditions, please contact the principal, who will schedule a meeting of appropriate personnel to ensure that your child’s needs are met.

**Medical Attention/Food Allergy**

If your child has a food allergy or a severe food allergy that, in your judgment, would require immediate medical attention if the student were exposed to the allergen, we will ask you to disclose that information, including the food to which the child is allergic and the nature of the allergic reaction, at enrollment so that we may take necessary precautions for the child’s safety. The information provided is confidential and will be disclosed only to those employees who need the information in order to appropriately care for your child.

The District-wide food allergy coordinator will be Shalana Hyde, and can be reached at 875-9207. Each campus will maintain a food allergy management team in order to provide individual care plans and procedures as applicable. Further information regarding this can be found within The Food Allergy Management Plan, and is available on the district website at [www.hudsonisd.net](http://www.hudsonisd.net).

**Immunizations**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (TDSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the TDSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at [https://webds.dshs.state.tx.us/iprco/affidavit.shtml](https://webds.dshs.state.tx.us/iprco/affidavit.shtml). The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are: diphtheria, rubeola (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis (polio), hepatitis A, hepatitis B, varicella (chicken pox), and meningococcal. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the TDSHS. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

TB test with result after the 3rd birthday is required for entry into Hudson ISD. Students coming from another country without having attended a school in the state of Texas will be required to provide a valid TB test completed in the United States with result.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor’s opinion, the immunization required poses a significant risk to the health and well-being of the student or member of the student’s family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see policy FFAB (LEGAL) and the TDSHS Web site: [http://www.dshs.state.tx.us/immunize/school/default.shtml](http://www.dshs.state.tx.us/immunize/school/default.shtml).]
As noted at Bacterial Meningitis, entering college students must now, with limited exception, furnish evidence of having received a bacterial meningitis vaccination prior to attending classes at an institution of higher education. A student wanting to enroll in a dual credit course taken off campus may be subject to this requirement.

**Bacterial Meningitis**

**What is meningitis?**

Meningitis is an inflammation of the covering of the brain and spinal cord—also called the meninges. It can be caused by viruses, parasites, fungi, and bacteria. Viral (aseptic) meningitis is common; most people recover fully. Medical management of viral meningitis consists of supportive treatment and there is usually no indication for the use of antibiotics. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

There are two common types of bacteria that cause meningitis: - Strep pneumonia causes pneumococcal meningitis; there are over 80 subtypes that cause illness - Neisseria meningitis—Meningococcal meningitis; there are 5 subtypes that cause serious illness—A, B, C, Y, W-135

**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, but any of the following are possible. Children (over 1 year old) and adults with meningitis may have:

- Severe headache
- High temperature
- Vomiting
- Sensitivity to bright lights
- Neck stiffness, joint pains
- Drowsiness or confusion

*In both children and adults, there may be a rash of tiny, red-purple spots or bruises caused by bleeding under the skin. These can occur anywhere on the body. They are a sign of blood poisoning (septicaemia), which sometimes happens with meningitis, particularly the meningococcal strain.

**What is the risk of getting bacterial meningitis?**

The risk of getting bacterial meningitis in all age groups is about 2.4 cases per 100,000 people per year. However, the highest risk group for the most serious form of the disease, meningococcal meningitis, is highest among children 2 to 18 years old.

**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, such as deafness, blindness, amputations or brain damage (resulting in mental retardation or paralysis) even with prompt treatment.
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. Being a carrier helps to stimulate the body's natural defense system. The bacteria rarely overcome the body's immune system and causes 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. Vaccines against pneumococcal disease are recommended both for young children and adults over 64. A vaccine against four meningococcal serogroups (A, C, Y, W-135) is available. These four groups cause the majority of meningococcal cases in the United States. This 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%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

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

Seek prompt medical attention.

How is bacterial meningitis diagnosed?

The diagnosis is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood. Spinal fluid is obtained by a lumbar puncture (spinal tap).

For 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 Texas Department of Health office to ask about meningococcal vaccine.

Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: www.cdc.gov and the Texas Department of Health: www.tdh.state.tx.us.

Pediculosis

Pediculus humanus var captitis (commonly referred to as head lice) are tiny insects that live on the human scalp. Head lice are transmitted from one human to another by some form of direct or indirect head to head contact. Head lice can live off human blood from the scalp; they do not inhabit a physical environment. Students who are found to have an active case of lice must be excluded from school until all evidence of live activity is removed. The parent must check in the student with the school nurse before returning to class. The school nurse will advise the parents, teacher, and office when the student is clear to return to class. A maximum of three (3) days of excused absences will be allowed to clear a child of head lice. A case of lice is not considered active unless nymphal or adult lice are present, or eggs are located less than
¼ inch from the scalp. The presence of nits alone, however, does not necessarily indicate an active infestation of head lice.

**Lost, Damaged, or Stolen Personal Items**

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

Each campus maintains a “Lost and Found” in the administrative offices; clothing and other items that are turned in as “lost” and not claimed by the end of the school year will be donated to a local charity.

**Telephone Use**

School telephones are for school business use. Students will be permitted to use school telephones only for emergencies and only with permission. If you call for your child during the school day, we will take a message and deliver it to the student at the end of the class period or other time that will least interfere with instruction.

**Parent Organizations/Volunteer Opportunities**

Hudson ISD has an active Parent-Teacher Association/Parent-Teacher Organization/Parent-Teacher-Student-Organization, and we encourage you to actively participate in the group at your child’s campus. At the secondary schools, parents have formed booster clubs and organizations to support several types of student activities. We encourage parents to volunteer in our schools. All volunteers must complete an application form, and the district will obtain a Criminal History Report on all applicants for volunteer programs. Call Hudson ISD for information about the Alumni Association.

**Authorized Fees**

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

- a fee to cover the cost of materials when the student makes, builds, or prepares some product that becomes the student’s personal property.
- dues for voluntary student organizations and clubs and admission fees to voluntary extracurricular activities.
- security deposits for materials, supplies, or materials that must be returned to the district.
- fees for personal PE equipment and clothing, unless the student provides his or her own clothing and equipment that meets school health and safety standards.
- fees for items of personal use or products a student chooses to purchase, such as student publications, class rings, annuals, and graduation announcements.
• a reasonable fee, not more than the annual cost of maintenance, for school-owned musical instruments and uniforms.
• fees for personal apparel used in extracurricular activities that become the student’s personal property, such as cheerleader, pep squad, or drill team uniforms.
• a fee for vehicle identification for cars regularly parked on school property.
• a fee for student identification cards.
• a fee for school-provided driver training courses.
• a fee for an elective course taken for credit if it requires using facilities not available on school premises or employment of an educator who is not part of the regular staff.
• fees for attendance at summer school. If the course is one required for graduation, summer school fees will be assessed if the course is also offered during the regular school year.
• fees, not more than $50, for attendance in a program offered outside of regular school hours that allows students who have excessive absences that would require losing credit to make up missed instruction and receive credit. This fee will be assessed only if a parent signs a form stating that paying the fee will not create a financial hardship or discourage the student from attending the program.
• a reasonable fee for transporting a student to and from school if the student is not an eligible rider and the district does not receive any state funds for a transportation allotment.

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

HUDSON ISD CHILD NUTRITION
CAFETERIA POLICIES & PROCEDURES

SCHOOL BREAKFAST & LUNCH OFFERED DAILY

Our goal is for every child to have access to a nutritionally balanced breakfast and lunch served daily in the school cafeteria. All meals meet the USDA standards for schools, are federally subsidized and therefore affordable.

We must feed the body to feed the mind; a hungry child cannot learn.

STUDENT LUNCH ACCOUNTS – PIN numbers remain the same each year. All new students will be issued a PIN number and will use that number to access their account.

STUDENT MEALS SHOULD BE PAID IN ADVANCE OR ON A DAILY BASIS.
Meal Pricing

<table>
<thead>
<tr>
<th></th>
<th>Breakfast</th>
<th>Lunch</th>
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<tbody>
<tr>
<td>Full Price (Pre-K-5th)</td>
<td>1.75</td>
<td>2.50</td>
</tr>
<tr>
<td>Full Price (6th-12th)</td>
<td>1.75</td>
<td>2.75</td>
</tr>
<tr>
<td>Reduced Price All Grades</td>
<td>.30</td>
<td>.40</td>
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</table>

How do I apply for the Free / Reduced Meal Program?

* Applications for the free & reduced meal program are available for downloading from the Hudson ISD website and also available for online submission with the online student enrollment packet. Applications will also be sent home with all students on the first day of school. Applications must be renewed annually.
* Only one application is required per family; list all children on the same application.
* You may apply for benefits at any time throughout the school year.
* The Free & Reduced meal program is based on family size and income levels set by USDA. Students are required to pay full price for all meals until applications are processed and approved. All charging policies apply to students that are applying for free meals until the time of approval. You will be notified by mail if you qualify within 10 days of application.

Administrative Policy on Charging Meals

* To insure that no child goes hungry, charging of meals may be allowed in the case of lost or forgotten lunch money, but not due to financial hardships.

Parent Notification of Charges:

* Parents will be notified by the district through an automated telephone system and email when their child owes money. Occasionally, a printed reminder will be sent home with the student. Students will also be reminded to bring lunch money while in the serving line if their account is low or in the negative.
* Parents can monitor their child’s lunch account balance through the online Family Access system.
* Parents can sign up for low balance message alerts when their child’s account goes below $10.00.
* Parents are responsible for all charges incurred by their children.
* Charges must be paid immediately upon notice or parents must provide meals from home.

Charge Limits:

* HIGH SCHOOL: (older more responsible students) The charge limit is $10 (ten dollars).
* MIDDLE SCHOOL, ELEMENTARY, PRIMARY: The charge limit is $25 (twenty-five dollars)

This generous credit line allows ample time for students and parents to be notified of the charges and deposit funds into the child’s lunch account. However, once these charge limits are reached, the student will be offered a nutritious alternate meal including milk - without further notice and for a limited time only.

Snacks, beverages and a la carte items may never be charged. Additionally, if charges exist, students may NOT use cash to purchase snacks, beverages or a la carte items.

All delinquent charges must be paid prior to the last day of school.
PAYMENT OPTIONS

Prepayments are encouraged, weekly, monthly, etc. Your child’s account is like a savings account and will only be debited when they purchase meals or items.

Online payments can be made with Family Access and are immediately posted to the student’s lunch account. A small convenience fee is added to this form of payment.

How do I make an online payment?
* log in to www.hudsonisd.net
* on the left hand side select Family Access
* you will be prompted to login to Skyward (register with your child’s campus office, one per family)
  * on the left hand side select Food Service
  * click make a payment
  * click update payment amount
  * enter the dollar amount you want to pay
  * click Update Cart

Payments made by check are recorded in your child’s account by check number and the entire check must be deposited; we do not cash checks for students.

PRIMARY/ELEMENTARY – As a convenience for parents, lunch money is collected on the first day of each week in the classroom. Payment may also be made on any day or time in the lunch/breakfast line or online.

MIDDLE SCHOOL/HIGH SCHOOL - Students may make payments at anytime in the cafeteria office, lunch/breakfast line or online.

Special Diet Needs
If your child is in need of a special diet relating to a medical condition, please contact the Director of Child Nutrition. Substitutions can be made to meals if it is required by doctor’s orders; a diet order form must be completed by the Doctor. Substitutions based on a child’s personal likes and dislikes will not be made. Diet order forms are available on the Child Nutrition page of the Hudson ISD website.

If you have any questions regarding these policies, please call Karen Hutto, Director of Child Nutrition at 875-9217.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.
**District Check Acceptance and Recovery Policy**

Please be advised of Hudson ISD’s policy for accepting checks and collecting returned checks.

To be an acceptable form of payment, a check must include your accurate name, address, telephone number, and driver’s license number.

PAYTEK Solutions is a check collection company that processes all returned checks for Hudson ISD. In the event that your bank returns a check written to any Hudson ISD campus, department, club, or organization in an unpaid status, resulting from Non-Sufficient Funds or Account Closed, Hudson ISD or its agent will re-deposit your check electronically. Additionally, you understand and agree that PAYTEK Solutions may electronically collect a returned check fee of $30.00 plus applicable sales tax. The use of a check for payment is your ACKNOWLEDGMENT and ACCEPTANCE of this policy and its’ terms. Hudson ISD utilizes PAYTEK Solutions to safeguard against the loss of revenue for the school’s programs and overall operation.

Furthermore, if a trend is established by an individual or particular vendor with regard to returned checks for any reason, your checks will no longer be an acceptable form of payment for the remainder of the school year. Alternative forms of payment (cash, money orders) may be accepted instead of a check. Hudson ISD reserves the right to determine acceptable method of payment based on the payment history of the individual or vendor.

For special or unique circumstances, please contact our office to negotiate an acceptable resolution as quickly as possible. You can contact the Business Office at 936-875-9257 or the Chief Financial Officer, Barrett Lankford, at 936-875-9280 for any further matters pertaining to resolution of payment or acceptable method of payment.
**STUDENT WELFARE**

**FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION (LOCAL)**

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**Note:** This policy addresses discrimination, harassment, and retaliation involving District students. For provisions regarding discrimination, harassment, and retaliation involving District employees, see DIA. For reporting requirements related to child abuse and neglect, see FFG. Note that FFH shall be used in conjunction with FFI (bullying) for certain prohibited conduct.

<table>
<thead>
<tr>
<th>STATEMENT OF NONDISCRIMINATION</th>
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<td>The District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, sex, gender, national origin, disability, age, or any other basis prohibited by law. The District prohibits dating violence, as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.</td>
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<tr>
<th>DISCRIMINATION</th>
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<tr>
<td>Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, sex, gender, national origin, disability, age, or on any other basis prohibited by law, that adversely affects the student.</td>
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<tr>
<th>PROHIBITED HARASSMENT</th>
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<tr>
<td>Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student’s race, color, religion, sex, gender, national origin, disability, age, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:</td>
</tr>
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</table>

1. Affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;

2. Has the purpose or effect of substantially or unreasonably interfering with the student’s academic performance; or

3. Otherwise adversely affects the student’s educational opportunities.

Prohibited harassment includes dating violence as defined by this policy.

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<th>EXAMPLES</th>
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<td>Examples of prohibited harassment may include offensive or derogatory language directed at another person’s religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.</td>
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</table>
Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or

2. The conduct is so severe, persistent, or pervasive that it:
   a. Affects the student’s ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student’s educational opportunities; or
   b. Creates an intimidating, threatening, hostile, or abusive educational environment.

Romantic or inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See DH]

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. Affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;

2. Has the purpose or effect of substantially or unreasonably interfering with the student’s academic performance; or

3. Otherwise adversely affects the student’s educational opportunities.

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

Necessary or permissible physical contact such as assisting a child by taking the child’s hand, comforting a child with a hug, or other
physical contact not reasonably construed as sexual in nature is not sexual harassment.

GENDER-BASED HARASSMENT

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student’s gender, the student’s expression of characteristics perceived as stereotypical for the student’s gender, or the student’s failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;

2. Has the purpose or effect of substantially or unreasonably interfering with the student’s academic performance; or

3. Otherwise adversely affects the student’s educational opportunities.

EXAMPLES

Examples of gender-based harassment directed against a student, regardless of the student’s or the harasser’s actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

DATING VIOLENCE

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense.

For purposes of this policy, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;

2. Has the purpose or effect of substantially or unreasonably interfering with the student’s academic performance; or

3. Otherwise adversely affects the student’s educational opportunities.
Examples of dating violence against a student may include physical or sexual assaults; name-calling; put-downs; or threats directed at the student, the student’s family members, or members of the student’s household. Additional examples may include destroying property belonging to the student, threatening to commit suicide or homicide if the student ends the relationship, attempting to isolate the student from friends and family, stalking, threatening a student’s spouse or current dating partner, or encouraging others to engage in these behaviors.

The District prohibits retaliation by a student or District employee against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report of harassment or discrimination, serves as a witness, or participates in an investigation.

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

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding discrimination or harassment, including dating violence, shall be subject to appropriate disciplinary action.

In this policy, the term “prohibited conduct” includes discrimination, harassment, dating violence, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a teacher, school counselor, principal, other District employee, or the appropriate District official listed in this policy.

Any District employee who suspects or receives notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate District official listed in this policy and take any other steps required by this policy.

For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.

Reports of discrimination based on sex, including sexual harassment or gender-based harassment, may be directed to the designated Title IX coordinator for students. [See FFH(EXHIBIT)]
STUDENT WELFARE

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

ADA / SECTION 504 COORDINATOR

Reports of discrimination based on disability may be directed to the designated ADA/Section 504 coordinator for students. [See FFH(Exhibit)]

SUPERINTENDENT

The Superintendent shall serve as coordinator for purposes of District compliance with all other nondiscrimination laws.

ALTERNATIVE REPORTING PROCEDURES

A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.

A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

TIMELY REPORTING

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District’s ability to investigate and address the prohibited conduct.

NOTICE TO PARENTS

The District official or designee shall promptly notify the parents of any student alleged to have experienced prohibited conduct by a District employee or another adult.

INVESTIGATION OF THE REPORT

The District may request, but shall not require, a written report. If a report is made orally, the District official shall reduce the report to written form.

INITIAL ASSESSMENT

Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District shall immediately undertake an investigation, except as provided below at CRIMINAL INVESTIGATION.

If the District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy, the District official shall refer the complaint for consideration under FFI.

INTERIM ACTION

If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the District shall promptly take interim action calculated to address prohibited conduct or bullying prior to the completion of the District’s investigation.

DISTRICT INVESTIGATION

The investigation may be conducted by the District official or a designee, such as the principal, or by a third party designated by
the District, such as an attorney. When appropriate, the principal shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

**CRIMINAL INVESTIGATION**

If a law enforcement or regulatory agency notifies the District that a criminal or regulatory investigation has been initiated, the District shall confer with the agency to determine if the District investigation would impede the criminal or regulatory investigation. The District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has finished gathering its evidence, the District shall promptly resume its investigation.

**CONCLUDING THE INVESTIGATION**

Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the District to delay its investigation, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall include a determination of whether prohibited conduct or bullying occurred. The report shall be filed with the District official overseeing the investigation.

**NOTIFICATION OF OUTCOME**

Notification of the outcome of the investigation shall be provided to both parties in compliance with FERPA.

**DISTRICT ACTION**

If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.

**CORRECTIVE ACTION**

Examples of corrective action may include a training program for those involved in the complaint, a comprehensive education program for the school community, counseling to the victim and the student who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where prohibited conduct has occurred, and
reaffirming the District’s policy against discrimination and harassment.

**BULLYING**

If the results of an investigation indicate that bullying occurred, as defined by FFI, the District official shall refer to FFI for appropriate notice to parents and District action. The District official shall refer to FDB for transfer provisions.

**IMPROPER CONDUCT**

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take disciplinary action in accordance with the Student Code of Conduct or other corrective action reasonably calculated to address the conduct.

**CONFIDENTIALITY**

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

**APPEAL**

A student or parent who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level. A student or parent shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

**RECORDS RETENTION**

The District shall retain copies of allegations, investigation reports, and related records regarding any prohibited conduct in accordance with the District’s records retention schedules, but for no less than the minimum amount of time required by law. [See CPC]

**ACCESS TO POLICY AND PROCEDURES**

Information regarding this policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District’s website, to the extent practicable, and readily available at each campus and the District’s administrative offices.