



**Gilmer High School
Student Handbook**

2009-2010

Excellence Pride Responsibility

Mission Statement

Producing self-reliant citizens that contribute to the success and strength of the community is the mission of the Gilmer Independent School District. This is accomplished by recognizing and educating each child as a unique individual through nurturing academic, social and cultural differences.

Student I.D. Number: _____

**2009-2010 School Year-Gilmer Independent School District
Parent / Guardian Acknowledgement Form**

Printed Name of Student _____ Grade _____ Campus _____

CONFIDENTIALITY OF INFORMATION/STUDENT RECORDS

Certain information about students is considered directory information. Directory information includes: a student’s name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school and most recent previous school attended. Directory information may be released by the district to anyone who requests it unless the parent or legal guardian objects to the release of any or all of this information within ten days of the time this handbook was issued to the child. To object to the release of directory information the parent or legal guardian can fill out and sign the “STUDENT DIRECTORY INFORMATION RELEASE” form and return it to the school within the time period specified above. The form is available on the school website (www.gilmerisd.org) and in the office at each campus.

RELEASE OF STUDENT WORK AND USE OF TECHNOLOGY

Gilmer Independent School District (GISD) is committed to protecting the privacy and safety of all students. There are times when teachers and administrators feel it is appropriate to recognize students and their work in a public forum. Examples of such recognition include publishing a team roster on a school’s web page, exhibiting student artwork on the web, and inviting local media to report on special school events. Your student will be included in these types of recognitions and/or publications (i.e. photograph, name, voice, and school work) unless you wish to keep them private. GISD endeavors to take every precaution to ensure that such disclosure is limited to appropriate school-related events. Additionally, there are times when students will utilize technology as part of their educational experience. To protect our students, GISD has precautions in place that comply with federal guidelines in the Children’s Internet Protection Act (CIPA). The school has guidelines that define the boundaries for acceptable use of technology while at school. Each student will be held accountable to the stipulations of the Acceptable Use Policy (AUP). A copy of the AUP can be found on the school web site. If you wish to keep your student’s work private or for them to not be allowed to use the Internet and other extranet technologies at school, please fill out, sign and return the “STUDENT WORK AND TECHNOLOGY USE RELEASE” form. The form is available on the school website (www.gilmerisd.org) and in the office at each campus.

HANDBOOK ACKNOWLEDGEMENT

The purpose of the handbook is to provide useful information to all students and parents that is easily accessible. This handbook can be located on the district website at www.gilmerisd.org. This handbook provides academic and general information, policies and procedures, and the students and parents are encouraged to read, understand, and comply with all provisions of this handbook. Please consult your student’s principal regarding any questions not answered in this handbook.

I acknowledge that I have received the information on where to access **Gilmer High School Student/Parent Handbook**, and understand that it is my responsibility to read and comply with policies and procedures contained in this handbook. Additionally I will review this information with my parents. My parent will sign this form and I will return it to school.

Student’s Signature

Date

Parent’s Signature

Date

Please sign and return this form
This Parent/Guardian Acknowledgment Form will be kept in the principal’s office at your child’s school.

**2009-2010 School Year-Gilmer Independent School District
Student Directory Information Release**

Printed Name of Student

Grade

Campus

My signature below indicates that directory information about my child **NOT** be released to any one for any purpose except for school related purposes, services, or activities. This includes military recruiters and institutions of higher education.

(Signature of parent/guardian)

(Signature of student)

(Date)

**2009-2010 School Year-Gilmer Independent School District
Student Work and Technology Use Release**

Printed Name of Student

Grade

Campus

NO, I do not give permission to GISD to:

- _____ Display my child's name
- _____ Display my child's photograph or videotape of his/her image
- _____ Produce a recording of my child's voice
- _____ Display copies of my child's school or extracurricular work
(for example: art, poetry, or other writings)

PLEASE CIRCLE ONE OF THE FOLLOWING:

__YES / NO _____ Allow my child the use of the Internet and other school-approved technology.

Signature of parent/guardian

Date

PLEASE BE CERTAIN TO SIGN BOTH SIDES OF THIS FORM

School Colors:
Black and Orange

Mascot:
Buckeye

District:
17AAA

School Song

An army of Buckeyes are we.
We work and we play all together.
We're proud of our school as can be
And we want you all to know.

We love Gilmer High and we aim
To support her in fair or foul weather.
Oh, Gilmer High! Oh, Gilmer High!
Will live forever!

GISD Phone Numbers

Bus Garage.....841-7469

Gilmer High.....841-7500

Bruce Jr. High.....841-7600

Gilmer Intermediate
..... 841-7800

Gilmer Elementary
..... 841-7700

Athletic Director
..... 841-7598

Special Education Director
...843-5575

Business Manager...841-7400

Curriculum Director.841-7400

Director of Maintenance
...841-7400

Director of Transportation
.....841-7469

Superintendent...841-7400

Vocational School...841-7500

People You Should Know

Administration

- Principal---Greg Watson
- Assistant Principal—Lola Hollis
- Assistant Principal—Jeff Hamilton
- Athletic Director—Jeff Traylor
- Band Director—Eric Gray
- Diagnostician— Meredith Mobley

Guidance and Counseling

- Counselor—Crata Johnson
- Counselor— Susan Gilbert
- Counselor— Charlyn Harrel

Support Services

- Nurse—Judy Haws
- Cafeteria Manager—Teresa Gunn
- Principal's Secretary – Lana Turner
- Attendance – Lanette Clemens
- Registrar – Gayla McAfee

**Semester Exam
Schedule**

January 13,14,15
June 1,2,3

Shared Values

1. The quality of life is dependent on acquired and applied knowledge.
2. Self-esteem is essential to maximize personal potential.
3. Each person has equal worth and merits dignity and respect.
4. Individuals who are personally responsible for their actions are necessary for the successful functioning of society.
5. Parents, students, and educators are equal partners in learning.
6. High moral values acquired from home, school, community or church are the strength of our community.
7. Positive role models are a critical component in the development of the desirable character traits and behaviors.
8. Community involvement is essential to progressive, productive schools.
9. People's individual differences are invaluable for the unique contribution they make to a diverse society.

Solutions to Eliminate Problem Situations:

Step 1: Contact the appropriate staff member. The most direct route to resolving a concern is to confer directly with the person involved, whether it is a teacher, coach, or a bus driver. Over 95% of the concerns are resolved at this level.

Step 2: Contact the principal. A professional educator is in charge of each campus and is responsible for concerns that may arise from the school's operation. Explanations of policies and procedures, various clarifications and all types of campus information are available from the principal.

Step 3: Contact the appropriate central administrator. This may be the athletic director, business manager, special education director or superintendent. This step will result in you being asked to attempt steps one and two first.

Step 4: Contact the local school board. After taking steps 1 – 3 above without resolving a concern, a request in writing for a school board hearing is step 4. This written request is made through the Superintendent.

Table of Contents

Gilmer High School Faculty and Staff Message.....	8
FOREWARD.....	8
ADVANCED PLACEMENT COURSES.....	8
ASBESTOS MANAGEMENT PLAN.....	8
ATTENDANCE.....	8
ACADEMIC AWARD:/INCENTIVES.....	10
CAFETERIA PROCEDURES/LUNCH:.....	10
CLASS RANKING:.....	11
CLOSED CAMPUS:	11
CLUBS.....	11
COMMUNICABLE DISEASES.....	12
CORRESPONDENCE COURSES:.....	12
COUNSELING:.....	12
DETENTION:.....	13
DISCIPLINE MANAGEMENT PLAN.....	15
DUAL CREDIT.....	15
DRESS AND GROOMING:	18
DRILLS-FIRE, TORNADO, AND OTHER EMERGENCIES:	19
EMERGENCY BELLS.....	19
DRUG TESTING:	19
Consequences for a Positive Test.....	19
EARLY DISMISSALS:.....	19
EMERGENCY SCHOOL CLOSING INFORMATION:	20
EMERGENCY MEDICAL TREATMENT:	20
EMERGENCY REMOVALS:.....	20
EXPULSIONS:.....	20
EXTRACURRICULAR ACTIVITIES:	21
FAMILY DAYS:	21
FEES:	22
FUND RAISING:	22
GRADE CONVERSION SCALE:	22
GRADE COUNTING:.....	22
GRADUATION REQUIREMENTS:	22
IMMUNIZATIONS:.....	23
INSURANCE:	23
INTEGRATED PEST MANAGEMENT:	23
LOCKERS:	23
MEDICINE AT SCHOOL:.....	24
NOTICE CONCERNING DISCLOSURE OF EDUCATIONAL AND CRIMINAL HISTORY RECORDS:	24
NOTIFICATION OF RIGHTS UNDER FERPA FOR GILMER ISD:	24
PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS:.....	25
PARENT INVOLVEMENT POLICY:	25
PARENTS RIGHT TO KNOW:.....	26
PLAGIARISM/CHEATING/ACADEMIC DISHONESTY:	26
PROMOTION, RETENTION, AND PLACEMENT:.....	26
REPORT CARDS:.....	26
SCHOOL BUSES:.....	26

SEARCHES BY TRAINED DOGS:	28
SEXUAL HARASSMENT:.....	28
SMOKING/SMOKELESS TOBACCO:	28
SOCIAL EVENTS:.....	28
SPECIAL EDUCATION PURPOSES:	29
SPECIAL PROGRAMS:	29
STUDENT ASSIGNMENT CENTER:.....	29
STUDENT RECORDS:.....	31
TAPE RECORDERS, RADIOS, PAGERS, CELL PHONES, ETC.:.....	32
TARDIES:	32
TELEPHONE:	32
TEXTBOOKS:.....	32
VEHICLES ON CAMPUS:.....	32
VISITORS:.....	33

Gilmer High School Faculty and Staff Message:

Dear Student and Parent/Guardian:

Welcome! Whether you are new to our school or an “old timer,” we hope you will find this school year to be a memorable and exciting one. Cooperation is, of course, the key, and toward that concept, we suggest you read this handbook thoroughly. It will tell you exactly what we expect of you and what services and benefits you may expect from the school.

Gilmer High School has a long tradition of excellence in academics, athletics, band, cheerleading and drill team, and most all phases of student life. We hope that you will become part of these activities and uphold our motto of Excellence, Pride, and Responsibility.

May this year be one of the most rewarding in your school career.

FOREWARD:

This handbook has been prepared to benefit you while at Gilmer High School. Read it carefully so you will know what is expected of you. The basic procedures, rules and practices are included in this book. Throughout the school year, local policy at GISD may change. The local policy adopted by GISD will supersede any policies in this handbook.

ADVANCED PLACEMENT COURSES:

In addition to offering Dual Credit courses, Gilmer High School offers both Pre-Advanced Placement and Advanced Placement courses. These courses are designed to assist students in earning college credit while enrolled in high school as well as introduce the students to the academic rigor of college courses. These courses are weighted when figuring the student’s grade point average. However, in order to receive this weighted average for these courses, students must have taken the advanced placement examination for the course (s).

ASBESTOS MANAGEMENT PLAN:

Gilmer ISD, in cooperation with the Texas Association of School Boards, is pleased to inform you that the district is maintaining compliance with the federal and state regulations concerning asbestos. Should you desire to review the management plan for your child’s school, a copy of the plan is available in the principal’s office as well as the school district’s office.

If you have any questions about this plan or this federally mandated program, please contact the asbestos coordinator, Mr. Steven Schoon, at (903) 841 – 7400.

ATTENDANCE:

In Texas, children between the ages of 6 and 18, depending on when the child’s birthday falls, are required to attend school unless otherwise exempted by law. School employees investigate and report violations of the state compulsory attendance law. These attendance requirements also apply to any District required tutorial session. In order to receive credit in a class, students must be in attendance for at least 90% of the days their class(es) are offered. In order to be counted present for a class, a student must be in attendance for at least half of the class. (See also: Tardies)

Extenuating Circumstances

The district accepts the following as examples of extenuating circumstances for the purpose of granting credit for a class:

1. An excused absence based on personal sickness, sickness or death in the family, quarantine, weather or road conditions making travel dangerous, and other causes acceptable to the Superintendent, principal, or teacher.
2. Days of suspension.
3. Participation in court proceedings or child abuse/neglect investigation.
4. A migrant student’s late enrollment or early withdrawal.
5. Day(s) missed as a runaway.
6. Completion of a competency-based program for at-risk students.
7. Late enrollment or early withdrawal for a student under Texas Youth Commission.
8. Teen parent absence(s) to care for his/her child.
9. Participation in a substance abuse rehabilitation program.
10. Homelessness, as defined in federal law.

Students who accumulate ten or more absences in a class(es) must appeal to the assistant principal for a make up plan. If conditions for the make up plan are not met, students will be referred to an attendance committee. If the attendance committee finds that there are no extenuating circumstances for the absences or if conditions established by the committee are not met, the committee shall deny credit for the class(es). The attendance committee's decision may be appealed to the Board of Trustees by submitting a written request to the Superintendent. Appeals shall be handled as provided by the student complaint policies.

For absences evaluated by the attendance committee, the committee shall impose conditions on the receipt or credit, such as requiring students to: Local Policy FEC

1. Complete additional assignments, as specified by the committee.
2. Satisfy time on task requirements before and/or after school or summer programs.
3. Attend make-up sessions as scheduled.
4. Attend classes on Saturday, holidays, or other school breaks as scheduled or assigned by the committee, principal, assistant principals, or administrative assistant.
5. Maintain the attendance standards for the rest of the semester.

In all cases, the student must also earn and maintain a passing grade in order to receive credit.

Written notification is sent to the student's address when the student has accumulated too many absences in a class(es) to receive credit. It is the responsibility of the student and/or parent to schedule an attendance conference with the appropriate assistant principal in order to develop an attendance plan so that the student may receive credit for the class(es). Failure to do so, or failure to fulfill the terms of the plan once made, will result in that student not receiving credit for the course(s).

Return to School

Following an absence by a student, the parent is required by state law to send a written note to the principal explaining the absence. The note must be brought to school and presented to the attendance secretary within three (3) days following the absence or the absence will stand as an unexcused absence. Notes signed by the student, even with the parent's permission, will be considered a forgery and student will be subject to disciplinary action.

The attendance secretary will give the student a permit to re-enter classes. This permit must be obtained before 8:00 a.m. This might require students who were absent the previous day(s) to get to school earlier than normal in order to keep from being tardy to their first period class. This permit must be carried by the student all day and presented to each teacher. If a student reports to class after being absent and does not have a re-entry permit, the teacher will send the student to the office to obtain a permit slip. The absence from class will constitute an unexcused tardy.

Doctor's Notes

When a student's absence for personal illness exceeds five consecutive days, the student shall present a statement from a physician or health clinic verifying the illness or other condition requiring the student's absence from school. The attendance committee may stipulate, if the student has established a questionable pattern of absences, and require a physician's note as a condition of classifying the absence as one for which there are extenuating circumstances.

Excused vs. Unexcused

Absences will be considered either "excused" or "unexcused." Excused absences are those caused by unavoidable circumstances, such as: personal illness, illness in the family, or other extreme circumstances in the home, doctor/dental appointments, death in the family or previously approved family days. Unexcused absences are those not excused by district policy or by law, even if the student has parental permission to be absent. Examples of absences that shall be classified as unexcused are: automobile mechanical problems, flat tires, out of gas, etc., oversleeping, taking driving test, hunting trips, shopping, babysitting, leaving early to go to work, taking care of banking needs, and personal business. Letters will be mailed to parents indicating that students have accumulated five, seven, and ten absences.

Truancy

Students absent from school or from class without permission of parents, or absent from class without permission from the principal will be considered truant and be subject to disciplinary action. Students who are absent from school for any reason, other than emergency, will not be allowed to participate in school related activities that day or evening.

A student who must leave during the school day must bring a note from his/her parent/guardian that morning by 8:00 a.m. They will receive an early dismissal slip from the attendance office. Early dismissals are for doctor appointments with a doctor's note or court dates only. When returning to school, students must have a doctor's note or a court note. Parents may sign a student out if they come to the office. Students who become ill during the school day should, with the teacher's

permission, report to the school nurse. The nurse, principal, or his designee will decide whether or not the student should be sent home and will notify the student's parent/guardian.

Make Up Work After Absences

Make up assignments or tests shall be made available to students after any excused absence, but they must be completed and turned in within three (3) days after returning to school unless the teacher grants an extension. The student shall be responsible for obtaining, completing, and submitting the work within the allotted time. Work assigned before an absence is due on the first day that the student returns to class. Long-term assignments shall be on the deadline date, or the first day back with an excused absence. Students absent because of a suspension may request and turn in make up work, but will receive 70% credit for the work.

AWARDS/INCENTIVES:

Students may be awarded letter jackets at Gilmer High School based on academic performance. The following criteria must be met to receive an award:

1. Must obtain a 3.00 GPA (Grade Point Average)
2. Patches will be awarded at the end of the freshman year.
3. At the end of the sophomore year, students will have a choice of a jacket, blanket, or sweater. **Students must not have received a jacket or similar award from any other activity. Once a jacket, blanket, or sweater has been awarded, patches will be given in subsequent years.** Jackets will look like those jackets worn by Gilmer High School students and will be purchased from the same company used in awarding athletic jackets.
4. At the end of the senior year, students can be awarded scholarships based on academic merit and/or financial aide.
5. Attendance incentives will be awarded for students who maintain the attendance standards.

BULLYING/HARRASSMENT:

Bullying, Violence, and Harassment are strictly prohibited at Gilmer High School.
See Legal Policy FO and Student Code of Conduct

CAFETERIA PROCEDURES/LUNCH:

The district participates in the National School Lunch Program and offers free and reduced priced meals based on a student's financial need. Students will not be allowed to charge breakfast, lunch, milk, or snacks. Students not receiving free lunches in our district last year, who have completed a Free Lunch Form, fall under the same charge policy as stated above. They are required to pay any charges incurred until a Lunch Application can be approved. An application has been provided for your convenience. Information can be obtained from the Food Service Director.

1. At the beginning of designated lunch periods, students may go to their lockers and put up books and get anything they will need during lunch (i.e., money, other books, lunch, coats, etc.)
2. Students may not leave campus for lunch and are required to go to the cafeteria. Students leaving campus at lunch will be considered truant and are subject to disciplinary action.
3. Students may not go to the parking lot without permission from the principal, assistant principal, or the administrator in charge.
4. Students are not permitted to go to their lockers, a classroom, the library, or the office without permission from the administrator in charge.
5. Students not in the cafeteria will be considered out of their assigned area and will be subject to disciplinary action.
6. Students may use the water fountain in the west hallway only.
7. Students may use designated restrooms only. Bottled water only will be allowed in the classrooms.
8. Students must remain quiet when in the hallways at lunch and must avoid excessive noise in the cafeteria.

CLASS RANKING:

The senior with the highest grade point average for four years is named Valedictorian. The senior student with the second highest grade point average for four years is named Salutatorian. Students ranking in the top ten percent of their graduating class will be recognized as honor graduates.

To determine the above scholastic award recipients, an average of the grade points earned in the ninth grade through the 30th week of the twelfth grade is calculated. The final GPA reported on the transcript will be through week 36 of the 12th grade. The Valedictorian, Salutatorian, and other Honor graduates must have been a full time student in Gilmer High School for his/her entire senior year.

CLOSED CAMPUS:

All students must have permission from the principal to leave campus during the school day. Early dismissal forms may be obtained from the attendance clerk in the office. Students who have permission to leave school must sign out in the attendance office.

CLUBS:

Rules of conduct and consequences for misbehavior are stricter than those for the students in general. A violation during one of the activities is also a violation of the school rules. The consequences specified by the school shall apply in addition to any consequences specified by the organization. Each student member of a group imposing stricter standards shall be notified of the standards of behavior and the specific consequences of violating the standards. Students and parents/guardians must sign an acknowledgement of stricter standards of behavior. Student organizations are limited to one fund raising activity per year. The principal must approve all fund raising activities. Fund raisers are scheduled by club sponsors well in advance of the events.

COMMUNICABLE DISEASES:

Parents of students with a communicable or contagious disease are asked to telephone the school nurse/principal so that other students who have been exposed to the disease can be alerted; convalescing students are not allowed to come to school until the disease is no longer contagious. The major criterion for exclusion from attendance is the conditions probability of spread from person – to – person. Communicable diseases in this category as outlined in the guidelines adopted by the commissioner of health under authority of 5 TAC 97.5 © (3) include but are not limited to: Chickenpox, common cold with fever, (viral, type A), Impetigo, Influenza, Measles (rubeola), German Measles (rubella), Mumps, Pink Eye (conjunctivitis), Poliomyelitis (polio), Ringworm of the scalp, Salmonellosis, Scabies, Shigellosis, Streptococcal Sore Throat, Scarlet Fever, Tuberculosis (Pulmonary), Whooping Cough (Pertussis), Meningitis (viral). Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral Meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent damage or death. Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over 1 years old) and adults may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pain, and drowsiness or confusion. Both children and adults there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. 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. None of the bacteria that causes meningitis are 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. The germ does not cause meningitis in most people. Instead, most people become carriers of the germs for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness. There are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a high risk of getting the disease. Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a meningococcal vaccine.

COMPUTER RESOURCES:

To prepare students for an increasingly technological society, the district has made an investment in computer technology for instructional purposes. Use of these computer resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action. Students and their parents should be aware that e-mail using district computers is not private and will be monitored by district staff.

CONDUCT BEFORE AND AFTER SCHOOL:

Teachers and administrators have full authority over student conduct while attending school activities on district premises and at school sponsored events off district premises, such as play rehearsals, club meetings, athletic practice, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter code of conduct for extra-curricular participants established by the sponsor in accordance with board policy.

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

CORRESPONDENCE COURSES:

Students in grades 9 – 12 may earn a maximum of 2 units of credit by correspondence. These credits may be applied to graduation and may be earned from Texas Tech University and the University of Texas. Correspondence courses to be applied to high school graduation credit must be coordinated through the high school counselor. Final examinations in each correspondence course taken by a senior must be completed 30 days prior to the graduation date. Students may be enrolled in only one correspondence course at a time. Grades in correspondence courses shall not be used in computing class rank.

COUNSELING:

Academic Counseling: Students are encouraged to talk with a school counselor, teachers, and principals in order to learn about the curriculum, course offerings, graduation requirements for each degree, and transcript seals for the regular high school program and the advanced program. Students who are interested in attending a college, university, or some other advanced education should work closely with his/her counselor. The counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing. Junior and senior conferences are held each year to evaluate each student's academic progress toward graduation.

ACT Test Dates	ACT Registration Deadlines
September 12, 2009	August 7, 2009
October 24, 2009	September 18, 2009
December 12, 2009	November 6, 2009
February 6, 2010	January 5, 2010
April 10, 2010	March 5, 2010
June 12, 2010	May 7, 2010

SAT Test Dates	SAT Registration Deadlines
October 10, 2009	September 9, 2009
November 7, 2009	October 1, 2009
December 5, 2009	October 30, 2009
January 23, 2010	December 15, 2009
March 13, 2010	February 4, 2010
May 1, 2010	March 25, 2010

Personal Counseling: The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, or chemical dependency needs. The counselor may also make available information about community resources to address personal concerns.

DATING VIOLENCE, HARASSMENT, AND RETALIATION:

The district believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect; to avoid behaviors known to be offensive; and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect. The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law. [See policy FFH]

Dating Violence:

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

Harassment:

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. A copy of the district's policy is available in the principal's office and in the superintendent's. Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Retaliation

Retaliation of a student occurs when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or unwarranted grade reduction. Retaliation does not include petty slights and annoyances from other students or negative comments from a teacher that are justified by a student's poor academic performance in the classroom. Retaliation against a person, who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation; however, may be subject to appropriate discipline. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited.

Reporting Procedures:

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

Investigation of Report:

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated. The district will notify the parents of any student alleged to have experienced prohibited conduct by an adult associated with the district. In the event prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy. If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary or corrective action will be taken to address the conduct. The district may take disciplinary action even if the conduct that is the subject of the complaint was not unlawful. A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy FNG (LOCAL).

DETENTION:

For minor infractions of the code of conduct or other policies and regulations, teachers may detain students after school hours. When detention is used, notice shall be given to the student’s parent via the student to inform the parent of the reason for the detention and to permit arrangements for the necessary transportation of the student. Failure to attend assigned detentions will result in additional disciplinary action.

Saturday Detention

The Gilmer ISD shall operate and maintain a detention hall as an alternative disciplinary measure for students. The detention hall shall be located on the Gilmer High School campus and will operate between 8:00 a.m. – 12:00 p.m. on designated dates. The detention hall shall operate under the following guidelines:

1. Referrals shall be made by the building principal or principal’s designee
2. Parents shall be notified of the offenses and the date assigned in writing or by telephone
3. Violation of the rules within the detention hall may result in removal from the class by the instructor or principal. Serious or persistent violations or rules will be dealt with in the accordance with the district’s rules for serious misbehavior
4. Students shall have the responsibility for bringing all of his/her assignments, textbooks, and materials needed
5. The instructor shall assign additional work as required to maintain a constant work level
6. The date of the assignment to detention shall be set by the principal or principal’s designee
7. Failure to attend detention without valid reason will result in additional disciplinary action.

DISCIPLINE MANAGEMENT PLAN:

MINOR OFFENSES

Minor offenses, generally observed in the classroom or in the building, interfere with the orderly educational process. Level I offenses are most often managed by the classroom teacher. Parents may be requested to come for a conference with the teacher to discuss the misbehavior and the disciplinary action.

GENERAL MISCONDUCT VIOLATIONS

<p><i>Campus or classroom rules that are not Code violations:</i></p> <ul style="list-style-type: none"> ➤ <i>Horseplay/scuffling</i> ➤ <i>Minor Damage to property</i> ➤ <i>Tardies</i> ➤ <i>Running</i> ➤ <i>Disruptive noises</i> ➤ <i>Not prepared for class</i> ➤ <i>Dishonesty</i> ➤ <i>Chewing gum</i> ➤ <i>Sleeping in class</i> ➤ <i>Exhibiting inappropriate familiarity</i> ➤ <i>Toy weapons</i> <p>Infractions listed above are examples only and are not intended to be all inclusive</p>	<ul style="list-style-type: none"> ➤ <i>Oral correction/student conference</i> ➤ <i>Cooling-off time or “time out”</i> ➤ <i>Counseling by staff</i> ➤ <i>Parent contact</i> ➤ <i>Parent-teacher conference</i> ➤ <i>Withdrawal of privileges</i> ➤ <i>Behavior contract</i> ➤ <i>Other strategies listed in Code</i> <p>*Serious and/or repeated violations may result in a more severe consequence or referral to the next level.</p>	<ul style="list-style-type: none"> ➤ <i>Violation determined</i> ➤ <i>Student/staff conference</i> ➤ <i>Student advised of misconduct</i> ➤ <i>Student gives explanation</i> ➤ <i>Staff determines consequence/sanction</i> ➤ <i>Discipline Record form sent to parents</i> ➤ <i>Parents notified by phone as appropriate</i>
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General misconduct violations interfere with the learning environment. Parents will be notified of the offense and may be requested to come for a conference with the administrator to discuss the offenses and the disciplinary action. The disciplinary action will depend on the offense, previous actions, and the seriousness of the misbehavior.

VIOLATIONS	MIMIMUM CONSEQUENCES*	PROCEDURES
<ol style="list-style-type: none"> 1. Cheating/copying 2. Throwing objects 3. Leaving school grounds 4. Defacing school property 5. Profanity/obscene gestures 6. Scuffling/Fighting 7. Stealing 8. Vandalism 9. Bus misconduct 10. Hazing 11. Gambling 12. Non-compliance/insubordination 13. Extortion/coercion 14. Robbery/theft 15. Derogatory statements 16. Disruptive behavior 17. Inappropriate verbal/physical contact 18. Sexual harassment 19. Possessing "look-alike" weapon 20. Possessing/using matches or lighter 21. Possessing/using tobacco products 22. Possessing or selling "look-alike" drugs 23. Possessing marijuana seeds/pieces or prohibited substance paraphernalia 24. Possessing a laser pointer 25. Violating extracurricular standards 26. Computer systems misuse 27. Dress code violation 28. Repeated Level I violations 	<ul style="list-style-type: none"> ➤ Grade reductions as permitted by policy ➤ Parent contact ➤ Parent-teacher conference ➤ Withdrawal of privileges ➤ Behavior contract ➤ Discretionary removal by teachers ➤ Restricting bus privileges ➤ Saturday school ➤ Referral to outside agency/legal authorities ➤ Assigned school duties ➤ Detention ➤ On campus suspension ➤ Suspension ➤ School-based strategies ➤ Suspension/confiscation ➤ Suspension/restitution ➤ Probation ➤ Citation <p><i>*Serious and/or repeated violations may result in a more severe consequence or referral to the next level.</i></p>	<ul style="list-style-type: none"> ➤ Violation determined ➤ Student/staff conference ➤ Student advised of misconduct ➤ Student gives explanation ➤ Staff determines consequence/sanction ➤ Parents notified by phone as appropriated ➤ Discipline Action Form completed: mailed within 24 hours by office <p><i>Notes:</i></p> <ol style="list-style-type: none"> 1. Consequences listed are minimum 2. Law enforcement involvement when appropriate 3. Level II violation must be reported to the principal who must send notification to parent within 24 hours. 4. A student suspended or removed to an alternative education program is restricted from participation in school-related extracurricular and non curricular activities for the duration of the sanction.

REMOVABLE OFFENSES (SUSPENSION/AEP ASSIGNMENT)

Removable offenses are serious and disrupt the orderly educational process. Parents will be notified and requested to come for a conference with the administrator in each instance of this type of misbehavior.

VIOLATIONS	MINIMUM CONSEQUENCES*	PROCEDURES
<ol style="list-style-type: none"> 1. Repeated Level II violations 2. Serious offense (see below) 3. Assault 4. Terrorist threats 5. Dangerous drugs 6. Alcohol (non-felony) 7. Abuseable glue 8. Public lewdness 9. Indecent exposure 10. Felony conduct 11. Retaliation 12. Gang 13. Secret society activity 14. Possessing fireworks 15. Discharging fire extinguisher 16. Pulling fire alarm 17. Possessing mace/pepper spray 18. Sending improper messages 	<ol style="list-style-type: none"> 1. Suspension permissive removal 2. Suspension/permissive removal 3. Mandatory removal 4. Mandatory removal 5. Mandatory removal/permissive expulsion 6. Mandatory removal/permissive expulsion 7. Mandatory removal 8. Mandatory removal 9. Mandatory removal 10. Mandatory removal 11. Mandatory removal 12. Recommended removal 13. Recommended removal 14. Permissive removal 15. Suspension/permissive removal 16. Suspension/permissive removal 17. Suspension/permissive removal 18. Mandatory removal/permissive expulsion <p>*Serious and/or repeated violations may result in a more severe consequence or referral to the next level.</p>	<ul style="list-style-type: none"> ➤ Violation determined ➤ Student/staff conference ➤ Student advised of misconduct ➤ Student gives explanation ➤ Staff determines consequence/sanction ➤ Parents notified by phone/conference recommended ➤ Discipline Action Form completed: mailed within 24 hours by office <p>Notes:</p> <ol style="list-style-type: none"> 1. Suspension is 1 to 3 days per action (s) 2. DAEP assignment - 30 day minimum: second assignment see DMP 3. DAEP assignment can be extended if circumstances warrant. Discuss with Campus Administrator. 4. Mandatory removal requires immediate placement. Can be preceded by a suspension. 5. Mandatory removal to an DAEP requires completion of form FOA-E
<p>Serious Offenses</p> <ul style="list-style-type: none"> ➤ Vandalism ➤ Bullying ➤ Robbery/theft ➤ Extortion/coercion/blackmail ➤ Aggressive, disruptive ➤ Hazing ➤ Insubordination ➤ Profanity directed to staff ➤ Fighting/physical abuse ➤ Sexual harassment ➤ Explosive device ➤ Falsification of records ➤ Possession of pornography ➤ Leaving school grounds ➤ Threats/bomb threats 		<p>(Mandatory Removal/Alternative Education Program); mail to Juvenile Court</p> <ol style="list-style-type: none"> 6. If mandatory removal is by a teacher, parent conference is required to be scheduled in 3 days. 7. Mandatory removal for felony conduct requires completion of notification letter (Mandatory Removal/Felony Offense) 8. Referral to counselor should be considered for any student reaching Level III. 9. Removals of Sp. Ed./504 students to DAEP must be preceded by an ARD/504 behavior link meeting. 10. Sp. Ed./504 students' removal cannot exceed ten (10) consecutive

<ul style="list-style-type: none"> ➤ Refusal to accept discipline ➤ Unauthorized use/misuse of computers 		<p style="text-align: right;"><i>or total days without ARD/504 consent.</i></p> <p style="text-align: right;"><i>11. Permissive Expulsion procedure: See Level IV Expulsion</i></p>
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LEVEL IV EXPULSION

Expulsion offenses may also be illegal and seriously disrupt the orderly educational process. In each case of illegal behavior, referral will be made to the police department. A student who continues to engage in serious or persistent misbehavior that violates the Code after placement in an alternative education program may be expelled.

VIOLATIONS	MINIMUM CONSEQUENCES	PROCEDURES
<ol style="list-style-type: none"> 1. Criminal mischief (felony) 2. Serious or persistent misbehavior (see Level III) 3. Firearm 4. Illegal knife 5. Club 6. Prohibited weapon 7. Assault (felony) 8. Arson 9. Murder 10. Indecency with a child 11. Kidnapping 12. Drug/Alcohol (felony) 13. Retaliation (felony) 	<ol style="list-style-type: none"> 1. Permissive expulsion 2. Permissive expulsion 3. Mandatory expulsion 4. Mandatory expulsion 5. Mandatory expulsion 6. Mandatory expulsion 7. Mandatory expulsion 8. Mandatory expulsion 9. Mandatory expulsion 10. Mandatory expulsion 11. Mandatory expulsion 12. Mandatory expulsion 	<ul style="list-style-type: none"> ➤ Violation determined ➤ Investigation conducted/completed ➤ Law enforcement notified ➤ Discuss with Assistant Superintendent for Pupil Services before action ➤ Principal sends parents invitation to due process hearing (Notice of Expulsion Hearing) ➤ Due process hearing conducted ➤ Principal determines consequence/sanction and term of expulsion ➤ Expulsion letter completed: hand delivered/certified mail ➤ Form FOD-E (School Expulsion Order) completed and mailed to Juvenile Court <p>Notes:</p> <ol style="list-style-type: none"> 1. Proceed with hearing with or without parent after good faith effort to notify 2. Term of expulsion (determined by principal) <ul style="list-style-type: none"> • School year, first semester offense if warranted • Semester (remainder); either semester offense • Mid-term (following year); last six-weeks offense • Calendar year/firearm offense (federal) • Short term; as offense warrants (10 days or less) 3. Sp. Ed./504 must have ARD/504 meeting expulsion action preceding expulsion action 4. Students may be suspended, assigned to DAEP or be emergency removed pending hearing. Sp. Ed./504 behavior link meeting pending, 10 days max/ 45 days-dangerous weapon/drugs <p><i>Student under age 10 cannot be expelled; must be placed in DAEP</i></p>

DISTRIBUTION OF PUBLISHED MATERIALS:

Publications prepared by and for the school may be posted or distributed, with prior approval of the principal, sponsor, or teacher. Prior approval must have been obtained by the principal before any distribution of written material, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual materials that were not developed by the school. Failure to have approval will result in the immediate removal of any materials not approved.

DUAL CREDIT COURSES:

Gilmer High School offers dual credit courses with Kilgore College. These classes count as both high school credit and college credit. Classes are offered during the school day and in the evenings at GHS with Kilgore College staff members. Interested students must register with Kilgore College and meet college entrance requirements for early admission and must be approved by a counselor or principal. Information and registration forms may be obtained in the counselor's office. Classes follow the Kilgore College calendar, deadlines, and payment schedule. Students interested in enrolling in dual credit classes and needing financial assistance may obtain a financial aid application in the counselor's office. Financial assistance may be awarded to students meeting the eligibility requirements on the application form.

DRESS AND GROOMING:

In order to maintain an orderly environment conducive to the attainment of the educational mission and purpose of Gilmer ISD, all students shall be required to conform to a reasonable dress and grooming code. **Students will keep themselves neatly groomed and dressed while at school or while attending a school related activity.** Grooming and dress that will disturb, interfere with, or detract from the learning process or school activities will not be allowed.

Dress Code:

1. SHIRTS:

All shirts/tops must have sleeves

*all shirts must be tucked into pants, except shirts that are not designed to be tucked in for females.

The length of this type shirt cannot extend more than one hand length below the waist or expose the midriff.

*no more than two buttons may be undone (no undergarments or cleavage should be visible)

*no student will wear clothing or jewelry that displays emblems or writings that are disruptive, suggest the use of prohibited substances, or is obscene, vulgar, depicts sex, death, the occult, violence, blood or gore, racial or sexual in nature (Hooters, rebel flags, etc.) or anything deemed inappropriate by school administration

*undershirts are permitted but must be tucked into pants

*hoodies are permitted but the length of the garment may not extend past the fingertips

2. PANTS/SHORTS/SKIRTS:

All pants should be slacks, jeans of the 5-pocket design (ex. basic/standard blue jeans), or nylon wind pants

*a belt must be worn with pants that are designed with belt loops

* no sagging at any time (boxers/undergarments are not to be visible)

*no excessively baggy pants allowed

*no cutoffs, cargo pants, pajama pants, bicycle shorts, or boxers allowed.

*dresses, shorts, culottes, or skirts, and all split garments must be no shorter than four inches above the front and back of the knee as measured from the hem or split to the top of the knee cap.

* no wallet chains, chains on clothing, spiked jewelry, dog collars, spiked collars, or studded collars allowed

3. Clothing that has been altered by cutting, tearing, or shredding will not be allowed. Unpatched holes in clothing are not allowed.

4. Students must wear shoes. No house shoes allowed.

5. No unnatural hair coloring, hair curlers, or rollers allowed.

6. No hats, caps, rakes, combs, picks, hoods, sweatbands, bandanas, or any other head coverings allowed.

7. No sunglasses unless a physician's prescription is provided.

8. No student will wear exposed rings, studs, or other jewelry associated with body piercing. No facial jewelry allowed. Students may wear earrings or ear studs.

9. No student will expose a tattoo, jewelry, or wear clothing that displays emblems or writings that are disruptive, obscene, vulgar, depict death, sex, violence, blood, gore, suggests the use of a prohibited substance of any type, or is racial or sexual in nature (Hooters, rebel flags, etc.)

The administration reserves the right to prohibit any clothing or articles of clothing that may be disruptive. The administration may alter this policy for special observances. Neatly groomed and dressed shall be defined as the dress and proper grooming that is standard and conforms to local community and school district standards. If dress or grooming is deemed inappropriate, corrective action will be taken.

Consequences for Dress Code violations:

First Offense: Student will receive a written warning and correct the violation before being allowed to go to class. If the violation cannot be corrected, the student will spend the day in ISS. (In School Suspension)

Second Offense: Parental contact will be made and the student will correct the violation before going to class. If the violation cannot be corrected, the student will spend the day in ISS.

Third Offense: Student will receive one-hour after school detention and correct the violation before being allowed to go to class. If the violation cannot be corrected, the student will spend the day in ISS.

Fourth Offense: Student will receive a two-hour after school detention and student will correct the violation before being allowed to go to class. If the violation cannot be corrected, the student will spend the day in ISS.

Fifth Offense: Student will receive a Saturday Detention and student will correct the violation before being allowed to go to class. If the violation cannot be corrected, the student will spend the day in ISS.

Sixth Offense: Student will receive a SAC assignment.

Seventh Offense: Administration discretion.

DRILLS-FIRE, TORNADO, AND OTHER EMERGENCIES:

Students, teachers, and other District employees shall participate in frequent drills of emergency procedures. When the alarm is sounded, students must follow the direction of teachers or marshals quickly and in an orderly manner.

EMERGENCY BELLS

Fire Alarm	Building Evacuation	Leave the building
Severe Weather	Shelter in Place	Cover as directed by teacher

DRUG TESTING:

The Gilmer ISD Board of Education has approved mandatory drug testing of all students who participate in extra-curricular activities. All students in extra-curricular activities will be tested at the beginning of the school year and will be subject to random testing throughout the year. The purpose of the drug-testing program is to help our athletes say no to drugs.

Consequences for a Positive Test

First Offense: Reported to parents/guardians of students to correct the problem. Students will be subject to testing several more times during the year. Students will be required to undergo drug counseling at district expense.

Second Offense: Reported to school officials and parents/guardians, a six-week suspension from any extra-curricular participation, undergo drug counseling at parent expense, and must test negative to regain eligibility in his/her activity. Student will be subject to testing several more times during the school year.

Third Offense: Reported to school officials and parents/guardians, one year suspension from any extra-curricular participation, undergo drug counseling, and must test negative to regain eligibility to his/her activity. Student will be subject to testing several more time during the school year.

Fourth Offense: Reported to school officials and parents/guardians, permanent suspension from all extra-curricular participation.

EARLY DISMISSALS:

Early dismissals are for doctor's appointments with a doctor's note or court dates only. Students desiring to leave campus to go to the doctor or dentist must bring a note from home or the doctor to the attendance office for an early dismissal. This should be done prior to 8:00 AM each morning. In order for the absence to be excused, the student must present a doctor's note or a note from the court upon returning to school. **Teachers cannot grant permission to students to leave campus.**

Students who become ill during the school day should, with the teacher's permission, report to the nurse. The nurse or principal will decide whether or not the student should be sent home and will notify the student's parents. If school officials are unable to contact a parent/guardian, the student will not be allowed to go home.

EMERGENCY SCHOOL CLOSING INFORMATION:

On days when bad weather might cause the schools to close, the school will notify radio stations KYKX, KFRO, KNIF, KHYM, and television stations KLTV CHANNEL 7, Tyler and KETK CHANNEL 56 no later than 6:15 a.m. Early dismissal notification caused by severe weather will also be by radio and television stations. Students coming to school in private vehicles must be in attendance if buses run.

EMERGENCY MEDICAL TREATMENT:

Parents shall complete an emergency care form each year that includes a place for parental consent for school officials to request medical treatment for the student, as provided by law. Parents shall also be asked to supply other information that could be required in case of an emergency; parents should update this information as often as necessary.

EMERGENCY REMOVALS:

Students may be removed from regular classes or District premises for non-disciplinary health, safety and welfare reasons when the Board or its designee determines that an emergency exists. Reasons that may be considered an emergency include, but are not limited to:

1. Being under the influence of alcohol or drugs.
2. Being highly agitated.
3. Suffering from any other condition that temporarily threatens the student's welfare, another individual's welfare, or the efficient operation of the school.

Any student removed from school for a reason shown above who is in a condition that threatens his or her own welfare or the welfare of others shall be released to the parent, the parent's representative, or other proper authority, including, but not limited to law enforcement officers and medical personnel.

The District shall make reasonable efforts to notify the parent prior to removing a student from school premises for emergency reasons. If the parent cannot be notified prior to removal, the parent shall be notified as soon as possible after the removal and the reasons for it.

EXEMPTIONS/ATTENDANCE INCENTIVE PROGRAM:

Student success is directly related to good attendance. Gilmer High School is proud to offer an attendance incentive program for those students with exemplary attendance. Student may receive exemptions from final exams according to the following schedule:

Seniors	Juniors	Sophomores and Freshmen
0 absences – 4 exemption	0 absences – 3 exemptions	0 absences – 2 exemptions
1 absence - 3 exemptions	1 absence – 2 exemptions	1 absence – 1 exemption
2 absences – 2 exemptions	2 absences – 1 exemption	2 absences – 1 exemption

Preliminary lists of students who qualify for an exemption will be posted at least two days prior to the administration of semester exams. Students must check these lists and submit a written request regarding an error to the attendance secretary prior to the posted deadline. Any student not submitting a request in writing prior to the posted deadline will not have a correction considered. Students are encouraged to check the list even if they are certain that everything is correct. Students who are entitled to an exemption will have an "exemption ticket" printed for them. They will pick up this ticket at a designated time prior to the exam date. The student must have cleared all fees and/or fines prior to receiving an exemption ticket. Students must report to the assigned semester exam and present the exemption ticket to be excused from taking that test. **Student must attend and remain in the assigned exam period, even if they are exempt.** If students are not present for the exam, they can not use an exemption ticket for that exam and they will be expected to make up the test that they missed. A lost ticket results in a lost exemption (no replacements). Exemptions may not be "carried over" from one semester to the next. All students with exemptions tickets are encouraged to take their final exams. The final exam can only help the student's grade. If the student's grade improves the overall grade, it will be counted. If the student's score hurts the overall grade, it will not be counted.

EXPULSIONS:

The District Discipline Committee may remove a student from class and expel him/her without resort to the AEP if the student on school property or at a school related event on or off school property:

1. Commits assault
2. Delivers, possesses, uses or is under the influence of marijuana, a controlled substance or dangerous drug.
3. Delivers an alcoholic beverage, commits a serious act while under the influence of an alcoholic beverage, or possesses, uses, or is under the influence of an alcoholic beverage.
4. Possesses a firearm, illegal knife, club, or weapon.
5. Violates applicable statutes re: abuseable glue, aerosol paint, and volatile chemicals.
6. Public lewdness.

Students, who, after resort to AEP, continue to engage in serious or persistent misbehavior, violating the district’s previously communicated written standards of conduct, may be removed from class and expelled.

EXTRACURRICULAR ACTIVITIES:

A student in grades 9-12 may participate in extracurricular activities on or off campus at the beginning of the school year only if the student has earned the cumulative number of credits in state-approved courses.

At the beginning....	Must have.....
1 st year in high school	Been promoted from 8 th to 9 th grade
2 nd year in high school	At least 5 credits toward graduation
3 rd year in high school	Earned at least 5 credits in the last 12 months or have at least 10 credits toward graduation
4 th year in high school	Earned at least 5 credits in the last 12 months or have at least 15 credits toward graduation

During subsequent six-week periods, students who receive a six-weeks grade below a 70 in any course or subject; or learning-disabled students who fail to meet the standards of their Individual Education Plan (IEP); may not participate in extracurricular activities during the following three-week period. The suspension from extracurricular activities will go into effect seven days AFTER the last day of the three week period during which the grade lower than 70 was earned. Students shall be allowed to participate at the end of any six-week period in which the student earns a grade of 70 or above in all courses or subjects.

This suspension will be reviewed if the class is an advanced class or a concurrent enrollment class. See the Course Selection guide for a list of advanced classes or concurrent enrollment classes.

A student who has been suspended from extracurricular activity events shall also be suspended from out-of-school practice in extra-curricular activities and UIL activities until the suspension from participation is lifted.

A student may not be suspended under this provision during the period in which school is recessed for the summer or during the initial reporting period of a regular school term on the basis of grades received in the final grade-reporting period of the preceding regular school term.

FAMILY DAYS:

Students are permitted absences of not more than two days a school year for family activities if an adult family member or adult designee accompanies the student. Students must obtain prior approval by the principal or his designee five days in advance of the absence in writing. Family Day request forms are available from the attendance clerk. These days are included with absences for the purpose of the attendance requirements and exemptions.

FEES:

Materials that are part of the basic educational program are provided without charge to students. Students are expected to provide their own supplies of pencils, paper, erasers, and notebooks, and may be required to pay certain other fees or deposits, including:

1. The materials for a class project the student will keep.
2. Personal physical education and athletic equipment and apparel.
3. Voluntary purchases of pictures, class rings, publications, etc.
4. Student accident insurance and insurance on school-owned instruments.
5. Instrument rental and uniform maintenance.
6. Fees for damaged library books and school-owned instruments.
7. Parking fees and student identification cards.
8. Fees for drivers training courses if offered.
9. Club dues.
10. Security deposits

Any required fee or deposit might be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal.

FUND RAISING:

Occasionally, student clubs, classes, and organizations will be permitted to conduct fundraising drives. Organizations are limited to one fund raising activity per year. Except as approved by the principal, fund raising shall not take place on school property. No outside organizations of any sort may solicit contributions from students within the schools.

GRADE CONVERSION SCALE:

The grade point conversion scale in the GHS Course Options Guide will be used to determine the student(s) receiving the honor or awards listed below:

1. Valedictorian
2. Salutatorian
3. Top ten percent of graduating class
4. Academic scholarship awards and other awards where scholarship is a criteria
5. Class Rank

GRADE COUNTING:

Teachers shall provide ample opportunities for students to demonstrate the degree of mastery of the subject or course during a six weeks period.

All teachers shall give semester examinations. The teacher shall follow the exam schedule announced by the principal. The semester exam grade shall be averaged as one-seventh (1/7) of the semester grade with each six week grade being counted twice in computing the semester grade.

Credit for an individual semester shall be earned by a student who earns a passing grade for one semester, but whose combined grade for the two semesters is lower than 70. In this circumstance, the student shall be required to retake only the semester in which the failing grade was earned. The repeated semester grade must be 70 or greater to receive credit.

GRADUATION REQUIREMENTS:

In order to earn a diploma from Gilmer High School, students must successfully complete state and local course requirements and pass the TAKS test. Only students who have successfully completed all the requirements for graduation, as certified by the principal, will receive a diploma. Students can graduate by meeting one of several plans in the GHS Program Options Book. See Program Options Book for selections.

IMMUNIZATIONS:

All students entering our schools for the first time must have proof that the required immunizations have been administered. Students will be allowed to enter school provided that the immunizations have been started and will be completed as soon as possible. A 20-day period is allowed for transfer of immunization records from one childcare facility or school to another. Proof of the immunizations shall consist of personal records by a physician or public health clinic with a signature or rubber stamp validation. Exclusions from compliance are allowed on an individual basis for medical contraindications and religious conflict. Students falling into these categories must submit affidavits as described below. The student must present an affidavit signed by his parents stating that the immunization conflicts with the practice of a recognized church or religious denomination of which the applicant is an adherent or member. A form of Conscientious Objection must be requested from the Department of Health in Austin and completed by the parent. This form must be completed and submitted to the school each year. The student must present a statement signed by a physician, duly registered and licensed by the Medical Practice Act, in which it is stated that, in the physician's opinion, the immunization required would be injurious to the health and well-being of the applicant or any member of his family. Unless a lifelong condition is specified, the statement is valid for only one year from the date signed by the physician and must be renewed at that time for exemption to remain in effect.

INSURANCE:

At the beginning of the school year, the District will make available to students and parents a low-cost student accident insurance program. Premiums will be paid to and claims will be submitted through the Athletic Director's office, but the district shall not be responsible for costs of treating injuries or assume liability for any other cost associated with an injury. GISD provides insurance for students in grades 7-12. We have a \$10,000 policy which covers the following school supervised areas: athletics, band, drill team, cheerleaders, UIL Academic events, and other school sponsored events outside of the classroom (field trip). We also have a \$1,000,000 catastrophic accident policy, which covers athletics, band, drill team and cheerleaders.

The insurance coverage is "excess," which means it pays 100% of the remaining fees after the parent's personal policy has paid its part. Fees that are paid will be reasonable and customary.

INSTRUCTIONAL MATERIAL:

As a parent, you have the right to review teaching materials, textbooks, and other teaching aides and instructional materials used in the curriculum, and to examine tests that have been administered to your child.

INTEGRATED PEST MANAGEMENT:

Gilmer ISD has adopted an integrated pest management program at all campuses. General pest control treatments are completed in June during the summer vacation, and in December during the Christmas break.

The grounds at all campuses are treated for fire ants during spring holidays and during summer vacation.

At no time are students or teachers present when these treatments are applied. Notices are posted in all buildings forty-eight hours before treatment. The pest control company employed to do these treatments is licensed by the state of Texas to perform pest control. All chemicals used are labeled for in-school use and are approved by the Environmental Protection Agency (EPA). Material Safety Data Sheets (MSDS) on chemicals used will be provided to parents or guardians on request. If there are any questions, please contact the campus principal.

LOCKERS:

Every student will be assigned a locker for the storage of books and other personal property. For security purposes, combination lockers are provided. **Do Not Give Your Combination To Other Students or Jam Your Locker.** You are the person who will have to pay for your books if they are stolen or lost. Students are fully responsible for lockers. Searches and inspections may be conducted at any time, if there is reasonable cause, with or without the presence of students.

MEDICINE AT SCHOOL:

A student who must take a prescription or non-prescription medicine during the school day must bring a written request from his parent and the student's physician. The medicine must be in its original container and properly labeled.

A student may possess and self-administer asthma medicine on school property or at a school-related event if the student has written permission from the student's parent and the student's physician or licensed health care provider.

NOTICE CONCERNING DISCLOSURE OF EDUCATIONAL AND CRIMINAL HISTORY RECORDS:

Under authority of Texas Education Code 37.084 and Texas Family Code 58.0051, the Gilmer Independent School District and the Upshur County Juvenile Probation Department have entered into an agreement to disclose to each other educational and criminal history records of students who are at risk of involvement or have become involved with the juvenile justice system. Persons wishing to review the terms of the agreement may request a copy from the office of the Superintendent of Schools.

NOTIFICATION OF RIGHTS UNDER FERPA FOR GILMER ISD:

The Family Educational Rights and Privacy Act, provides parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day Gilmer ISD receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or student of the time and place the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or students may ask Gilmer ISD to amend a record that they believe is inaccurate or misleading. Parents should write the school principal and clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If Gilmer ISD decides not to amend the record as requested by the parent or the student, Gilmer ISD will notify the parent or student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or student when notified of the rights of a hearing.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by Gilmer ISD 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 Gilmer ISD 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. A school official has a legitimate interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Gilmer ISD discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [Note: FERPA requires a school district to make a reasonable attempt to notify the students of the records request unless it states in its annual notification that it intends to forward records in request.]
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

**Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605**

PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS:

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

1. Encourage your child to put a high priority on education and commit to making the most of the educational opportunities provided.
2. Attend Board meetings to learn more about District operations, including the procedure for addressing the board when appropriate. Regular board meetings are scheduled for the third Monday of each month at the Central Office located on Trinity Street.
3. Review the information in the Student Handbook, including the attached Student Code of Conduct, with your child, and sign and return the acknowledgement form(s). Parents with questions are encouraged to contact the high school office.
4. Become familiar with all of your child's school activities and with the academic programs offered in the district. Discuss with the principal any questions, such as concerns about placement, assignment, or early graduation, and the options available to your child. Monitor your child's academic progress and contact teachers as needed.
5. Exercise your right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to your child.
6. Review your child's student records when needed. You may review attendance records, test scores, grades, disciplinary records, counseling records, psychological records, applications for admission, health and immunization information, teacher and counselor evaluations, reports of behavioral patterns, and state assessment administered to your child.
7. If an instructional activity in which your child is scheduled to participate interferes with your religious or moral beliefs, you may temporarily remove your child from the classroom. The removal cannot be for the purpose of avoiding a test and may not extend an entire semester. If your child is removed, your child must still satisfy grade-level and graduation requirements as determined by the school and by TEA.
8. Become a school volunteer. For further information, contact the high school.
9. Participate in campus parent organizations. The activities are varied, ranging from band boosters to improving educational opportunities for all students. For further information, contact the high school office.
10. Any student who becomes a victim of a violent criminal offense while on the grounds of a campus, the parent is entitled to transfer their child to a safe campus under Legal/Local Policy FDD.

PARENT INVOLVEMENT POLICY:

Your participation in your child's education is important to us. Because of this, we have developed a parental involvement policy for GHS. This policy explains how we plan to work with parents to review and improve parent programs and describes how you can participate in planning these programs. The Parent Involvement Coordinator, Joni Elms, who works with parents of students participating in Title I programs and may be contacted at (903)841-7400. The Title I Coordinator of all federal programs is Sigrid Yates, who may be contacted at (903) 841-7401.

1. Title 1, Part A, parents will annually receive information concerning the implementation of the Title 1, program and will be encouraged to offer suggestions on improving or strengthening the program.
2. Parents will be given timely information concerning overall student performance, standards, and expectations (TEKS)
3. Parents will be given timely information concerning campus/state assessment instruments: local assessment measures such as, TPRI, Tejas Lee, RPTE, TAKS, and any other local assessment measures.
4. Parents will be offered opportunities for learning how to foster improved academic performances for their children.
5. Parent representatives, including parents of Title1, Part A students, will be involved in the development, review, and evaluation of the campus improvement plan.
6. Title1 parents will be involved annually on the review/revision of the School/Parent Contract.
7. Title1 parents will be asked to complete surveys seeking evaluations of the Title1 program and parent involvement.
8. Parents will annually review/revise this policy.

PARENTS RIGHT TO KNOW:

As a parent at GHS, you have a right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

1. Whether TEA/SBEC has licensed or qualified the teacher for the grades and subjects he/she teaches.
2. Whether TEA/SBEC has decided that the teacher can teach in the classroom without being licensed or qualified under state regulations because of special circumstances.
3. The teacher's college major, whether the teacher has any advanced degrees and, if so, the subject of the degrees.
4. Whether any teacher's aides or similar paraprofessionals provide service to your child and, if they do, their qualifications.

PLAGIARISM/CHEATING/ACADEMIC DISHONESTY:

Plagiarism is the use of another person's original ideas or writing as one's own without giving credit to the true author. Plagiarism will be considered cheating and the student will be subject to disciplinary action that may include loss of credit for the work in question. Teachers who have reason to believe a student has engaged in cheating or other academic dishonesty will determine the academic penalty to be assessed. Students found to have engaged in academic dishonesty will be subject to disciplinary penalties as well as academic penalties. **Copying another person's work, such as homework, class work, or a test is a form of cheating.**

PROMOTION, RETENTION, AND PLACEMENT:

Students are classified according to the number of credits they have earned. Required classification credits are listed below. Classifications are made at the beginning of the school year. Students may be reclassified at mid-term only on administrative approval. Freshman Class of 2007 will be required to complete four years of mathematics and science courses.

Sr. 2009 & 2010	Sr. 2011	Sr. 2012 and After
Freshman 0 – 5.5	Freshman 0 – 5.5	Freshman 0 – 6.5
Sophomore 6 – 11.5	Sophomore 6 – 12.5	Sophomore 7 – 13.5
Juniors 12 – 17.5	Juniors 13 – 18.5	Juniors 14 – 20.5
Seniors 18 +	Seniors 20 +	Seniors 21 +

REPORT CARDS/PROGRESS REPORTS:

Written reports of student's grades and absences shall be issued to parents at least once every six weeks. At the end of the first three weeks of a grading period, parents will be notified of the student's grade through a progress report. If a student receives a six-week grade of less than 70 in any class or subject, the parent will be requested to schedule a conference with the teacher of that class or subject.

SCHOOL BUSES:

Students being transported in school-owned vehicles shall comply with the Student Code of conduct. Any student who fails to comply with that code or established rules of conduct while on school transportation may be denied transportation services and shall be subject to disciplinary action.

The following rules shall apply to student conduct on school transportation:

1. Passengers shall follow the driver's directions at all times.
2. Passengers shall board and leave the bus in an orderly manner at the designated bus stop nearest their home.
3. Passengers shall not stand if there is a seat available. If a passenger must ride standing, the passenger shall face the front and hold on to the seat rails.
4. Passengers shall keep books, band instrument cases, feet, and other objects out of the aisle of the bus.
5. Passengers shall not deface the bus and/or its equipment.
6. Passengers shall not extend heads, hands, arms, or legs out of the window nor hold any object out of the window nor throw objects within or out of the bus.
7. Passengers shall not smoke or use any tobacco products on the bus.

8. Usual classroom conduct shall be observed. Unruly conduct, including the use of obscene language, will subject the passenger to disciplinary action.

9. Upon leaving the bus, the passenger will wait for the driver's signal before crossing in front of the bus.

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

1. A conference involving the principal, the student passenger, the driver and parent (s) may be required and appropriate disciplinary action taken if necessary.
2. The principal or his designee may suspend the student's bus riding privileges. If such a suspension occurs, the students will be notified prior to the time the suspension takes effect.
3. In case of serious misconduct that endangers the safety of other passengers of the driver, the driver shall have the authority to put the student off the bus or to call for law enforcement assistance; the principal and parents shall be notified of the situation as soon as possible. The student shall not be provided bus service again until a conference involving all persons listed above has been held.

Disciplinary sanctions and changes in transportation for a handicap student shall be made in accordance with the provisions of the student's IEP.

Bus Conduct

Safe and reliable school transportation is an integral part of the quality education goal of the school district. School provided bus service is a privilege that can/will be withdrawn if student conduct does not meet expectations. To help ensure that every trip is safe and pleasant, each student is expected to:

1. Be at the bus stop 5 minutes before bus arrival.
2. Wait at the bus stop in view of driver and off the roadway. Respect the privacy and property of others.
3. Wait until the bus has come to a complete stop, the doors are open, and the driver has signaled you to approach the bus. Approach the bus in a single line, without running and pushing. If you have to cross a roadway to board the bus, wait until the driver signals you to walk across. Never reach or crawl under the bus for any reason.
4. Enter the bus in a quiet and orderly manner, and go directly to your assigned seat.
5. Sit facing forward, and up straight, with your feet on the floor.
6. Obey the driver. Failure to obey will result in a student conduct report.
7. Be courteous – no fighting, wrestling, yelling, screaming, profanity or offensive conduct. Speak in a normal tone.
8. Help keep the bus clean – no eating or drinking on the bus.
9. Keep your hands, arms, head and belongings inside the bus. Never throw anything out the window or reach outside the windows.
10. Keep the aisle free of books, band instruments, bags and feet.
11. Substances such as drugs, alcohol, abusable glue, etc. and items such as firearms, ammunition, knives, fireworks, etc. that are forbidden on campus will not be allowed on the bus. Any possession of these substances carries the same possible consequences as possession on campus. The maximum consequence is expulsion from school.
12. Any glass containers; oversized school projects, that are larger than a shoe box; sleeping bags; pillows; live animals or insects; or balloons must be delivered to and taken from the school in a private vehicle. If there is any doubt, please ask the bus driver beforehand.
13. School dress requirements must be maintained while on the bus.
14. When exiting the bus, step immediately far enough away, so that the bus driver can see you. When you have to cross the roadway, walk far enough in front of the bus so that the driver can see you, and wait for the driver to signal that it is safe to cross.
15. Video cameras may be used in District vehicles to promote compliance with the rules of conduct.

SEARCHES BY TRAINED DOGS/STUDENT SEARCHES:

In order to respond to the drug and alcohol abuse problem in our society which is reflected in the school, and to maintain a safe school environment conducive to education, the district shall use specially trained dogs to check for concealed contraband drugs. Visits to school shall be unannounced. The dogs shall be used to sniff the air in vacant classrooms and other common areas and around student lockers and automobiles parked on school property. If the dog alerts to a particular locker, a car, or an item in classrooms or other common areas, it may be searched. If the dog alerts to a car, the student shall be asked, if necessary, to unlock the car doors and trunk for internal inspection. If the student refuses, the parent shall be notified. The lockers remain under the jurisdiction of the district even though assigned to students and are subject to a sniff search at any time. Students are responsible for anything found in their assigned lockers. Consequently, students should not tell anyone their locker combination and keep their lockers locked. All cars parked in the school parking areas shall subject to a sniff search at any time. Students are responsible for anything found in the cars. Classrooms and other common areas are subject to a sniff search at any time when students are not present. If any prohibited substances are found, the student may be subject to appropriate disciplinary measures and law enforcement may be called.

SEXUAL HARASSMENT:

Students shall not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including request for sexual favors. All students are expected to treat other students and district employees with courtesy and respect to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop. A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense. The District will notify the parents of all students involved in sexual harassment by student (s) when the allegations are not minor, and will notify parents of all incidents of sexual harassment or sexual abuse by an employee. The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in public schools. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the teacher, the counselor, the principal, or designee or Mr. Rick Albritton, who serves as the District's Title IX coordinator for students. A complaint alleging sexual harassment by another student or sexual harassment/sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or Title IX coordinator. The first conference with the student ordinarily will be held by a person who is the same gender as the student. The conference will be scheduled and held as soon as possible within five days of the request. The principal or Title IX coordinator will coordinate an appropriate investigation, which ordinarily will be completed within 10 days. The student or parent will be informed if extenuating circumstances delay completion of the investigation. The student will not be required to present a complaint to a person who is the subject of the complaint. If the resolution of the complaint is not satisfactory to the student or parent, the student or parent within 10 days may request a conference with the Superintendent or designee by following the procedure set out in Board policy FNJC (LOCAL). If the resolution by the Superintendent or designee is not satisfactory, the student or parent may present the complaint to the Board as provided by policy.

SMOKING/SMOKELESS TOBACCO:

Students shall not possess, smoke, or use tobacco products on school property or at any school related or school-sanctioned activity, or off school property, provided by law. Charges will be filed on students violating this policy, and students will be assigned to the Student Alternative Center.

SOCIAL EVENTS:

The rules of good conduct and grooming shall be observed for school social events held outside the regular school day. Guests will be expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for conduct of the guest. Students attending a social event may be asked to sign out when leaving before the end of the party. Anyone leaving before the official end of the event will not be readmitted.

SPECIAL EDUCATION PURPOSES:

Parents of a student with disabilities who has been provided special education services by the District will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law has not expired, the material will be deleted from the records but the records will be maintained until the time has expired.

SPECIAL PROGRAMS:

The district provides special programs for handicapped, gifted and talented, at risk and bilingual students. Students or parents with questions about these programs should contact the school counselor. The Coordinator of each program can answer questions about eligibility requirements and programs and services offered in the District or by other organizations.

Dyslexia Program

Students with extreme difficulties in reading, writing, and/or spelling may be referred to the campus General Referral Committee. Specific classroom modifications, appropriate to the child's needs and developmental language level, will be designed. If difficulties persist, beginning just prior to entering third grade and for subsequent grades, students may be referred for dyslexia assessment. This assessment consists of an Intelligence Test; achievement test; parent interview; Dyslexia Screening Instrument; teacher checklist; and a phonological awareness test. Other assessments that document particular reading, writing, and/or spelling difficulties may be administered as appropriate. Intensive instruction conducted by specially trained personnel using the Scottish Rite Alpha Phonics Program begins in 3rd grade.

ESL (English as a Second Language)

Students who are identified on their Home Language Survey as having a primary language other than English will be screened using IDEA Reading, Written and Oral Language Proficiency Test within two weeks of enrollment. A Language Proficiency Assessment Committee consisting of the parents, administrator, teacher, ESL teacher, counselor, and an interpreter, if needed, will meet to determine the child's eligibility and placement in the ESL Program.

Gifted and Talented Program

Students may be referred for screening for the Gifted and Talented Program by the school staff, parents, and/or students. The assessment consists of an intelligence test, achievement test, creativity test, teacher checklist, and/or portfolio. Students who meet the criteria for the GT program as determined by the campus and district GT Committee will attend specialized instruction sessions to meet unique needs. These sessions will emphasize thematic instruction, higher order thinking, creativity, application, creating products and cooperative learning.

Although referrals can be made throughout the year for GT, specific nomination periods are

Kindergarten: Jan. 1- Jan. 15

Grades 1-12: Jan. 15- March 15

STEROIDS:

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use. Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense. Students participating in UIL athletic competition may be subject to random steroid testing.

STUDENT ASSIGNMENT CENTER:

The Gilmer ISD shall operate SAC as a type of alternative education program provided for students. Students shall be assigned to SAC for violation of District policies, rules, or regulations. The SAC room will be housed at Gilmer High School. The SAC room shall operate under the following rules:

1. Referrals shall be made by the principal or his designee.
2. Parents shall be notified of the offense and placement into SAC.
3. Infraction of SAC rules may result in additional days of assignment by the building principal. Serious or persistent violation of rules will be dealt with according to the District's disciplinary rules for serious violations.
4. Students will have assignments to complete while in SAC. Students are responsible for completing and returning work missed while in SAC. An administrator will determine when these assignments need to be completed and returned to the teacher. Failure to complete work in the prescribed set of days will result in reassignment to SAC.
5. Students shall have the responsibility of bringing all of their own textbooks and needed study materials to the Center. Reference books and dictionaries will be maintained at the Center for student use.
6. The SAC instructor shall assign additional work as required to maintain constant work level of students.
7. Two supervised restroom breaks will be provided during the day.
8. While in SAC, students may not talk without permission, make unnecessary noise, or write notes.
9. Students may not sleep and must maintain an upright position in their seats with no leaning back in the chairs or leaving seats without permission.
10. Students must comply with all school rules while in the Center.
11. Date of assignments to the Center shall be set by the principal or his designee.
12. **Students assigned to SAC shall not be permitted to participate in Co-Curricular or Extra-Curricular activities during the course of their assignment to SAC.**
13. The operation of SAC shall in no way restrict the building principal from using other disciplinary alternatives when deemed necessary.

When arriving on campus, students assigned to SAC are to go directly to the SAC classroom. Students should not go to or remain at any other place on the High School Campus when arriving or leaving the campus.

STUDENT IDENTIFICATION CARDS:

Current students have been issued identification cards. Students new to the high school will be issued identification cards at the beginning of the year at no cost to the student. Students will be charged \$5.00 for each card replaced. Students are responsible for wearing their identification card on a lanyard around their neck while at school. Students must be able to provide their identification card while at school-related events. Failure to wear the identification card at school or failure to provide the identification card at school-related functions will result in disciplinary action taken against the student.

STUDENTS TAKEN INTO CUSTODY:

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

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

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

The Principal will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

STUDENT RECORDS:

A student's school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. The record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is a minor or a dependent for tax purposes, as do students who are 18 years of age or older. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights. The principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. School officials include any employees, agents, at Trustees of the District, cooperatives, or contractual placement facilities, as well as their attorneys and consultants, who are:

1. Working with students;
2. Considering disciplinary or academic actions, the student's case, or a handicapped student's IEP;
3. Compiling statistical data; or
4. Investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. The District forwards a student's record without prior consent on request to a school in which a student seeks or intends to enroll. Parental consent is required to release the record to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records, unless student remains dependent for tax purposes.

The parent's or student's right of access to and copies of student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher and records pertaining to former students after they are no longer students in the District, do not have to be made available to the parents or student.

Students over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requester has the right to a hearing. If the records are not amended as a result of the hearing, the requester has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parent and students are not allowed to contest a student's grade in a class through this process. Parents or students have the right to file a complaint with the U.S. Department of Education if they feel that the District is not in compliance with the law regarding student records.

Parents may be denied copies of a student's records (1) after the student reaches 18 and is no longer a dependent for tax purposes: (2) when the student is attending an institution of post-secondary education: or (3) if the parent fails to follow proper procedures. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about District students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The objection must be made in writing to the principal within ten school days after the issuance of this handbook. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

TAPE RECORDERS, RADIOS, PAGERS, CELL PHONES, IPODS, ETC.:

Radios, cameras, IPODS, toys, collector cards and games are prohibited and will be confiscated immediately by staff members. Items will be returned at the discretion of the principal. Students may have cell phones; however, **cell phones may not be seen, heard, or used in the classroom, building, or outside.** Following are fines/fees for confiscated cell phones:

- 1st offense – warning and returned to parent
- 2nd offense - \$15 fee before returned to parent
- 3rd offense - \$25 fee before returned to the parent
- 4th offense - \$25 fee and the cell phone will be returned to the parent at the end of the school year

TARDIES:

Students not in their assigned classrooms when the tardy bell rings will be considered tardy, unless they have written permission from school personnel. Consequences will be issued for each tardy. Depending on the number of tardies accumulated, consequences will range from warnings to being placed in DAEP. No warnings for tardies will be given in the second semester of school. If a student is more than 10 minutes late to a class, they will be considered skipping. If a student misses more than half of a class period, he or she will receive an absence. However, the student will be allowed to turn in work.

TELEPHONE:

The school telephone is for official school business purposes, and students are permitted to use it only for emergencies. A phone is available for general student use. Students are not to be out of class to use the telephone. Telephone calls are limited to three minutes.

TEXTBOOKS:

All basic textbooks are loaned to the students for their use during the school year. Textbooks are to be kept clean and to be treated with care. You are required to keep a book cover on textbooks at all times. Students who are issued a damaged textbook should report this to the teacher. Please be sure your name is written in your books in case they are lost or stolen. You will be required to pay for lost or severely damaged textbooks.

VANDALISM:

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended, both this year and years to come, littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

VEHICLES ON CAMPUS:

Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable cause exists to do so.

Students have full responsibility for the security of their vehicles and will make certain they are locked and that the keys are not given to others. Students will be held responsible for any prohibited objects or substances such as alcohol, drugs, and weapons that are found in their cars and will be subject to disciplinary action as well as a referral for criminal prosecution. Searches of vehicles, as well as general searches of school property, may be conducted at any time there is reasonable cause to do so, with or without the presence of the student. All student vehicles must be registered and must have a student-parking permit prominently displayed on the lower left side of the front window. Parking permits may be obtained in the office for the school year. Students driving automobiles must observe the following rules:

- 1) Students are not permitted to drive around campus. Upon arriving at school, students must park their vehicles immediately and report promptly to the building. No loitering in the parking lots before, during, and after school will be allowed.

- 2) Students who operate vehicles will not in any way make themselves noticed by the way they drive to and from campus. (e.g. squealing tires, excessive speed, loud radio, loud exhaust)
- 3) Students will park only in designated student parking areas, between the parking stripes.
- 4) Students will observe the 10 MPH speed limit on the campus and other applicable traffic laws.
- 5) Weapons found in student vehicles may result in expulsion.
- 6) Failure to comply with these rules may result in removal of the vehicle from campus at the owner's expense. Continued violations may result in the loss of the vehicle permit and campus parking privileges.

VIDEO CAMERAS:

For safety purposes, video/audio equipment may be used to monitor student behavior on buses and in common areas on campus. Students will not be told when the equipment is being used.

The principal will review the video/audio recordings routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

VISITORS:

Visitors are required to check-in at the office. Visitors will conduct themselves according to the rules for students. Students absent from their own school may not visit Gilmer High. The principal may request identification from any person on school property and may ask any person not having legitimate business to leave. Visits to individual classrooms during instructional time shall not be permitted, unless prior arrangements have been made with the office and teacher.

The Gilmer Independent School district does not discriminate on the basis of race, color, national origin, sex, or handicap in providing educational services. Mr. Rick Albritton has been designated to coordinate compliance with the nondiscrimination of requirements Title IX and Section 504 of the Rehabilitation Act.

STUDENT ASSESSMENT CALENDAR:

Test Date(s)	TAKS	TAKS M	Report Date(s)
Oct 20(Tues)	Exit level ELA (retest)		Dec. 2 – Dec. 4,2009
Oct 21 (Wed)	Exit level Math (retest)		Dec. 2 – Dec. 4, 2009
Oct 22 (Thurs)	Exit level Science (retest)		Dec. 2 – Dec. 4, 2009
Oct 23 (Fri)	Exit level Social Studies (retest)		Dec. 2 – Dec. 4, 2009
Mar. 1 (Mon)	Exit level Social Studies (retest)		April 21 – 23, 2010
Mar. 3 (Wed)	Gr. 9 Reading Gr. 10 ELA Exit level ELA Exit level ELA (retest)	Gr. 9 Reading Gr. 10 ELA Exit level ELA Exit level ELA (retest)	May 14 – 21, 2010
Mar. 4 (Thurs)	Exit level Math (retest)		April 21 – 23, 2010
Mar. 5 (Fri)	Exit level Science (retest) Make-up session Gr. 10 ELA		April 21 - 23, 2010
Apr 27 (Tues)	Gr. 10 Math Exit level ELA (retest)_	Gr. 10 math Exit level ELA (retest)	May 14 – 21, 2010 May 17 – 19, 2010
Apr 28 (Wed)	Exit level Math Exit level Math (retest)	Exit level Math Exit level Math (retest)	May 14 – 21, 2010 May 17 – 19, 2010
Apr 29 (Thurs)	Gr. 9 mathematics Gr. 10 Science Exit level Science Exit level Science (retest)	Gr. 9 Mathematics Gr. 10 Science Exit level Science	May 14 – 21, 2010 May 17 – 19, 2010
Apr 30 (Fri)	Gr. 10 Social Studies Exit level Social Studies Exit level Social Studies (retest)	Gr. 10 Social Studies Exit level Social Studies	May 14 – 21, 2010 May 17 – 19, 2010

The Gilmer Independent School District participates in the following Federal Programs:

F 204) ESEA, Title IV, Part A – Safe and Drug-Free Schools and Communities Act

Purpose: To develop age-appropriate comprehensive violence and drug/alcohol education prevention programs.

F211) ESEA, Title I, Part A – Improving Basic Programs

Purpose: To enable schools to provide opportunities for children served to acquire the knowledge and skills contained in the challenging State content standards and to meet the challenging State Performance standards developed for all children

F224) IDEA – Part B, Formula

Purpose: To operate educational programs for children with disabilities.

F225) IDEA – Part B, Preschool

Purpose: To operate educational programs for preschool children with disabilities.

F240) National School Breakfast and Lunch Program

Purpose: To provide free or reduced meals to children that meet income eligibility guidelines.

F244 Career and Technical – Basic Grant

Purpose: To provide Career and Technical education to develop new and/or improve Career Technical education programs for paid and unpaid employment.

F255) ESEA, Title II, Part A – Teacher and Principal Training and Recruiting

Purpose: To provide financial assistance to local education agencies to (1) increase student academic achievement through improving teacher and principal quality and increasing the number of highly qualified teachers in classrooms and highly qualified principals and assistant principals in schools, and (2) hold local education agencies and schools accountable for improving student academic achievement.

F262) Title II, Part D, Subpart 1 – Enhancing Education through Technology

Purpose: To implement and support a comprehensive system that effectively uses technology in elementary and secondary schools to improve student academic achievement.

