



Rio Grande City High School

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Rio Grande City, TX 78582

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2011-2012

Student Handbook



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Rio Grande City CISD Vision

We are an educational organization that exemplifies achievement, credibility, and commitment in preparing all students to meet the academic, creative, and social challenges and responsibilities of our society.

Mission Statement

As an educational organization committed to preparing all students to meet the academic, creative and social challenges and responsibilities of our society,

We Will:

- Implement a rigorous, integrated, technological and comprehensive curricula from Pre-K to post secondary
- Provide school facilities that are conducive to a safe and orderly learning environment
 - Attract, retain, and develop qualified and effective personnel
- Provide and maintain an effective and efficient fiscal management system
- Embrace school/community partnership.

By focusing on cooperation and communication, delivering quality service, and having high expectations, all students will acquire the marketable job skills and/or post-secondary prerequisites to succeed in our dynamic global society.

NONDISCRIMINATION

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

CONTRACTUAL DISCLAIMER

The provisions and information set forth in this Student Handbook are intended to be informational and not contractual in nature. This handbook is not intended and shall not be construed to constitute a contract between Rio Grande City High School and any student, prospective student, agency of the local, state, or federal government, or any other person or legal entity of any and every nature whatsoever. The High School hereby reserves the right to amend, alter, change, delete, or modify any of the provisions of this handbook at anytime, with notice, in any manner that the administration or School Board of Trustees of RGCCISD deem to be in the best interest of the District. Every secondary campus develops a student handbook in addition to the Student Code of Conduct. In meeting each secondary campus' unique needs, differences may be noted in the handbooks. In accordance with the law, in case of conflict between the Student Code of Conduct and the Student Handbook, the Student Code of Conduct will prevail. The Student Code of Conduct is adopted by the District's Board of Trustees and has the force of policy. In accordance with the state law, the RGCCISD Student Code of Conduct will be given to each student and students must acknowledge that they have received and read the Code of Conduct and the student handbook. Receipt acknowledgement forms can be found in the back of the handbook.

REGULAR BELL SCHEDULE 2010-2011

Morning Bell	8:10	
1 st Period	8:15	9:15
2 nd Period	9:20	10:10
3 rd Period	10:15	11:05
4 th Period	11:10	12:00
5 th Period	12:05 Lunch A	12:50
6 th Period	12:55 Freshmen	1:40
7 th Period	1:45 Lunch C	2:30
8 th Period	2:35	3:20
9 th Period	3:25	4:15

PEP RALLY BELL SCHEDULE 2010-2011

Morning Bell	8:10	
1 st Period	8:15	9:00
2 nd Period	9:05	9:50
3 rd Period	9:55	10:40
4 th Period	10:45	11:30
5 th Period	11:35 Lunch A	12:20
6 th Period	12:25 Freshmen	1:10
7 th Period	1:15 Lunch C	2:00
8 th Period	2:05	2:45
9 th Period	2:50	3:30
Pep Rally	3:35	4:15

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PREFACE

Students and Parents,

Welcome to school year 2010-2011! For the school year to be successful, we must all work together including students, parents, teachers, and other school staff members.

The RGCCISD High School Student Handbook is designed as resource that provides some of the basic information that you and your child will need during the school year. Please be aware that the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

Both students and parents must familiarize themselves with the Student Handbook and the RGCCISD Student Code of Conduct. The Student Code of Conduct is required by state law and is intended to promote school safety and an atmosphere that is conducive for learning. This document is given to all students at the beginning of the school year. It is also available online at www.rgccisd.org. and in the principal’s office at all times.

In case of conflict between Board policy or the Student Code of Conduct and any provisions of student handbooks, the provisions of Board policy or the Student Code of Conduct that were most recently adopted will prevail.

We strongly recommend that parents review the entire handbook with their children and keep it as a reference during this school year. If your child has questions about any of the material in this handbook, please contact a teacher, counselor, or principal.

Please complete and return the parental acknowledgement form indicating that you received these documents.

ACADEMIC INFORMATION

COURSES OF STUDY

Rio Grande City CISD High Schools offer Regular Classes, College Prep, Pre-Advanced Placement courses, Advanced Placement courses, Dual Credit courses, Career Technical Education courses, and Resource courses. A brief description of each follows:

Regular Courses

Regular courses are designed to provide students a high level of academic preparation that will enable the student to prepare for post-secondary educational opportunities and/or joining the community workforce.

College Prep/Pre-Advanced (Pre-AP) Courses

College Prep and Pre-Advanced courses are accelerated courses with enriched content. Pre-AP courses are offered in English, Mathematics, Science, Social Studies, and Foreign Languages. These courses require more individual initiative, analytical reading, student interaction, research, and outside class preparation. Students are better prepared for Advanced Placement and Dual Credit courses upon successful completion of Pre-AP courses.

Advanced Placement (AP) Courses

Rio Grande City CISD recognizes that there are students who are motivated and talented enough to meet the challenges of the academic experiences offered by the Advanced Placement Program. This program offers highly motivated students an opportunity to pursue college-level studies while attending high school. Those who choose to participate in the program may be eligible to take an AP exam at the end of the school year. Students are not required, but strongly encouraged to take these exams upon completion of the course. Students must be recommended by their teacher and/or counselor to be able to take an AP exam. There is a fee, borne by the student, if the student consents to the recommendation but does not attend the day of the given exam. All students are notified of the recommendation. *Any student wishing to test but is not recommended by teacher or counselor will have to pay full price for the intended exam.* Student may be awarded placement credit if he/she receives a 3, 4, or 5 on the exam.

RGCCISD offers the following College Prep/Pre-AP/AP courses:

ENGLISH DEPARTMENT:

- English I College Prep and Pre-AP
- English II College Prep and Pre-AP
- English III College Prep and Language / Composition AP
- English IV College Prep and Literature / Composition AP

SOCIAL STUDIES DEPARTMENT:

- World Geography College Prep and Pre-AP
- World History College Prep and Pre-AP

- World History AP
- U.S. History College Prep and AP
- U.S. Government College Prep and AP
- Economics College Prep and Microeconomics AP
- European History AP

SCIENCE DEPARTMENT:

- Anatomy & Physiology Pre-AP
- Biology College Prep and Pre-AP
- Biology College Prep and AP
- Chemistry College and Pre-AP
- Chemistry AP
- Physics Pre-AP and AP
- Environmental Science AP

MATHEMATICS DEPARTMENT:

- Algebra I College Prep and Pre-AP
- Geometry College Prep and Pre-AP
- Algebra II College Prep and Pre-AP
- Pre-Calculus Pre-AP
- Statistics AP
- Calculus AP

• **FOREIGN LANGUAGE DEPARTMENT:**

- Spanish Language AP
- Spanish Literature AP

ART/MUSIC DEPARTMENT:

- Music Theory AP

Pre-AP and AP Waivers

Students enrolled in Pre-AP and/or AP classes may receive one waiver per semester for UIL eligibility.

Concurrent/Dual Credit Enrollment

The Concurrent/Dual Credit Enrollment program allows eligible Junior/Senior high school students to enroll in college courses while attending high school and permits them to take courses in place of, or in addition to the normal course load in their high school. Through concurrent enrollment, students have an opportunity to prepare for college, attain college credit only or college/high school credit (as determined by RGCCISD board policy), meet DAP graduation requirements (measures), receive a tuition and fee incentive (in accordance to RGCCISD board policy), and earn scholarship opportunities. Students must contact their

academic counselor to develop a plan and review criteria and courses offered through concurrent/dual credit enrollment at the High School.

Career Technical Education Courses

The District offers Career Technical Education programs in a variety of areas. Rio Grande City CISD serves the district high schools with a wide range of Technical Education courses. The High Schools offer Career and Technical Education programs in Agricultural Food & Natural Resources, Architecture & Construction, Arts, A/V Technology & Communications, Business Management and Administration, Education & Training, Finance, Health Science, Hospitality & Tourism, Human Services, Information Technology, Law-Public Safety-Corrections & Security, Manufacturing, Science Technological Engineering & Math, and Transportation-Distribution & Logistics. These courses are designed to meet a variety of needs and interests in technical and practical areas. Students from all academic levels enroll in these courses that integrate academic and application skills. RGCCISD will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. A listing of all courses offered through this department may be located in the Counseling Department Career Specialist office.

Resource

These courses are specially designed for students who have a modified curriculum in accordance with their individualized education plan (IEP).

GRADING

In grades 9-12, each semester is composed of three six week reporting periods. The six weeks grade will be determined as follows for the first, second, fourth, and fifth six weeks.

- Class work, homework, class participation, notebooks, folders, quizzes, etc., count as 75% of the grade. The classroom teacher shall determine the weight given to each of the preceding categories and shall inform the students of the value of each category at the beginning of the semester. Unit exams, chapter tests, common assessments, and projects count as 25% of the grade.
- There will not be any six weeks examinations; however, in any given six weeks in which a campus or district TAKS benchmark is administered, the teacher may use such examination as a test grade weighed within the 75% / 25% of the computation of the six weeks grade.
- A semester examination will be given at the end of the third and sixth six weeks period. The semester examination will count one seventh (1/7) of the semester grade for both the first and second semesters. Each six weeks average will count two sevenths (2/7).

For example:

1 st six weeks average	70 x 2=140
2 nd six weeks average	80 x 2=160
3 rd six weeks average	75 x 2=150
Semester exam	<u>70 x 1=70</u>
	520 ÷ 7=74

Thus **74** is the semester average.

- No more than two semester exams will be scheduled per day.
- Students may **NOT** be exempted from either the first or second semester exams. (Education Code 21.273)
- All six weeks or semester incomplete grades must be made up within **5 school days** after the reporting periods end.

Grading System

A=90-100	D=70-74	F=Below 70 (Failing)
B=80-89	C=75-79	

Recording Failing Grades

The District shall record a 50 in the permanent cumulative record for any average numerical grade that is lower than 50.

Awards and Honors

The following guidelines will be used to list students on the honor roll:

- All subjects will be included.
- Students are eligible for Rattler Honor Roll when all grades are 90 or above.
- Students are eligible for the A and B honor roll if they have at least one grade of 90 or above and no grade below 80.

Academic Dishonesty

Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary consequences shall be applied in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination.

CREDIT GUIDELINES

Grade Classification

<u>Credits Earned</u>	<u>Grade Classification</u>
0-5.5	9---Freshman
6-11.5	10---Sophomore
12-17.5	11---Junior
18+	12---Senior

Grade level advancement for students in grades 9-12 shall be earned by course credits. Changes in grade level classification shall be made no later than the beginning of the fall semester. Grade reclassifications will not be made at any other time during the school year.

Awarding Semester Credits

- One half (1/2) unit of semester credit is awarded for the successful completion of eighteen (18) weeks of study.
- One unit (1) of credit is awarded for the successful completion of a full year course of study.
- One (1) unit of credit will be awarded if the yearly average of the first and second semester is a **70**; however, the *first semester average* must **not** be lower than **65**. This rule applies only to credit or courses taken at the respective High School during the current school year (August to May).
- Summer school or transferred semester averages will not be considered when awarding credit. The registrar will average both semesters to determine if the student receives credit.
- If a student drops a Pre-AP or an AP course with a failing grade of 65-69, the student's grade for the six weeks or semester grade will be transferred to the appropriate course and the rule above will be applied accordingly.

Credits ----- Late Entries

A student who enrolls in school after the beginning of the first semester but before the end of the first six weeks, may be awarded credit under the following conditions:

- Make-up work is satisfactory to the teacher
- Meets all other course requirements, i.e., passes all exams, completes class requirements, etc.

A student who enrolls after the first six weeks must meet the requirements stated above or complete appropriate make-up work at the campus credit recovery labs (Migrant Lab/PLATO Lab). The counselors will assist all late entering students in securing the appropriate make-up work.

Credits ----- Early Withdrawal (Migrant Students)

Early withdrawal from school will **ONLY** be granted to students who are migrating out-of-district with their parents to pursue agriculturally related employment. Any student enrolled in Rio Grande City CISD who withdraws early that being on the district's approved withdrawal date, may complete any course work and be eligible to receive credits under one of the following criteria:

- Complete the third week of the sixth six weeks
- Complete all course work and assignments required by the teacher
- Take a semester exam
- Complete all assignments, tests, projects, etc., before the district's withdrawal date; otherwise, the student will receive a failing grade for the semester

- Secure clearance from the campus principal to withdraw at least two weeks before the intended withdrawal date

Migrant students who withdraw **before** the district's approved withdrawal date must:

- Enroll in another school,
- Complete the requirements for the appropriate semester.
- Send an official transcript to the home school immediately upon completion of course work.

NOTE: Students will be permitted to withdraw one week before the designated date (Third week of the 6th six weeks) before migrating. Only in extreme emergencies will the principal permit the student to withdraw earlier. If a student withdraws for the purpose of migrating and does not migrate, then the student must return to school otherwise he/she will not receive credits for the semester. Students will not be permitted to withdraw to work locally within the community.

Credit by Exam ---- If a Student Has Taken the Course

Students may use credit by examination to earn credit in any academic course previously failed or denied. Examinations used to earn credit under this policy will assess the student's mastery of the essential knowledge and skills.

Eligibility

The minimum eligibility requirement is that the student has had prior instruction in the subject or course as determined by the District on the basis of a review of the student's educational records. There will be at least three credit by exam opportunities offered each semester of the school year. The locally and departmentally developed credit by exams are approved to be taken by the designated counselor. Prior to taking the examinations, students must attend study sessions held after school for six days and test on the seventh day. Only one credit by exam per subject may be challenged on each test administration by any individual. To receive credit, students shall score a grade of 70 or above on the examination. **All credits earned through credit by exam will receive a grade no higher than 70.** The credit earned will be recorded as regular credit only. Credit by exam tests shall be administered according to procedures approved by the campus principal or designee.

Credit by Exam ---- If a Student Has Not Taken the Course

The Superintendent or designee shall be responsible for development and/or selection of tests for students without prior instruction. Whether tests are developed by the District or purchased from a State Board approved university, each examination shall thoroughly test the essential knowledge and skills in the applicable grade level or subject area. Examinations for acceleration shall be administered to students in grades 9-12 in the fall and spring. Students may obtain further information from the district's testing director's office. **A passing score will be a 90.** The credit earned will be recorded as a regular credit only.

CREDIT RECOVERY LAB

Migrant Lab/API

The Migrant Lab is a self-paced educational setting that provides students with an opportunity to make up and/or recover credits required for graduation. The Migrant Lab utilizes the American Preparatory Institute curriculum approved and accredited by the Texas Education Agency. Students have an opportunity to make-up work by six weeks or semester. Placement in the Migrant Lab is based on the counselor's recommendation and the individual need of the student. The Migrant Lab is available during the day as part of the student's schedule. It is also available for student use before and after school hours. All credit(s) earned at the Migrant Lab will receive a grade **no higher than 70**. Eligible migrant students will receive the grade earned.

REPORT CARDS, PROGRESS REPORTS AND CONFERENCES

Report cards with each student's grades, performance, and absences in each class or subject are issued to parents at least once every six weeks. At the end of the first three weeks of a grading period, parents will be given a written unsatisfactory progress report if their child's performance in any course (English Language Arts, Mathematics, Science, or Social Studies) is near or below 70, or below the expected level of performance. If the student receives a grade lower than 70 in any class or subject during a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. Teachers follow grading guidelines approved by the Superintendent and are designed to reflect each student's academic achievement for the grading period, semester, or course. State law states that a test or course grade issued by a teacher cannot be changed unless the Board of Education determines that the grade is arbitrary, contains an error, or that the teacher did not follow the District's grading policy. [See Policy EIA]. Questions about grade calculation should first be discussed with the teacher. If the question is not resolved, then the student or the parent may request a conference with the principal in accordance with policy FNG (LOCAL).

PROMOTION AND RETENTION

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70 based on course level or grade level standards. In addition, students at certain grade levels will be required to pass the Texas Assessment of Knowledge and Skills (TAKS) test as a further requirement for promotion. A Personal Graduation Plan (PGP) will be prepared for any student in a middle school or beyond who did not perform satisfactorily on a state-mandated assessment or is determined by the District as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented by a guidance counselor, teacher, or other staff member designated by the principal. The plan will identify the student's educational goals and include consideration of the parent's educational expectations for the student. [Policy EIF] Students in grade 11 must pass the secondary exit-level assessment in English Language Arts, Mathematics, Social Studies, and Science in order to receive a diploma. A student who does not pass the exit-level assessment will have additional opportunities to take the test. Certain students--some with disabilities and some with limited English proficiency--may be eligible for

exemptions, accommodations, or deferred testing. For more information, see the principal, counselor, or special education director.

TAKS CLASSES

Students that have failed any portion of the TAKS test are required to enroll in a TAKS class.

TESTING

State Mandated Assessments

Students at certain grade levels will take state assessments such as TAKS in the following subjects:

- Mathematics, annually in grades 9-11, with the aid of technology on any assessment that includes algebra
- Reading in grade 9
- English Language Arts in grade 10-11
- Social Studies in grades 10-11
- Science in grades 10-11
- Any other subject required by federal or state law.

Students will also do routine testing and take other measures of achievement.

GRADUATION REQUIREMENTS

Requirements for a Diploma

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

- Students entering grade 9 in the 2007-2008 school year and beyond shall complete graduation requirements for the recommended high school program or the distinguished achievement program. Permission to enroll in the minimum graduation program will be granted only as described in the exception below. [See Policy EIF]
- Permission to enroll in the Minimum Graduation program must be granted by a committee.
- Students must also meet Exit level testing requirements for graduation.

The changes made in the graduation plans will ensure that every student has received instruction in the areas that state law requires be covered in the 11th grade TAKS test. Beginning in the 2003-2004 school year and beyond, the TAKS exit level test will be administered in the 11th grade instead of the 10th grade and will assess a broader range and depth of subjects. *Students have to pass the 11th grade TAKS test, along with their required courses in order to receive a high school diploma.* If students fail to pass one or more parts of the TAKS exit level test, they will have the opportunity to retest during designated test dates. The Texas Legislature mandated that the 11th grade exit test cover the following academic subjects:

English Language Arts	Mathematics
Social Studies	Science

**Texas State High School Graduation Requirements
2007-2008 and Beyond**

DISCIPLINE	RECOMMENDED PROGRAM (24 CREDITS)	DISTINGUISHED ACHIEVEMENT PROGRAM (24 CREDITS)
English Language Arts	4.0 Cr. (English I, II, III and IV, or ESL I, II, Eng. III, IV)	4.0 Cr. (English I, II, III and IV, or ESL I, II, Eng. III, IV)
Mathematics	4.0 Cr. (Algebra I, Geometry, Algebra II, Advanced Math) or Algebra I, Geometry, Math Models, & Algebra II	4.0 Cr. (Algebra I, Geometry, Algebra II, Pre-Cal) or Geometry, Algebra II, Pre-Cal, Calculus
Science	4.0 Cr. (Biology, Chemistry, Physics, Laboratory-Base Course) IPC may be taken before the senior year for 1 of the science courses.	4.0 Cr. (Biology, Chemistry, Physics, Laboratory- Base Course)
Social Studies	3.5 Cr. (World Geography, World History, U. S. History, and US Government)	3.5 Cr. (World Geography, World History, U. S. History, and .5 credit of US Government)
Economics	0.5 (Economics)	0.5 (Economics)
Foreign Language	2.0 Cr. (Spanish I, II, or French I, II)	3.0 Cr. (Spanish I, II, III or French I, II, III)
Physical Education	1.5 Cr.	1.5 Cr.
Health Education*	0.5 Cr.	0.5 Cr.
Technology Applications*	1.0 Cr.	1.0 Cr.
Fine Arts	1.0 Cr.	1.0 Cr.
Communication App.	0.5 Cr.	0.5 Cr.
Additional Components	3.5 Cr.	2.5 Cr.
Advanced Measures	0	4
TOTAL GRADUATION REQUIREMENTS	26	26

*Individual school districts may require more than the minimum units set by the state.

Advanced Measures for Distinguished Achievement Program

A student must receive four advanced measures. The measures must focus on demonstrated student performance at the college or professional level. Student performance on advanced measures must be assessed through an external review process. The advanced measures are as follows:

An original research project that is:

- Judged by a panel of professionals in the field that is the focus of the project
- Conducted under the direction of mentor(s) and reported to an appropriate audience
- Related to the required curriculum set forth in 19 TAC 74.1 (relating to essential knowledge and skills)
- Original research/projects may not be used for more than two of the four advanced measures.

Test data in which a student receives:

- A score of three or above on the College Board Advanced Placement examination
- A score of four or above on an International Baccalaureate examination
- A score on the PSAT that qualifies a student for recognition as a Commended Scholar or higher by the National Merit Scholarship Corporation; as part of the National Hispanic Scholar Program of the College Board; or as part of the National Achievement Scholarship Program for Outstanding Negro Students of the National Merit Scholarship Corporation. The PSAT score may count as only one advanced measure regardless of the number of honors received by the student.

College courses:

- A grade of 3.0 (B) or higher on courses that count for college credit
- Beginning with students entering 9th grade in the 2006-2007 school year, two articulated courses shall count as a DAP measure.

CLASS RANK / TOP TEN PERCENT / HIGHEST RANKING STUDENT

Class Rank

The top ten percent (Distinguished Scholars and Rattler/Gator Scholars) of the graduating seniors shall be ranked within the graduating class upon the basis of weighted grade averages for the four year program excluding the last six weeks period of the senior year. All content area courses and all Pre-AP and AP course grades on a student's transcript, earned at the high school campus, including failing grades, repeated courses, and summer school, shall be included in determining a student's grade point average and class rank. High school courses taken at the junior high or middle school campus shall not count toward class rank. If a potential honor graduate fails a weighted course at the end of the second semester, the overall GPA will be recalculated for ranking purposes using the second semester grade at the end of the year.

Academic Achievement / Class Rank

Valedictorian / Salutatorian

The valedictorian and salutatorian shall be the eligible students with the highest and second highest ranked grade point averages as determined by the District's class ranking procedure described in this policy and who complete the Recommended Program or the Distinguished Achievement Program with a combination of ten Pre-Advanced Placement (Pre-AP) /Advanced Placement (AP) courses with no less than five AP courses. To be eligible for valedictorian or salutatorian honors, a student must have been continuously enrolled in the District's high school where he/she intends to graduate from for the four semesters preceding graduation.

For the 2010/2011 graduating seniors from Rio Grande CISD only: This requirement shall be waived for the 2010/2011 graduating seniors provided they enroll at the campus where they plan to graduate from by the 15th class day of the first semester.

Conduct

To qualify to give the valedictorian or salutatorian speech, a student shall not have engaged in any serious misconduct violation of the Student Code of Conduct, including removal to an DAEP, a three-day suspension, or expulsion during the senior year. (This shall include carry-over of placement days from the alternative center.) In the event that either the valedictorian or salutatorian is ineligible, then the next highest-ranking student or students will deliver the speech or speeches.

Honor Graduates / Top Ten Percent

Special recognition shall be given to students in the top ten percent of each graduating class. All eligible students whose grade point averages comprise the top ten percent of the graduating class as determined by the District's procedure to qualify for automatic admission under Education Code 51.803 shall be recognized as honor graduates. [See EIC (LEGAL).] The top ten percent of the class must be in the most rigorous academic programs, Recommended or the Distinguished Achievement Program. The residency requirement necessary for valedictorian and salutatorian shall not be applicable to these students.

Recognized Graduates

District-recognized graduates shall include:

Distinguished Scholar

1. Students in the top ten percent of their senior class with weighted (GPAs) and a combination of ten Pre-AP/AP courses with no less than five AP courses. The Distinguished Scholar graduates shall be designated as follows and shall be eligible to wear an honor stole during graduation ceremonies.
 - a. Summa Cum Laude - Top two percent Gold Stole
 - b. Magna Cum Laude - Next three percent Silver Stole
 - c. Cum Laude - Next five percent Blue Stole

Rattler/Gator Scholar

2. Students enrolled in the Recommended Program or the Distinguished Achievement Program and ranked in the top ten percent. (White Stole)

Diamond Scholar

3. Students who have completed the Distinguished Achievement Program regardless of grade point average or the Recommended Program with the combination of ten Pre- AP/AP courses with no less than five AP courses regardless of rank. (Gold Cord)

Star Scholar

4. Students who have completed the Recommended Program with a minimum of 75. (Texas Scholar/Medallion)

Early Graduation

A student's class rank shall be determined within the graduating class of the school year in which the student completes all requirements for a diploma, regardless of the number of years that the student is enrolled in high school. For ranking purposes, a school year begins on the first day of school and ends on the last day of summer school (except for the senior year). Three-year graduates shall be eligible for all honors positions.

Three Year Graduate

A student who chooses to graduate in fewer than four years shall complete a "LETTER OF INTENT" with their counselor. Students are required to meet a set of criteria before being allowed into the three year program. Students shall receive advisement and declare their intention to graduate in three years by December of his/her sophomore year regarding requirements and schedules. Interested students need to meet with their school counselor for more information.

Class Rank Calculation

Class rank for senior students shall be calculated by averaging semester grades earned in high school. Grade weights for college prep and Pre-AP/AP courses shall be awarded at the end of each semester for grades 9, 10, 11, and 12. (For grade 12, final ranking for the second semester will include only the average of the fourth and fifth six weeks.) Class rank shall be calculated at the end of each semester for all grade levels. The final class rank for seniors is calculated at the end of the 5th six weeks of the 8th semester of the four years of high school. The Distinguished Achievement Program measure weights shall be added upon completion of measures, provided that the student has declared his/her intention to complete the Distinguished Achievement Program. For ranking purposes, all Distinguished Achievement Program measures must be completed by the end of the seventh semester.

Class Ranking and Grade Point Averages

Class ranking shall be determined by accumulated grade points divided by the number of courses for which final grades were given. Class ranking and grade point averages shall include all coursework content area courses, including Career and Technical Education Courses awarding credit in the content

areas. All Pre-AP/AP courses in grades 9-12 and credit by examination (with or without prior instruction) will also be included in calculating class rank.

A student shall have been continuously enrolled in one of the District's high schools for the two school years prior to graduation to be eligible for recognition as valedictorian or salutatorian.

Grades transferred from other schools shall be credited in conformity with the course description approved for the established grading system.

The District shall calculate a student's class rank using only credits earned in the following content area courses as defined by the Texas Essential Knowledge and Skill (TEKS), 19 TAC Chapter 74.

A – English Language Arts

B – Mathematics

C – Science

D – Social studies

E – plus all District-approved Pre-AP/AP courses

F – Career and Technical Education Courses that award credit in content areas.

Weights

Grade weights shall be assigned to grades earned by high school students in content area courses plus all Pre-AP/AP courses for purposes of class ranking, in accordance with the following scale:

A+ = 100	B+ = 89	C+ = 79	D+ = 74	Course Weight (per semester)
A = 95	B = 85	C = 77	D = 72	Advanced Placement (AP) – 12 points
A- = 90	B- = 80	C- = 75	D- = 70	Pre-Advanced Placement – 9 points
			F = 69	College Prep – 3 points
				DAP Weights (upon completion)

Tie

In the case of a tie in weighted grade averages among the top ranking students, the following method shall be used to determine who shall be recognized as salutatorian or valedictorian.

1. The weighted grade average shall be computed to four decimal places to break the tie.
2. If a tie still remains, the valedictorian shall be chosen according to the following criteria:
 - a. The student with the most AP courses passed shall be considered.
 - b. If a tie still remains, the student with the highest numerical grade average of all AP courses taken shall be the valedictorian.

If, after the above calculations, a tie still remains, two valedictorians shall be declared, and no salutatorian shall be recognized. Should a tie develop for salutatorian, all those tying shall be recognized.

Limitations and Exclusions

Courses taken at the college or university campus for concurrent credit shall not count toward class rank, but shall count toward the Distinguished Achievement Program. Dual credit courses in the content areas and dual AP courses shall count towards class ranking based on transfer credit/dual credit scale.

Beginning with the graduating class of 2008, two articulated courses shall count as a Distinguished Achievement Program measure, provided the student earns a grade of a B or higher.

GRADUATION

Recognized Graduate Procedures for Graduation

- The principal will appoint a committee to average the senior grades in accordance with the district's academic achievement guidelines. All grades must be posted by the end of the 5th six weeks.
- After the committee reports its findings to the principal, the student with the highest average is declared valedictorian, and student with second highest average is declared the salutarian.
- The principal will announce the recognized students at a special ceremony.
- The valedictorian and salutarian will deliver speeches at commencement exercises.
- The student march at the commencement exercises will be led by the Senior Class President who will serve as Master/Mistress of Ceremonies. Recognized graduate students will follow.

Commencement Exercises

Students who have failed to meet applicable exit level testing requirements shall not be allowed to participate in commencement activities and ceremonies unless:

1. The student satisfactorily completes all coursework requirements for graduation; and
2. During the student's twelfth grade (senior) year, that student successfully attends ninety percent (90%) of available District sponsored tutorials or courses for each of the TAKS subject areas for which that student qualifies, or is assigned to attend.

CORRESPONDENCE COURSES

A student in grades 11-12 and those with extenuating circumstances may earn a maximum of two units of credit by correspondence. These credits may be applied toward state or local graduation requirements. Students may be enrolled in only one correspondence course at a time. The Superintendent or designee may exercise discretion in waiving limitations on an individual basis. The Superintendent or designee shall establish and publish in the student handbook guidelines governing the use of correspondence courses as a means of earning credit toward graduation requirements. Prior to enrollment in correspondence courses, students shall make written request to the principal or designee for approval to enroll in the course. If approval is not granted prior to enrollment, the student shall not be awarded credit toward graduation. [Policy EEJC]

SPECIAL PROGRAMS

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

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

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the District's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students. At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the District must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The District must complete the evaluation and the report within 60 calendar days of the date the District receives the written consent. The District must give a copy of the report to the parent. If the District determines that the evaluation is not needed, the District will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the District. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards---Rights of Parents of Students with Disabilities*. The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Mr. Joseph Ellert, Director of Special Education at 716-6819.

EXTRA-CURRICULAR ACTIVITIES

Participation in school and school related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students. However, participation is a privilege, not a right. Eligibility for participation in many of these activities is governed by state law as well as rules of the University Interscholastic League (UIL) which is a statewide association overseeing inter-district competition. The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class, other than a class identifies as honors or advanced by either the State Board of Education or by the local Board of Trustees, may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to ten absences not related to post district competition, a maximum of five absences for post district competition prior to state, and a maximum of two absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the Board, are subject to these restrictions. A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence. **Please note:**

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

University Interscholastic League (UIL)

University Interscholastic League activities provide opportunities for students to prepare and compete in many literary and athletic events under proper guidance and regulations. The students receive recognition for themselves and for performance not always attained in regular classroom studies. With this in mind, students are encouraged to take part in activities suited to their abilities and interests. Literary competition includes: debate, persuasive speaking, informative speaking, journalism, science, number sense, calculator, prose reading, poetry interpretation, ready writing, spelling, one act play, microcomputer applications, literary criticism, current events and issues. Athletic competition for boys includes: football, basketball, track, tennis, baseball, cross country, soccer, golf, wrestling and power-lifting. Athletic competition for girls includes the following: track, volleyball, tennis, basketball, softball, golf, cross country, soccer, and power-lifting.

UIL Award

UIL awards include:

- Certificate of participation
- Letter jacket
- Patch

Criteria for awards include:

- A certificate of participation is awarded to any student that shows an interest in UIL literary activities by attending at least two meets during a season.
- A letter jacket is awarded to any student who participates at the district meet for two years or is a first year participant who advances to the regional meet. The years of participation do not have to be consecutive.

NOTE: A student who has received a jacket for some other extra-curricular event is not eligible for a jacket. A patch is awarded to any student who meets the criteria for a letter jacket but cannot due to regulation of student already having received a letter jacket.

Attendance and Scholarship Requirement for Participation in Extra-Curricular Activities

- Rio Grande City CISD shall not schedule, nor permit students to participate in any school related or sanctioned activities on or off campus that would require, permit, or allow a student to be absent from class in any course more than ten (10) times during the 180 day school year (full year course). Non-instructional school activities must be held outside of the 50 minute scheduled academic class periods in grades 9-12.

- A student in grades 9-12 may participate in extra-curricular 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 indicated in this subsection.
- The student's work is evaluated from the first day of the new grading period to the end of the third school week evaluation period. If the student has at least a minimum grade of 70 on a scale of 0-100 for work done since the end of the previous grading period, then the student may regain eligibility seven calendar days later at the time the regular school day ends. **NOTE: School breaks of one week or more do not count as part of this period.**
- A student shall be eligible for practice according to the UIL extracurricular eligibility rules (TEC 33.081[f]), revised 6-1-96.
- Suspension from school for disciplinary or administrative reasons may cause the student to immediately lose eligibility to participate in extracurricular or other activities for the remainder of the school year.
- A student who is absent from school for any reason must provide valid documentation in order to participate in school related activities that day or evening. (Principal's discretion)

The following courses are eligible for a waiver of the No Pass No Play rule:

- **English Language Arts:** All College Board advanced placement courses, English IV Academic (composition), English IV Academic (British Literature), Creative/Imaginative Writing, Research/Technical Writing
- **Languages other than English:** All College Board advance placement courses in the discipline, other Languages III, Advanced Language I-IV
- **Science:** All College Board advanced placement courses in the discipline, Physics I, Physics II
- **Social Studies:** All College Board advanced placement courses in the discipline.
- **Mathematics:** All College Board advanced placement courses in the discipline, Pre-Calculus, Calculus, Statistics
- **Fine Arts:** All College Board advanced placement courses in the discipline, Music Theory I-II, Art IV, Band IV, Choral Music IV, State Band IV, Art History

CLUBS AND ORGANIZATIONS

Forming Clubs and Organizations

Students desiring to form a new club or organization should adhere to the following procedures:

- Contact a teacher who is willing to sponsor your club or organization.
- A minimum of ten students must sign a petition to belong to the club or organization.
- Submit the petition, the sponsor's name, a constitution and bylaws, a statement of aims, activities, and major projects to the SBDM Committee.
- New clubs or organizations will be authorized on the basis of educational worthiness and school service.

Club and Organization Regulations

Class and club officers must call meetings by making arrangements in advance with the head sponsor. All meetings must be scheduled through the principal's office and class/club sponsors must be present. In addition, the following policies will apply:

- All club and student organizations must have a principal approved constitution on file with Site Based Decision Making (SBDM) Committee and the Student Council sponsor.
- All money raising projects will be pre-approved by the SBDM Committee and/or principal. At **NO** time will any club or organization conduct money raising activities without the approval of the SBDM Committee and/or principal. Individuals are not permitted to sell articles/merchandise in school for private concerns and/or individual profit.
- Sponsor(s) is/are responsible for money collected. Monies collected by students on behalf of a school organization belong to the club or organization.
- All money transactions must go through the principal's secretary.
- All meetings must be approved by the principal and sponsor(s) must be present.
- All announcements of club or organization activities will be posted before or after school.
- All activities must be cleared with the principal at least one week in advance. This must be done in writing.
- All activities must be approved by the head sponsor and the principal.
- No student will be allowed to leave a classroom for any fundraising project or organization activity.
- All problems or questions will be presented to the sponsor(s) first. If the sponsor(s) cannot resolve the problem, it should then be presented to the principal.
- The use of class time for club, class, or organization meetings must be kept to a minimum.

All clubs and organizations must submit a copy of their constitutions and bylaws to the SBDM Committee.

- Band
- Bilingual Club
- Cheerleaders
- Distributive Education Club (DECA)
- Drama Club
- El Cascabel Yearbook Staff
- Fellowship of Christian Athletes (FCA)
- Future Farmers of America (FFA)
- Future Homemakers of America (FHA)
- Migrant Club
- Girls Athletic Association (GAA)
- National Honor Society
- Pan American Student Forum
- Science Club

- Student Council
- Vocational Industrial Clubs of America (VICA), ICT, Auto Body, Auto Mechanics, Building Trades, Cosmetology, Law Enforcement
- HOSA
- BESTT

Offices and Elections

Elections for class officers are under the supervision of the student council and are held in the spring of each year. The council informs the student body of election procedures. The elections provide the students with firsthand experience in the democratic process. Elections for student council officers are held after the class elections. All newly elected class and student council officers are installed at the awards assembly. Freshmen class elections are held in the early fall. As role models, students who serve as class or club/organization officers or in positions of responsibility (i.e., cheerleader, student committee members) must meet the UIL extracurricular eligibility rules as well as display exemplary behavior at all times. The student shall not have been suspended from school for disciplinary and/or administrative reasons. Each club, class or organization's constitution and bylaws must detail the criteria to remain as an officer in that particular organization as well as the procedure for removal of officers.

FINANCIAL ACCOUNTS

All monies raised must be deposited on a daily basis in the ACCOUNT OF THE CLUB, CLASS, OR ORGANIZATION. All money transactions must go through the principal's secretary.

Student Council

- The Student Council shall be composed of the following:
 - Six officers (president, vice president, secretary, treasurer, reporter, and parliamentarian) elected by juniors, sophomores, and freshmen.
 - Four officers (president, vice president, secretary, and treasurer) from each class and elected by their respective class.
- The executive committee of the student council shall be composed of the student council officers and the student council sponsor.
- The student council shall be responsible for the following:
 - To promote student government
 - To promote school citizenship
 - To promote school spirit
 - To promote school safety
 - To conduct fund raising activities for its own needs
 - To sponsor, conduct and/or promote any other worthy endeavor which will benefit the students and the school
- All activities of the student council must have prior approval of the SBDM Committee and/or principal.

- All student activities, issues, and concerns should be directed to the principal and/or SBDM Committee.
- The student council officers, as well as the senior and junior class officers, should, if their schedules permit, enroll in the leadership course which carries one semester elective credit. Other officers and representatives may also enroll.

National Honor Society

- Membership in this chapter shall be based upon scholarship, service, leadership, and character.
- Candidates shall have been enrolled at least one semester in Rio Grande City High School and be a member of the junior or senior class.
- Candidates eligible for election in this chapter must have a minimum scholastic average of 90.00 in the core curriculum areas (language arts, mathematics, science and social studies).
- If any grade below 77.00 is recorded for any one grading period, a probationary period of one six weeks shall be enforced during which time the grade must be improved to 77.00 or more. Once a member is dismissed, he/she is not eligible for reinstatement.
- A student will lose NHS membership for inappropriate behavior, i.e., suspension from school, cheating on school work and other less than exemplary behavior. Any inappropriate behavior displayed by NHS members must be reported to the sponsor and/or principal.

Yearbook

The high school yearbook prides itself in presenting the history of the school year in an excellent and extensive manner. Each student is encouraged to pay attention to the sales announcements and to make every effort to purchase a copy of the yearbook. Students are encouraged to join the staff and receive valuable experience in organizational, marketing, and leadership skills.

Parent Booster Clubs

Parents are encouraged to become involved in the school activities of their sons and daughters. Whenever possible, Parent Booster Clubs may elect their own officers. All activities must be coordinated and approved by the class, club, or organization sponsor they are associated with and cleared by the principal and SBDM Committee.

GENERAL INFORMATION

Instructional Television

Rio Grande City High School provides through a contract with Whittle Communications the opportunity for students to view a twelve minute educational program on current events and news items, two minutes of which contain commercial advertising. A parent who prefers that his/her child not view any commercial broadcast at school should notify the administration. An appropriate alternative supervised assignment will be made for the student.

Textbooks

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

Summer School

The high school offers a summer school program for remediation and advancement. For specific information please contact a school counselor.



ACE- After School Center of Education

Texas After-School Centers on Education™ (ACE), administered by the Texas Education Agency (TEA) and funded by the 21st CCLC Program administered by the US Department of Education, is a structured, safe, and supervised place for learning and social interaction.

ACE provides extended learning opportunities for children and their families and offers innovative, hands-on activities that reinforce and complement students' regular academic programs. These before and after school activities are based on research and best practices and include academic enrichment, challenging curriculum, and tutorial services.

ACE strives to increase promotion and graduation rates and helps students prepare for college and the workplace.

21st Century Community Learning Centers – Critical Success Model

Outcomes	Critical Success Factors (behaviors)	Critical Success Factors Performance Indicators	Milestones (grantees)	Milestone Performance Indicators (measure)	Link to ACE PRIME Assessment	
<ul style="list-style-type: none"> • Improve academics • Improve attendance • Improve behavior • Increase promotion rates • Increase graduate rates 	CSF 1	<ul style="list-style-type: none"> • Students and families actively participating and engaged in learning • Students and families displaying leadership roles, volunteering to participate & lead activities 	<ul style="list-style-type: none"> • Students and families increased attendance in afterschool programs • Students mentoring other students • Students and families facilitating activities <p style="text-align: center;"><u>Measurement Tool</u></p> <ul style="list-style-type: none"> • Instructor surveys/self assessment • Principal/ Project Director survey • Observation/ on-site visit 	<ul style="list-style-type: none"> • Utilize innovative instructional techniques for academic and enrichment activities based on research and best practices 	<ul style="list-style-type: none"> • Activity Tracking- 21st CCLC Tracking System (Three times per year, Summer, Fall Spring) • Curriculum/ lesson plans 	<ul style="list-style-type: none"> • P5 CSDP • R7 Program Communication • R12 Student & Family Involvement • R14 Activities
	CSF 2	<ul style="list-style-type: none"> • Students increased sense of involvement in school 	<ul style="list-style-type: none"> • Number of students participating in extracurricular activities • Student/ Parent surveys • Increased number of mentors <p style="text-align: center;"><u>Measurement Tool</u></p> <ul style="list-style-type: none"> • Parent surveys • Teacher surveys 	<ul style="list-style-type: none"> • Provide a adult advocates, based on student need and in accordance with best practices 	<ul style="list-style-type: none"> • Number of meetings with students • Number of contacts made with parents, teachers, school day staff 	<ul style="list-style-type: none"> • P1 Community Needs Assessment • P2 Campus Needs Assessment • R10 Partnership Development • R11 Community Involvement • R13 Staffing & Training • M18 Participant Data Collection
	CSF 3	<ul style="list-style-type: none"> • Use of assessment data to revise/ reevaluate student services 	<ul style="list-style-type: none"> • Changes in student activities following re-assessment <p style="text-align: center;"><u>Measurement Tool</u></p> <ul style="list-style-type: none"> • Document analysis of program files • Observation/ on-site visits 	<ul style="list-style-type: none"> • Ongoing/ continuous student assessment to determine student's needs and barriers to success 	<ul style="list-style-type: none"> • Methods of assessment: pre/ post tests, needs assessments, case plans, etc. 	<ul style="list-style-type: none"> • R12 Student & Family Involvement • M18 Participant Data Collection
	CSF 4	<ul style="list-style-type: none"> • Implementation of strategies learned through training • Noticeable difference in educational instruction (teaching methods) 	<ul style="list-style-type: none"> • Changes in methods of instruction based on training <p style="text-align: center;"><u>Measurement Tool</u></p> <ul style="list-style-type: none"> • Self assessments • Supervisor assessments 	<ul style="list-style-type: none"> • Provide all required training opportunities for staff development 	<ul style="list-style-type: none"> • Number of trainings • Schedule of trainings • Staff sign in sheets • Participant surveys 	<ul style="list-style-type: none"> • R7 Program Communication • R13 Staffing & Training

ATTENDANCE AND ABSENCES

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

Compulsory Attendance

The state compulsory attendance law requires that a student between the ages of 6 and 18 must attend school and district required tutorial sessions unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his/her eighteenth birthday is required to attend each school day. However, if a student 18 or older has more than five unexcused absences in a semester, the District may revoke the student's enrollment. The student's presence on school property is then unauthorized and may be considered trespassing. School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class, from required special programs, such as additional special instruction (termed "accelerated instruction") assigned by the grade placement committee and basic skills for ninth graders; or from required tutorials, will be considered in violation of the law and subject to disciplinary action. A school aged student deliberately not attending school may also result in assessment of penalties by a court of law against both the student and his/her parents. A complaint against the parent may be filed in the appropriate court if:

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

Attendance for Credit

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

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

- A transfer or migrant student incurs absences only after his/her enrollment in the District. For a student transferring into the District after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching consensus about a student's absences, the committee will attempt to ensure that its decision is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.
- When a student must be absent from school, the student, upon returning to school, must bring a note, within **5 school days**, signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older.
 - The note from home must contain the following information:
 - Student's name, ID number, and grade level
 - Date of absence
 - Signature of parent
 - Home phone number or phone number of the nearest relative or neighbor if student does not have a phone
 - Home address
- The absence note will be filed in the student's attendance folder.

Sample of a Written Excuse

September 9, 2009

Ricardo Rodriguez Jr.

ID 001111

9th Grade

Dear Sir:

Please excuse my son for being absent on Friday, September 9, 2009. He had an appointment with Dr. R. Saenz in McAllen, TX. Attached is the doctor's statement.

(signature)

Mrs. Ricardo Rodriguez, Sr.

1000 N. Mesquite Street

Rio Grande City, TX 78582

499-2000

Acceptable Extenuating Circumstances

The District accepts the following as extenuating circumstances.

- An excused absence based on personal sickness or death in the family, quarantine, weather or road conditions making travel dangerous, any other unusual cause acceptable to the principal.
- Participation of any extracurricular activity as deemed acceptable by the Texas Education Code.
- Days of suspension.
- Participation in court proceeding or child abuse/neglect investigation.
- A migrant student's late enrollment or early withdrawal.
- Days missed as a runaway.
- Completion of a competency based program for at-risk students.
- Late enrollment or early withdrawal of a student under Texas Youth Commission.
- Teen parent absences to care for his or her child.
- Participation of a substance abuse rehabilitation program.
- Homelessness, as defined by federal law.
- Family emergencies or unavoidable situations requiring immediate attention.
- THEA testing for college admission administered during the school day.
- Pre-approved college visitation days for seniors.

If the attendance committee finds that there are no extenuating circumstances for the absence or if conditions established by the committee for earning or regaining credit are not met, the committee shall deny credit for the class. A student who petitions for credit and is denied may appeal the attendance committee's decision to the Board of Trustees.

Make Up Attendance

The following is a list of alternative learning activities that may be assigned by the Campus Attendance Committee in order for a student to regain credit lost due to absences.

- Complete additional assignments as specified by the committee, administrator, or teacher.
- Satisfying time-on-task requirements before and/or after school.
- Attending tutorial sessions as scheduled.
- Attending Saturday classes.
- Maintaining the attendance standards for the rest of the semester.
- Taking an examination to earn credit.
- Attending summer school.
- Complete individual papers, oral reports, library activities, or scientific laboratory activities.
- Participate in computer assisted instruction.
- Participate in peer tutoring.
- Complete appropriate clock hours in a discipline alternative education program.
- Perform community/school service with parental approval.
- Perform campus clean-up activities with parental approval.

A student who is absent from school for any reason will not be allowed to participate in school related activities on that day or evening. A student who is absent from school or from any classes without permission will be considered truant and will be subject to disciplinary action. A student who must leave school during the day must bring a note from his/her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parents. Students participating in approved school activities, i.e., UIL, athletics, band, etc., are not to be marked absent. The students are responsible for any class work missed.

Unexcused Absences

The following are considered unexcused absences even with parental permission:

- Violating closed campus policy.
- Students not turning in written excuses within 5 days from being absent.

Attendance at School Activities

The administration and faculty of Rio Grande City High School strongly believe that the privilege of attending optional activities during the school day must be earned by the students. To earn this privilege, the student must have a passing grade and no serious disciplinary record in his/her classes. (The principal shall designate the optional activities).

Late Arrivals to School/Class

Tardiness is defined as any appearance of a student beyond the scheduled time a class begins. A student being tardy to class will result in disciplinary action from the office. ***RIO GRANDE CITY HIGH SCHOOL DOES NOT DIFFERENTIATE BETWEEN EXCUSED AND UNEXCUSED TARDIES.*** Notes from home will not excuse a student for being late to any class. ***Tardiness of fifteen minutes or more to a class will be considered an absence and will constitute a discipline referral.*** If a student is detained by an administrator, counselor, or teacher, then the student is given a written pass to attend class.

Release of Students From School

Because class time is important, doctor appointments should be scheduled, if possible, at times when the student will not miss instructional time. A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the campus sign-out procedures. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day. A student who will need to leave school during the day must bring a note from his/her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

Work Release

Seniors must be enrolled in five consecutive classes or five clock hours. Release for work is allowed under the following conditions:

- All course requirements have been completed or are being completed.
- All TAKS requirements have been met.
- All graduation requirements have been scheduled.
- Parental approval is given in a letter.
- Employer has given a letter to verify employment.
- Administrative approval has been given.
- The student is enrolled in DECA or ICT.

The student must leave campus within 15 minutes from being released from his/her last class. Disciplinary action may be taken if student does not comply with the 15 minute rule. Any senior student that has not met the TAKS requirements and/or has not passed one or more TAKS Exit-Level exam(s) will not be released for any job related purposes and will be scheduled for mandatory TAKS classes and/or classes needed to complete credits needed for graduation.

Absence for Holidays

An absence excused for the observance of a religious holiday, as defined by school board policy, is considered a day in attendance. Such absence must have advanced approval by the principal.

Driver's License Attendance Verification

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

MAKE-UP WORK ASSIGNMENTS

Routine and In-Depth Make-up Work Assignments

A student will be permitted to make up assignments, tests, and to turn in projects due in any class missed because of absence or school function. Students are responsible for notifying the teacher and picking up assignments when attending a school function. Notification to teacher shall be given prior to the event. Teachers may assign a late penalty to any project in accordance with time lines approved by the principal and previously communicated to students. Make-up work shall be completed within the allotted time, which shall equal the number of the days absent. Make-up assignments that are received late shall be reduced by no more than five points per day after the due date to a maximum of 20 points. For any class missed, the teacher shall assign the student make-up work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements. A student does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment. In the event that the teacher may not be located to obtain make-up work, the student must notify the department head of that given subject or an administrator.

Unexcused Absences

The grade for make-up work after an unexcused absence (truancy) shall be reduced 20 points.

Suspension

The District shall not impose a grade penalty for make-up work completed within the allotted time after an absence due to a suspension. For example, a three day suspension allows a student three days to complete required assignments after an absence due to suspension.

Late Assignments

Assignments that are received late shall be reduced by no more than five points per day after the due date and to a maximum of 20 points. Assignments must be completed within five days.

Re-teaching and Retesting

Re-teaching opportunities shall be offered to students after a student fails a test (weekly test) or quiz. Re-teaching opportunities shall not be required to be offered after six weeks or semester examinations. The teacher shall determine and prepare additional re-teaching, practice, and/or assignments that the students must complete before being permitted to retest. The student may raise the score only to a maximum of 70 by taking a retest. A student who is permitted to take a retest shall take the test within five instructional days unless extenuating circumstances merit other arrangements.

COUNSELING AND COLLEGE ADMISSIONS

COUNSELING

Academic Counseling

Students and their parents are encouraged to talk with a school counselor to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades 8 thru 11 will be provided information on anticipated course offerings for the next year and other information that will help to make the most of academic and career and technology opportunities. To plan for the future, including attendance at a college, university, or training school, or pursuit of some other type of advanced education, students should work closely with the counselor in order to take the high school courses that best prepare them.

CLASS SCHEDULES

Schedule Change Policy and Procedures

Dropping and Adding a Course

Any student requesting to drop and/or add a course must refer to Policy EED (Local). A schedule change request form in the counselor's office must be submitted, if the schedule change is approved. The student will be called in by the counselor to pick up a new schedule. Schedule changes will be made for the following reasons **ONLY**:

- Incomplete schedule
- Two classes scheduled the same period
- Missing classes needed for graduation
- Not having the prerequisite courses
- Repeating a course already passed
- Students who have work periods and who fail to leave campus at the appropriate time, will have the work periods dropped and elective courses added.

A student must obtain a drop/add form from the counselor which he/she must have signed by the sending teacher before reporting to the receiving teacher.

Student Schedules Dropping Classes [Policy EED (LOCAL)]

Students may drop a course during the first three weeks (15 school days) of a semester without penalty. Students who drop courses after three weeks shall lose credit for the course. However, a student may be transferred to another course for no credit if room is available. In a full year elective course, upon completion of the first semester, a student may drop the course and add a new course for the second semester. Credit will be given for the semester based on the semester grade earned.

Consequences After Three Weeks

A student who drops a class after the first three weeks and is passing at the time shall receive a "Drop Pass" and shall be eligible to participate in extra-curricular activities. A student who

drops a class after the first three weeks and is failing at the time shall receive a “Drop Fail” and shall not be able to participate in extra-curricular activities during the next six weeks period.

Homeroom Period

Second period has been designated as a homeroom period. Every student from grades 9 thru 12 is required to include in their schedule a second period class.

Personal Counseling

The personal issues counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the personal issues counselor should inquire or make an appointment at the Guidance Department Office. **Please note:** The school will not conduct a psychological examination, test, or treatment without first obtaining the parent’s written consent, unless required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports. [For more information, refer to Policy FFE and FG (EXHIBIT)]

College and Career Counseling

The college advisor can also provide information about entrance exams and deadlines for application, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

Other Standardized Testing: College Requirements

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

Visitors Participating in Special Programs For Students

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

ENROLLMENTS AND WITHDRAWALS

ADMISSION

A student (or the student's parent or guardian) seeking enrollment in the district for the first time or following attendance in another Texas district, out-of-state attendance, private school attendance, or admission through a bona fide foreign exchange program should contact the principal. Any student moving into the Rio Grande City CISD, who for any reason is under suspension or expulsion from another school system, shall not be admitted until this term of suspension has ended, or he/she has been exonerated by the suspending school district, and after careful review by the Rio Grande City CISD.

Change of Address

Students who change their address or phone number after registration must report such changes to the registrar's office, attendance office, and/or their teachers.

Withdrawing from School

A student under the age of 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. A withdrawal form may be obtained by the parent from the PEIMS office located in room 3203. On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book clearance, to the librarian to ensure a clear library record, to the nurse for health records, to the registrar for the last report card and course clearance, and finally, to the principal. A copy of the withdrawal form will be given to the student and a copy will be placed in the student's permanent record. A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature.

STUDENT RECORDS

Both federal and state law safeguards student records from unauthorized inspection or use and provide parents and “eligible” students certain rights. For purposes of student records, an “eligible” student is one who is 18 or older **OR** who is attending an institution of postsecondary education. The law specifies that certain general information about Rio Grande City CISD student is considered “directory information” and will be released to anyone who follows procedures for requesting it. That information includes:

- Student’s name, address, telephone number, and date and place of birth
- Student’s photograph, participation in officially recognized activities and sports, and weight and height of members of athletic teams.
- Student’s dates of attendance, grade level, enrollment status, honors and awards received in school, and most recent school previously attended.
- Student’s e-mail address.

Release of any or all directory information regarding a student may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of the child’s first day of instruction for his school year. (See the acknowledgement form attached to this handbook) Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records.

Release is restricted to:

- The parents, whether married, separated, or divorced, unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that as soon as the student becomes eligible, control of the records goes to the student. However, the parents may continue to have access to the records if the student is a dependent for tax purposes.
- District staff members who have what federal law defines as a “legitimate educational interest” in a student’s records. Such persons would include school officials such as Board of Trustees, the superintendent, and principals, school staff members such as teachers, counselors, and diagnosticians, or agents of the District such as a medical consultant.
- Various governmental agencies or in response to a subpoena or court order.
- A school to which a student transfers or in which he/she subsequently enrolls.

Release to any other person or agency, such as perspective employer or for scholarship application, will occur only with parental or student permission as appropriate. The District must comply with a request by a military recruiter or an institution of high education for student’s names, addresses, and telephone listings, unless parents have advised the District not to release their child’s information without prior written consent. The principal is the custodian of all records for currently enrolled students at the assigned school. The principal is also the custodian of all records for students who have withdrawn or graduated. Records may be inspected by a parent or eligible student during regular school hours. If circumstances effectively prevent inspection during these hours, the District will either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records

custodian or designee will respond to reasonable requests for explanation and interpretation of the records. A parent (or the student if he/she is 18 or older or attending an institution of postsecondary education), may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. If the District refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process defined by Policy FNG.

Copies of student records are available at a cost of ten cents per page, payable in advance. If the student qualifies for free or reduced price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent. **Please note:** Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with federal law regarding student records. The District's policy regarding student records is available from the Principal's or Superintendent's office.

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

Parental Rights

As a parent you also have a right to review your child's student records when needed. These records include:

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

CAMPUS RULES AND REGULATIONS

Closed Campus Policy and Procedures

Closed Campus [Policy FDF]

The high school campuses shall be considered closed from the time the student arrives on campus until they are officially dismissed at the end of the school day. Students shall be restricted to campus and may leave the school grounds only with a properly authorized pass provided:

- There is a reason approved by the principal or his assigned designee and there is proper parental verification. Parent/guardian must come to the attendance office to sign out the student before picking him/her up. **If another member of the family is to pick up the student, prior notification must be given to an administrator by the parent.**
- It is an approved class or team activity.
- Students with their own transportation must have their parent/guardian verify personally over the phone or in writing with the attendance office the reason for the pass.

Permits or passes may be issued for the following reasons:

- Students who have work schedules and/or who do not have afternoon classes. They shall be issued special permits to leave campus at the end of their last class. Bus students waiting for the school buses may not leave the school grounds until picked up by buses, parent(s), or guardian(s).
- Students who have special dietary needs may go home for their meal. Students must present to the principal a medical order for special dietary needs.
- Passes will not be issued to eat at local establishments unless approved by the campus principal.

It shall be the responsibility of security personnel to enforce the Closed Campus policy and to monitor all incoming traffic to the campuses. Vehicles without a stated school purpose will be logged and asked to leave.

- Visitors to the school grounds shall be provided with provisional permits which must be surrendered upon departure at the point of entry. A time limit will be set for visitors on school campus.
- Security personnel must inform the principal immediately of closed campus violations by students. All unauthorized visitors shall be reported immediately to the district's Coordinator of Security.
- Disciplinary action shall be taken against student violators of these regulations.

Harassment on the Basis of Race, Color, Religion, National Origin, or Disability

Students must not engage in harassment behaviors motivated by race, color, religion, national origin, or disability directed toward another student. Students are expected to:

- Treat other students and District employees with courtesy and respect
- Avoid any behaviors known to be offensive
- Stop these behaviors when asked or told to do so.

The District encourages parental and student support in its efforts to address and prevent harassment in any form in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal, or designee. A student who believes he/she has been harassed by another student or by a District employee is encouraged to report the incident to the principal. The allegations will be investigated and addressed. A substantiated complaint against a student will result in disciplinary action according to the nature of the offense and the Student Code of Conduct.

Sexual Harassment/Sexual Abuse

Students must 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 requests for sexual favors. All students are expected to:

- Treat other students and District employees with courtesy and respect
- Avoid any behaviors known to be offensive
- Stop these behaviors when asked or told to do so.

The District will notify the parents of all students involved in sexual harassment by students when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual abuse by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation. 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 with the Title IX coordinator. A person who is the same gender as the student ordinarily will hold the first conference with 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 ten 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 ten days may request a conference with the superintendent or designee by following the procedure set out in Board policy FNCJ (LOCAL). If the resolution by the superintendent or designee is not satisfactory, the student or parent may present the complaint to the Board of Trustees as provided by policy.

Identification Cards

Students should have an identification card with them while on school property or while attending school-sponsored activities. The student must present their ID whenever requested by any school official.

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

Students are **not permitted** to possess such items as cell phones, pagers, radios, CD players, tape recorders, camcorders, DVD players, MP3 players, IPODs, cameras, video cameras, electronic devices or games at school unless prior permission has been obtained from the principal.

Without such permission, teachers will collect the item and turn it in to the principal's office. The principal will determine whether to return the item at the end of the day for the student to take home or whether the parent will be contacted to pick up the item. Cellular telephones are not permitted during school hours from 8:00 AM thru 4:10 PM. Any student found in possession of a paging device or cellular telephone will have them confiscated and will be charged an administrative fee of \$15.00 prior to its release. [Student Code of Conduct] Students will not be permitted to use the office phones unless authorized by school personnel.

Hall Passes

Students out of any class must be in possession of a hall pass signed by the teacher. The pass must contain the date, time leaving class, student name, destination, and teacher name. If someone else is receiving the student, the time returning to class must be noted on the pass.

Student Relationships

Any action other than holding hands shall be considered inappropriate and subject to disciplinary action.

Married Students

Married students are allowed to continue their education at Rio Grande City High School. They shall have the same rights and responsibilities as unmarried students. They shall also abide by the student relationships policy.

Social Events

School rules apply to school social events to which a student brings a guest. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest. A student attending a social event will be asked to sign out when leaving before the end of the event. Anyone leaving before the official end of the event will not be readmitted.

Student Fees

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

- Costs for materials for a class project that the student will keep
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities
- Security deposits
- Personal physical education and athletic equipment and apparel
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance

- Musical instrument rental and uniform maintenance when uniforms are provided by the District
- Personal apparel used in extracurricular activities that becomes the property of the student
- Parking fees and student identification cards
- Fees for lost, damaged, or overdue library books
- Fees for driver training courses, if offered
- Fees for optional courses offered for credit that requires use of facilities not available on District premises
- Summer school for courses that are offered tuition free during the regular school year
- Fees for credit by examination (District will pay fees for the first time administration of such test)

Student Trips

All school sponsored trips and activities must be approved by the principal and when necessary, i.e., out of town trips, must be approved by the superintendent and school board of trustees. The principal will ascertain that there are adequate activities planned for the students. Students must have written parental permission for all out of town trips. Consent slips must be presented to the sponsoring official prior to departure. Whenever possible, student insurance should be secured. All school rules and regulations will be in effect and must be observed during trips and activities. Students who violate school rules and/or do not follow instructions given by school officials will be subject to such disciplinary action as the administration deems necessary, including referral to the superintendent and school board of trustees for expulsion from school. Any student in violation of the law may be detained by authorities from the area of jurisdiction and must be picked up by their parents.

Transportation of School Sponsored Trips

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

Pledge of Allegiance, Texas Pledge, and a Minute of Silence

Texas law requires students to recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag each day. Parents may submit a written request to the principal to excuse their child from reciting a pledge. A minute of silence will follow recitation of the pledges. The student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others. [Policy EC]

Prayer

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not

require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

Student Desks and Lockers

Student desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Lockers are furnished by the school for the convenience of the student. The lockers are assigned at the beginning of the school year. The school will assume no responsibility for lost or stolen articles. The administration reserves the right to inspect student lockers at any time. Lockers should be kept clean. Labels or stickers are not to be placed inside or outside of lockers. **DO NOT BEND LOCKER DOORS OR FORCE DOORS TO CLOSE.** Any problems with lockers should be immediately brought to the attention of a principal. A penalty fee will be charged to the student if defacement of his/her locker occurs i.e., placement of stickers, scratches, lettering, etc. **LOCKERS MUST BE LOCKED.**

Student Parking, Regulations, and Permits

The following requirements must be met in order to obtain a student parking permit:

- School ID
- Current school transcript
- Valid driver's license
- Proof of insurance
- Student must be a Junior or Senior
- Student must be enrolled in his/her appropriate grade level
- Pay \$5.00 parking permit fee
- Compliant in attendance, good standings in grades and referrals as specified below.

The following constitutes suspension or removal of parking permit:

- Student referred to the Discipline Alternative Education Program (DAEP), removal of permit for the remainder of the school year
- Student not in compliance with school attendance (TRUANT) meaning excessive excused or unexcused absences as per state guidelines. (suspension of permit for the remainder of the semester according to principal discretion)
- Violation of the closed campus policy. (suspension of permit for two weeks on the first infraction, subsequent offenses will result in suspension of permit for the remainder of the semester)
- Failing more than two classes after the first semester. (suspension of permit for 6 weeks, pending passing grades on the next reporting period)
- After the 4th documented campus parking violation, i.e., arriving after 8:10, parking in a restricted area, speeding, going to and from parking lot without a pass. (suspension of permit for 6 weeks)
- After the 4th documented discipline referral. (suspension of permit for the remainder of the semester)

The following regulations apply:

- Students with extenuating circumstances may be allowed only at principal's discretion.
- All vehicles parked on the school grounds must be registered with the school and display the current year decal. Student vehicles parked without parking permits will result in confiscation of keys and license and a "boot" will be placed on the vehicle by the RGCCISD police department and a service fee of \$25.00 will be imposed.
- Parking is strictly limited to the designated student parking areas.
- If a student's parking permit is suspended for any particular time, the student must once again pay the \$5.00 parking fee to be reissued a parking permit.
- Students using the student parking lot must park their vehicle by 7:50 .m. After the student parks his/her vehicle, he/she must immediately leave the parking lot area. Students are not allowed in the parking lot any other time without a pass from the administration.
- Students are not to enter the faculty parking lot to pick up/drop off other students. All students riding with other students are to be picked up/dropped off at the student parking lot.
- The speed limit on campus is 10 mph. Speeding or any other form of reckless driving will not be tolerated.
- Vehicles parked on school property are under the jurisdiction of the district. Student vehicles may be subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property, or other contraband might be present in vehicles.
- The school is not responsible for loss of articles or damage to vehicle in school parking lots.
- It is considered a privilege to drive and park on school grounds. Suspension of driving privileges, towing away vehicles (at student's expense), and/or suspension from school may occur when the school parking regulations are violated.
- Parking violations may result in a referral to legal authorities.

Cafeteria Services

The District participates in the National School Lunch Program and offers free meals. Each student is assigned a specific lunch period. Counselors will inform students when their lunch is scheduled. Lunch periods are printed on all schedules. In addition to the hot lunch program, a snack bar and a short line with both hot food and sandwiches are available in the cafeteria. Students are expected to keep their tables clean, the chairs in line, and the floor cleared of food or paper. Non-adherence is a campus rule violation. Eating is allowed only in specified areas. Students are not allowed in the halls without passes during classes, especially during their lunch shifts. The student is personally responsible for the cleanliness of the cafetorium and snack bar. Plates, forks, napkins, etc. should be deposited in their proper place.

Buses and Other School Vehicles

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. See the Student Code of Conduct for provisions regarding

transportation to the Disciplinary Alternative Education Program. (DAEP). Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding in District vehicles, students are held to behavioral standards established in this handbook and the Student Code of Conduct:

- Students must follow the driver's directions at all times.
- Students must enter and leave the bus or van in an orderly manner at the designated stop nearest home.
- Students must keep feet, books, band instrument cases, and other objects out of the aisle.
- Students must not deface the bus, van, or its equipment.
- Students must not put head, hands, arms, or legs out of the bus window, hold any object out of the window, or throw objects within or out of the bus or van.
- Students must be seated while the vehicle is moving.
- Students must wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.
- When students ride in a District van or passenger car, seat belts must be fastened at all times.
- Misconduct will be punished in accordance with the Student Code of Conduct and bus riding privileges may be suspended.

Vending Machines

Soft drink and candy vending machines are placed in several areas of the campus for the use of the students. All students are asked to take care of them and to place empty cans and any wrappers in the trash cans. Faculty lounge machines are off limits to students.

Lost and Found

The office provides a lost and found service. Students finding articles should bring them to the principal's office. Students losing articles should report their loss to the administration. Articles of clothing, etc., not claimed within a reasonable period (6 weeks) will be given to a charitable organization.

Nuisance Items

Any object not necessary to the instructional program, is not allowed in the school buildings. Items will be confiscated and kept in the principal's office.

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

All aspects of school sponsored newspapers and/or yearbooks are completely under the supervision of the teacher and campus principal. Written materials, leaflets, photographs, pictures, petitions, films, tapes, or other visual/auditory materials may not be sold, circulated, displayed, or distributed on any school campus by a student or nonstudent without the approval of the principal and in accordance with campus regulations. Students who display unauthorized material will be subject to disciplinary action.

THE POSSESSION, DISTRIBUTION OR PUBLICATION OF LEWD AND/OR LIBELOUS MATERIAL (I.E., “SENIOR WILL” OR “JUNIOR PROPHECY”) WILL RESULT IN A THREE DAY SUSPENSION AND EXCLUSION FROM ANY AND ALL COMMENCEMENT ACTIVITIES AND CEREMONIES AND MAY ALSO RESULT IN CRIMINAL PROSECUTION.

All such material over which the District does not exercise editorial control and that is intended for distribution to students shall be submitted to the principal for review and approval. If the material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved material to the superintendent. Material not approved by the superintendent within three days is considered disapproved. The disapproval may be appealed to the Board of Trustees at its next regular meeting when the student shall have a reasonable period of time to present his/her viewpoint.

Student Nonschool Materials

Unless a student obtains specific prior approval from the principal, written materials, leaflets, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials over which the school does not exercise control may not be posted, sold, circulated, or distributed on any school campus.

Nonstudent Nonschool Materials

Written or printed materials, leaflets, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the District or by a District affiliated school support organization will not be sold, circulated, distributed, or posted on any District premises by any District employee or by persons or groups not associated with the District except as permitted by Policy GKDA. Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with Policy GKD (LOCAL).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place in accordance with state law.

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

DRESS AND GROOMING

The District’s dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student’s personal dress and grooming standards, provided that they comply with school dress code policy. The following requirements describe the school uniform for all students in grades 9-12 at Rio Grande City High School.

- **Shirt (boys and girls)**
 - **Students in grade 9 and 2nd/3rd year 9th graders**
Short or long sleeve navy blue (*not aqua, not royal blue, not light blue, not sky blue, or turquoise*) polo style shirts not to exceed three buttons or fasteners. Designer decals or logos should not exceed 2 square inches. **Shirts must be worn tucked in at all times.**
 - **Students in grades 10-12:**
Short or long sleeve red (*not pink, not burgundy and not maroon*) or white polo style shirts not to exceed three buttons or fasteners. Designer decals or logos should not exceed 2 square inches. **Shirts must be worn tucked in at all times.**
 - Principal approved spirit shirts, high school, organizational, UIL activity, class and tournament shirts may be worn only on Fridays for all students in grades 9-12. College spirit shirts will be allowed only on days designated by the principal. **Shirts must be worn tucked in at all times.**
 - Principal approved **team sport shirts** or jerseys which must be of school colors (red, white, or black) may be worn on game days. **Team sport spirit shirt** must be a polo style shirt not to exceed three button or fasteners and must include school logo, team sport, and student name. College spirit shirts will be worn only on days designated by the principal. **Shirts must be worn tucked in at all times.**
- **Pants** --- plain blue or black jeans or blue or black dress pants. No designer decals, logos, or imprints beyond the back pocket area will be allowed. **Torn or frayed jeans that expose the skin will also be prohibited.** Pants must fit securely at the waist. Excessively baggy or oversized pants are strictly prohibited. Girls may wear blue or black capri jeans that must be ankle length. **All boys and girls pants must be worn at the waistline.**
- Any day footwear will be allowed. **Sandals, beach shoes, or shower shoes are strictly prohibited.**
- Blue or black denim skirts for females that are at least knee length when standing and with no slits above the knee.
- Females must wear appropriate undergarments.

Exemption for religious or medical reasons may be obtained from the principal.

All students are prohibited from wearing the following styles of clothes and accessories:

- Shorts
- Oversized or sagging clothes
- Undersized or excessively tight clothes
- Pants with oversized pockets. (oversized meaning exterior pockets not to exceed eight inches and no color striping, lettering, or designs shall be allowed)
- Boy's sandals of any type
- Gang-related clothes and articles such as the following: bandanas, rags, gloves, buttons bearing gang insignias, gang-related decorative articles, and colored handkerchiefs
- Hats, unless they are part of the school uniform, part of a student's religious practice, medically required, or allowed by the campus administration for outdoor activities
- Oversized belts

- Sunglasses unless medically required
- Belt buckles depicting guns, drugs, alcohol, playboy designs, pornography, gang related signs, bottle openers, or obscenities
- Excessive jewelry or jewelry that can be used to hurt another person.
Each campus administration shall determine what constitutes excessive jewelry (the school is not responsible for loss or theft of jewelry)
Excessively large pendants, chains, and bracelets
- Any visible tattoo depicting drugs, alcohol, playboy designs, pornography, gang related signs, bottle openers, or obscenities
- Boy's earring – confiscation of item. (Any items confiscated will not be returned).
- Body piercing to include ear, tongue, nose, eyebrow, etc.
- Visible or clear type body piercing on boys or girls – confiscation of item. (Any items confiscated will not be returned).
- Flannel shirts
- Jackets or sweaters during warm season
- V-neck polo shirts and altered spirit shirts
- Pant cuffs that exceed two inches

The following specific provisions shall apply for grooming:

- Grooming in the classroom shall be prohibited
- Hair must be clean and neatly combed. Boy's hair length is not to extend below the lobe of the ear and is not to extend below the bottom of the collar of a regular collared shirt when the student is in a normal upright sitting position. Pony tails, duck tails, or braids are prohibited for males.
- Sideburns must not extend beyond the bottom of the earlobe. Mustaches must be neatly trimmed. Beards or goatees are not permitted.
- Designs shaved and/or cut into the hair or eyebrows are prohibited. The principal shall use his/her discretion to determine what is prohibited. Student will be sent home and may return upon compliance.
- Hair colorings such as red, blue, pink, and any other color that may be a distraction is prohibited. The principal shall use his/her discretion to determine what is prohibited.

SCHOOL FACILITIES

Use by Students Before and After School

Students are not permitted in the building before school hours. During inclement weather, students may enter the cafetorium and the gymnasium only. The side entrances will be used when this occurs. Students are not permitted in the building without adult supervision. Proper passes will be issued to the student for this purpose. Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus. Upon school dismissal, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

Conduct Before and After School

Teachers and administrators have full authority over student conduct at before or after school activities on District premises and at school sponsored events off district premises, such as play rehearsal, 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 extracurricular 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 written 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.

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 in the coming years, 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.

LIBRARY

Library Resource Center

The library has a vast collection of fiction, non-fiction, and reference materials. Electronic databases are also available for school or home use by students and staff. URLs and passwords for databases are available at the library. The library is open from 7:30 a.m. to 4:15 p.m. each school day. (See weekly bulletin for extended hours)

Book Loan Procedures and Regulations

- Students are required to have school IDs in order to check out books.
- Books are loaned to students for two weeks with one two-week renewal privilege provided there is no demand for the book.
- The fine on overdue books is five cents per school day.
- Books on overnight reserve may be checked out after the student's last class period. The books are due before the first period class of the next school day and the fine for overdue reserve books is \$.35 a day.
- Library patrons are charged the purchase price for a lost book plus \$1.00 for processing of the book.
- Professional books are checked out for up to four days.

Suggestions on How to Use Library Effectively

- Have a purpose for coming to the library.
- Present your teacher permit and school ID to a library staff member as you enter.

- Do not bring food and drinks into the library.
- Keep the voice volume down.
- Return books, encyclopedias, and magazines to the appropriate places.
- Return books and other materials promptly so that others may use them. Recheck books when you need more time.
- Return reference and overnight reserve materials promptly at 8:30 the following school morning.

Use of Internet

- School policy requires that any student using the internet must have written permission on file signed by a parent or guardian. Students will be issued a special code on their ID. Only students with this code will be allowed to use the internet. Students must present their school ID before using a computer.
- Materials retrieved from the internet must be information needed for a classroom assignment.
- A roster will be placed close to the computer and students must sign their names and the topic being researched.
- Time spent using the internet will be limited to 30 minutes at a time.
- Users accessing material must use the system responsibly. Violations may result in a loss of access as well as other disciplinary actions.
- Printouts -- \$.10 per black/white pages, \$.25 - \$1.00 per color page (depending on amount of colored ink used)
- Instant messaging, chatting, e-mail, games, and music downloads are strictly prohibited.

DISCIPLINE

In general, discipline will be designed to correct misconduct and to encourage all students to adhere to their responsibilities as citizens of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Disciplinary action will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements. Because of these factors, discipline for a particular offense, unless otherwise specified by law, may bring into consideration varying techniques and responses.

Applicability of School Rules

As required by law, the District has developed and adopted a Student Code of Conduct that prohibits certain behaviors and establishes standards of acceptable behavior, both on and off campus, and consequences for violation of standards. Students need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules. To achieve the best possible learning environment for all students, the Student Code of Conduct and other campus rules of behavior will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school sponsored activities. The District has disciplinary authority over a student in accordance with the Student Code of Conduct.

Classroom Management Expectations

- Students must bring all necessary materials to class each day (i.e., pen, paper, notebooks, uniform, equipment, tools, covered textbooks, etc.)
- Students are to be seated at their desks before the tardy bell rings.
- Assignments and tests are given for the purpose of reinforcing lessons. It is the student's responsibility to ask the teacher for his/her assignment whenever the student does not attend class.
- Students are not to converse during any type of evaluation (i.e., tests or quizzes). A zero will be given to the student.
- **Time on task** is essential in maximizing student instruction and knowledge; therefore, students will not be allowed to leave the classroom to drink water, talk to other student(s), etc., unless an emergency exists. Students leaving the classroom during the class period will be issued a written pass by the teacher. Students who are in other classrooms must first obtain permission from the administration to talk to a student in another classroom in the event of an emergency.
- The ringing of the bell at the end of each period signals to the instructor that the period has terminated. Students are to remain seated in their desks until the instructor dismisses the class.

- Students are encouraged to use or speak the English language at all times. This includes all school sponsored activities. It is hoped that the students will realize that the use of English is important to his/her own advancement of their careers.
- Administrative approval is required for additional management procedures.
- Violation of any of the above expectations will result in disciplinary action.

Student Responsibility Code

School personnel are charged by the Board of Education with the responsibility of maintaining proper discipline. Discipline administration should be appropriate to the violation and administered without malice. Students are subject to discipline, up to and including expulsion, for significant misconduct regardless of whether the conduct occurs at a school activity and regardless when the misconduct occurs where it is reasonably determined that a student's misconduct adversely affects school safety or student welfare. The following steps shall be utilized in most instances; however, the principal may bypass any step if the seriousness of the situation warrants. These guidelines make no attempt to list all possible problem areas or to mention every possible disciplinary action. It is an attempt to address the majority of circumstances that might occur. Students are subject to disciplinary action up to and including expulsion for serious misconduct away from school and school activities and outside of normal school time for serious acts of misconduct which may impact the school environment. Such misconduct will generally be disciplined pursuant to the District's discipline policy. Any student who is suspended is not allowed in any school property at any time of the day or night until the suspension is entirely over.

Teacher Level

Teachers are responsible for discipline in their classrooms. Each teacher will have a classroom management plan which should include class expectations. Rules and consequences will be explained to the students the first week of the school year. Violations of the class expectations should be handled by the teacher. Consequences for violations will include verbal correction, cooling off time, seating changes within the classroom, teacher/student conferences, temporary confiscation of items that disrupt the education process, loss of classroom privileges, a written notice, parent telephone conference or an in school teacher parent conference. Students who are extremely disruptive in the classroom will be removed and escorted to an administrator's office.

Administrative Level

A student may be referred directly to the principal if he/she has violated the Student Code of Conduct. Every campus in the District develops a student handbook in addition to the RGCCISD Student Code of Conduct. In meeting each campus's unique needs, differences may be noted in the handbook. In accordance with the law, in case of conflict between the Student Code of Conduct and the Student Handbook, the Student Code of Conduct will prevail. The Student Code of Conduct is adopted by the District's Board of Trustees and has the force of policy. In accordance with state law, the Student Code of Conduct will be issued to every student. Parents and students are responsible for reading and returning the proof of receipt form to the office.

Conduct

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student, is expected to:

- Demonstrate courtesy even when others do not
- Behave in a responsible manner always exercising self-discipline
- Attend all classes regularly and on time
- Prepare for each class, take appropriate materials and assignments to class
- Meet district or campus standards of grooming and dress
- Obey all campus and classroom rules
- Respect the rights and privileges of other students, teachers, and other district staff
- Respect the property of others including district property and facilities
- Cooperate with or assist the school staff in maintaining safety, order, and discipline
- Avoid violations of campus rules and of the student code of conduct

Disruptions

In order to protect student safety and sustain an educational program free from disruption, state law permits the District to take action against any person, student or non-student, who:

- Interferes with the movement of people in an exit, an entrance, or a hallway of a District building without authorization from an administrator.
- Interferes with an authorized activity by seizing control of all or part of a building.
- Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Uses force, violence, or threats to cause disruption during an assembly.
- Interferes with the movement of people at an exit or an entrance to District property.
- Uses force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator.
- Disrupts classes or other school activities while on District property or on public property that is within 500 feet of District property. Class disruption includes making loud noises, trying to entice a student away from, or to prevent a student from attending a required class or activity, entering a classroom without authorization and disrupting the activity with profane language or any misconduct.
- Interferes with the transportation of students in District behaviors.

Disruption of Classes

Any person who, on school property or on public property within 500 feet of school property, shall alone or in connection with others, willfully disrupt the conduct of classes or other school activities is in violation of the Texas Education Code. The Texas Education Code includes the following information:

- School property shall include public school campuses, vehicles, school grounds upon which any public school is located, and any ground or building used by a school for assemblies or other school sponsored activities.

- Public property shall include any street, highway, alley, public park or sidewalk.
- Conduct which disrupts the educational activities of a school includes the following:
- Emission by any means of noise of any intensity which prevents or hinders classroom instruction.
- Enticement or attempted enticement of students away from classes or other school activities which students are required to attend.
- Any person who violates any portion of this policy is in violation of the Texas Education Code and is, therefore, subject to arrest and punishment as established by law.
- Any student who violates any portion of this policy is not only subject to the provisions of the law but is also subject to suspension from school.

Discipline Procedures

The following procedures shall apply to all discipline cases. The disposition of particular discipline cases may terminate at any administrative level depending upon the infraction and punishment rendered.

- Preliminary Hearing
 - Investigation by the principal and/or assistant principal
 - Discussion of charges with student
 - Hearing of student's side of incident
 - Informing student of action being taken
- Notification of Parents
 - Call parents immediately by telephone, if possible
 - Notify parents by mail. Letter must include the following information:
 - Disciplinary action taken
 - Specific reason for disciplinary action
 - Specific policy or rules violated
 - Invitation to discuss matter further in principal's office
 - Information on appeal
- Notification of Superintendent
 - Provide copy of letter to parents
 - Recommend action over and above limits of principal's authority
- Superintendent
 - Conduct an investigation as to the evidence and facts of the case
 - Set up hearing date to hear appeal, if appropriate, and notify parents of date, time, and site of hearing
 - Hear the case and render decision including referral to the Board of Trustees for hearing, if appropriate
 - Provide pertinent school records for School Board meetings
- Board of Trustees
 - Hear case
 - Determine guilt or innocence on basis of evidence
 - Determine penalty

Appeals

- In all cases of suspension, expulsion, and exclusion, the student shall be given every opportunity to prove his/her innocence.
- Suspension levied by the principal may first be appealed to the principal then to the superintendent or his assigned designee, and finally to the Board of Trustees.
- Appeals of suspension may be made by the parents and the student to the superintendent. The superintendent shall conduct whatever investigation he deems necessary in upholding or altering the action of the principal.
- The decision of the superintendent in regard to suspension may be appealed to the Board of Trustees who shall conduct a hearing to determine the innocence or guilt of the student. The student shall be entitled to legal counsel of his own choice if so desired. In all cases, the Board of Trustees has the power to take such action as they deem appropriate, up to expulsion for the current semester.

Students Declared Delinquent or Convicted of Misdemeanors or Felonies

- Any student who has been legally declared delinquent or who has been convicted of a misdemeanor or felony may be suspended or expelled from school.
- When the principal becomes aware of such conviction, he/she may suspend the student from school. In such event, he/she shall provide the superintendent with a written report concerning the conviction and action taken.
- The superintendent shall review the case and may alter the action of the principal or continue the suspension or add days to the suspension until such time as the Board of Trustees shall meet in regular or special session. At this time, the superintendent may recommend an additional period of suspension or expulsion for the remainder of the school term with no credit earned for the current semester.

In-School Suspension (ISS)

In-school suspension is a discipline management alternative designed to positively modify the behavior of Rio Grande City CISD students. Assignments to the in-school suspension center will be made by the campus administrator. The length of the assignment may be from one to three days and also during the hour that tutorials are in progress. Transportation will be provided on the tutorial bus. If there are no tutorials, students will be dismissed at regular time.

Instruction of the Texas Essential Knowledge and Skills of the courses the student is taking will continue while he/she is assigned to the in-school suspension center. The student is responsible for the necessary instructional materials, i.e., paper, books, etc. All other school areas are off-limits to the student while assigned to the in-school suspension center. The student shall not participate in nor attend any school sponsored activity including activities after school hours.

Referral from ISS

Consequences for a referral from ISS will include up to 3 days out of school suspension, parent notification and one or a combination of the following:

- Student contract
- Counselor intervention

- Referral to an outside agency
- Referral to legal authority
- Referral to DAEP

NOTE: Suspension will not replace ISS. Any student being suspended must complete his or her days of ISS when returning to school.

Infractions and Consequences

NOTE: Continuance of misconduct in any of the infractions listed in the following section may result in suspension, DAEP (Disciplinary Alternative Education Program), placement, possible referral to juvenile authorities/legal authorities, and/or expulsion from school based on the incident and administrative review. All consequences may be at the principal's or designee's discretion. *Persistent misconduct will warrant a citation from the legal authorities.*

A. Abusing Student Relations

1st offense --- Student-Parent conference and one (1) day ISS

2nd offense --- Three (3) days ISS and parent conference

B. Abusing Bus Privileges

1st offense --- Parent conference

2nd offense --- Three (3) days ISS, parent conference and possible denial of bus privileges

3rd offense --- Denial of bus privileges and parent conference

C. Abusive Foul Language or Swearing (Verbal/Signs/Graphics)

1st offense --- Two (2) days ISS and parent conference

2nd offense --- Three (3) days ISS, parent conference and personal contract

3rd offense --- Three (3) day suspension and parent conference

4th offense --- Parent conference, up to three (3) days suspension, and DAEP placement

D. Assembly Misconduct

1st offense --- One (1) day ISS and parent notification

2nd offense --- Three (3) days ISS and parent conference

3rd offense --- Denial of assembly privileges, parent conference (student will be sent to designated area during assemblies)

E. Dishonesty in School Work

1st offense --- A grade of zero (0) will be given to the student and parent conference

2nd offense --- Three (3) days in ISS, a grade of zero (0) on school work, parent conference

3rd offense --- Three (3) days suspension and parent conference

4th offense --- Parent conference and DAEP placement

F. Disruptive Classroom Behavior

1st offense --- One (1) day in ISS and parent/teacher conference

2nd offense --- Three (3) days ISS, counselor intervention, parent conference

3rd offense --- Three (3) days suspension, counselor intervention, parent conference, and placed on personal contract

4th offense --- Parent conference and DAEP placement

G. Failure to Identify Self and/or Present ID Card

- 1st offense --- One (1) day ISS and parent notification
- 2nd offense --- Three (3) days in ISS and parent conference
- 3rd offense --- Three (3) day suspension and parent conference

H. Forgeries

- 1st offense --- One (1) day ISS and parent conference
- 2nd offense --- Three (3) days ISS and parent conference
- 3rd offense --- Three (3) days ISS, parent conference, and personal contract

I. Insubordination toward Principal, Teachers, and Other School Personnel

- 1st offense --- Two (2) days ISS and parent conference
- 2nd offense --- Three (3) days suspension and parent conference

J. Skipping Class

- 1st offense --- Three (3) days ISS, parent conference, and student contract. Truancy citation may apply based on attendance review.
- 2nd offense --- Three (3) day suspension, and parent conference
- 3rd offense --- Failure to attend class policy will apply

K. Tardy Policy

- 3rd unexcused tardy --- Parent conference (may be a teacher phone call)
- 5th unexcused tardy --- Personal parent conference with teacher and student
- Each 3rd unexcused tardy thereafter will result in a referral to the office.

L. Violating Dress Code Policy

- 1st offense --- One (1) day ISS and correction of dress code violation
- 2nd offense --- Three (3) days ISS and parent conference
- 3rd offense --- Three (3) days suspension, student/parent conference

M. Violations of Off-Limits Policy (unauthorized visits to off-limits areas)

- 1st offense --- Two (2) days in ISS, parent/principal conference
- Any additional offense --- Three (3) days ISS and parent conference

N. Fighting in School or on School Property

Note: *(The student may be disciplined accordingly, once the school administration examines the severity of the infraction).*

- 1st offense --- Three (3) days suspension, parent conference, referral to juvenile authorities, and placed on personal contract
- 2nd offense --- DAEP placement (Disciplinary Alternative Education Program)

O. Smoking, Possession and/or Use of Tobacco Product on School Property

- 1st offense --- Parent conference and DAEP placement

P. Stealing

Note: *(The student may be disciplined accordingly, once the school administration examines the severity of the infraction).*

- 1st offense --- Three (3) days in ISS, parent conference, restitution of property, possible referral to legal authorities
- 2nd offense --- Three (3) days suspension, parent conference, restitution of property, referral to legal authorities

Q. Violation of Closed Campus Policy

1st offense --- Three (3) days in suspension and parent conference

2nd offense --- Parent conference and DAEP placement

R. Breaking into the School

1st offense --- Three (3) day suspension, parent conference, referral to legal authorities, restitution of damages if any, DAEP placement or possible expulsion. (if felony criminal mischief)

S. Deliberate Destruction/Defacement of Property to Students, Personnel, and School

1st offense --- Three (3) days suspension, parent conference, expense of replacement by student or parent, and possible referral to legal authorities. (Note: An expellable offense is committed if damages are appraised in excess of \$1500.00)

T. Assault on a Teacher or Other Individual

Refer to Student Code of Conduct

U. Possession or Use of Firecrackers, Explosives, Smoke/Stink Bombs, etc.

Refer to Student Code of Conduct

V. Sells, Gives, or Delivers an Alcoholic Beverage to Another Person Possesses, Uses, or Is Under the Influence of Alcohol

Refer to Student Code of Conduct

W. Terroristic Threat (false fire alarm, bomb threat)

Refer to Student Code of Conduct

X. Use, Possession, or Under the Influence of Illegal Drugs on School Property

Refer to Student Code of Conduct

Y. Aggravated Assault

Refer to Student Code of Conduct

Z. Distribution and/or Sale of Illegal Drugs on School Property

Refer to Student Code of Conduct

AA Possession or Use of Explosives or any Such Devices That Cause Bodily Harm

Refer to Student Code of Conduct

BB Prohibited Weapons on School Premises (including but not limited to firearms, knives, and all illegal weapons)

Refer to Student Code of Conduct

On the eighth (8th) disciplinary referral for unacceptable behavior, the parent will be notified that the student is on disciplinary contract stating that the next offense will result in DAEP placement.

Truancy (includes skipping)

Beyond the legal limits: Referral to truant administrator/parent notification/referral to legal authorities for truancy charges.

After third referral to legal authorities, a referral will be made for DAEP placement.

NOTE: A student is truant when he/she:

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

Bullying or Taunting Behaviors

Students must not participate, either individually or in a group, in bullying or taunting behaviors toward another student. Such behaviors may include repeated teasing or ridicule, name calling, threats, theft, gossip, rumors, or physical intimidation of any kind. A substantiated complaint against a student will result in disciplinary action according to the nature of the offense and the Student Code of Conduct.

Students Educational Adjustment & Success (SEAS)

Disciplinary Alternative Education Program (DAEP)

The Rio Grande City Students Educational Adjustment & Success (SEAS) Disciplinary Alternative Education Program (DAEP) serves students from 1st -12th grade that violate the district's student code of conduct. Rio Grande City CISD offers a disciplinary alternative education program (DAEP) to ensure continued educational progress of all students. The Texas Education Code, specifically Chapter 37, Discipline Law and Order and enactments thereafter mandate that every school district have a DAEP for students who commit certain offenses. The SEAS center offers a counseling based program which focuses on improving the student's self-esteem, coping/refusal skills, and decision making skills. In addition, behavior modification, violence prevention and intervention strategies are effectively utilized so that the students returning to their home campus will be productive and contributing members of the school and society.

SEAS Center Program Curricula

The SEAS Center offers the major core area subjects, physical education, a variety of electives, etc. as mandated by Texas Education Code 37.008(1), daily counseling activities (group/individual), and supervision of students. The staff is made up of a dedicated group of professional staff members who include a counselor, Special Education, Mathematics, Science, Social Studies, and English teachers who are committed to ensure the success of all students placed at the SEAS Center.

SEAS Center Location

The SEAS Center is located at the Old La Union School located in La Casita.

RGCCISD Disciplinary Incentive Plan (DIP)

In an effort to provide expelled students an opportunity to continue their academic course of education, exhibit appropriate behavior, maintain a high attendance record, deter and eliminate drug use, and attend mandatory counseling sessions, the RGCCISD Disciplinary Incentive Plan (DIP) is offered to eligible students who are expelled from the home campus. *Students who are expelled for a firearms or weapons offense or based on persistent or serious misconduct while*

assigned to the Disciplinary Alternative Education Program (DAEP) are not eligible to participate in the DIP.

Disciplinary Incentive Plan (DIP) Components

A student who is expelled under the Rio Grande City CISD Student Code of Conduct and who qualifies to participate in the RGCCISD Disciplinary Incentive Plan will be offered the opportunity to attend Site E during the term of expulsion. The Disciplinary Incentive Plan allows a student to continue his/her education under the following conditions, which must be fully and completely met in order to satisfy the expulsion order:

- Attend Site E for the expulsion period set out in the expulsion order. A student who misses 10 or more days during the expulsion period will be withdrawn from the program. Upon withdrawal from the DIP, a student will serve the remainder of the expulsion period at site E before returning to the home campus.
- Complete all assigned academic tasks from Site E personnel.
- Exhibit appropriate behavior while at Site E, meaning no disciplinary referral or violation of any discipline rule.
- Participate in random drug testing at any time while voluntarily fulfilling the DIP at the RGC-ILC Site E. Failure to be drug free at any time will result in the student's withdrawal from the program. Upon withdrawal from the DIP, a student will serve the remainder of the expulsion period at site E before returning to the home campus.
- Attend five mandatory counseling sessions as assigned. Counseling sessions will be focused on the area of the offense that resulted in expulsion. Parents will be required to attend a minimum of two (2) counseling sessions as determined by the counselor.

Special Conditions

Students must complete all required components of the DIP before they are eligible to return to the home campus. Failure to comply with any of the required components of the Rio Grande City CISD Disciplinary Incentive Plan will result in the enforcement of the original expulsion order. The student will be withdrawn from the program and will not be eligible to return to the home campus until the term of the expulsion is served in full.

Terminology

- Suspension is a disciplinary management alternative whereby student is temporarily removed from school and placed at home under the supervision of the parent or guardian for a period not to exceed three days per offense.
- Referral to the District Hearing Officer may result in expulsion for the appropriate amount of time. Expulsion from school will be reflected in the student's cumulative record.
- Referral to the legal authorities means the school district will refer the case to the RGCCISD police department/juvenile office and may file charges, if need be, in the appropriate court of law.

- Expulsion means the total withdrawal of a student from the school environment and termination of all school services to the student. The student cannot be on school property or attend school sponsored activities for the duration of the expulsion.
- Referral to the Disciplinary Alternative Education Program (DAEP) refers to a student transfer to an alternative education program for specified period of time where the student will be separated from the home campus.

PARENTAL INVOLVEMENT

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

Working Together

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

- Encouraging your child to place a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that our child completes school work, homework assignments, and special projects. Be sure your child comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs offered in the District. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child. If your child is entering ninth grade, review the requirements of the graduation programs with your child. Monitor your child's academic progress and contact teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed.
- To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office for an appointment. A teacher will usually return your call or meet with you during his/her conference period, before, or after school.
- Becoming a volunteer.
- Participating in campus parent organizations.
- Offering to serve as a parent representative on the District level or campus level planning committees and assisting in the development of educational goals and plans to improve student achievement.

Obtaining Information and Protecting Student Rights

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

- Political affiliation or beliefs of the student or the student's parents
- Mental or psychological problems of the student or the student's family
- Sexual behavior or attitudes
- Illegal, antisocial, self-incriminating, or demeaning behavior
- Critical appraisals of individuals with whom the student has a close family relationship
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers

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

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

As a parent you also have a right to review your child's student records when needed. These records include:

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

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

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

HEALTH SERVICES

Medicine at School

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

- Authorized employees, in accordance with Policy FFAC, may administer
 - Prescription medication provided by the parent, along with a written request, and in the original, properly labeled container.
 - Medication from a properly labeled unit dosage container filled by a registered nurse or another qualified District employee from the original, properly labeled container.
 - Nonprescription medication provided by the parent along with a written request, and in the original, properly labeled container.
 - Herbal or dietary supplements provided by the parent if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

In certain emergency situations, the District will maintain and administer to a student nonprescription medication, but only:

- In accordance with the guidelines developed with the District's medical advisor and,
- When the parent has previously provided written consent to emergency treatment on the District's form.

A student with asthma who has written authorization from his/her parent and physician or other licensed health care provider may be permitted to possess and use prescribed asthma medication at school or school related events. The student and parents should see the school nurse or principal if the student has been prescribed asthma medication for use during the school day.

COMMUNICABLE DISEASES/CONDITIONS

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his/her child has a communicable or contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted. The school nurse or the principal's office can provide information from the Texas Department of Health regarding these diseases. These diseases include chicken pox, conjunctivitis (pink eye), hepatitis (type A or B), impetigo, mumps, tuberculosis, and head lice.

Bacterial Meningitis

State law requires the District to provide following information:

What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long term complications. It is an uncommon

disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

What are the symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children over 1 year old and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

How serious is bacterial meningitis?

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

How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils, or cigarettes). The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

How can bacterial meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

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

You should seek prompt medical attention.

Where can you get more information?

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

for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Texas Department of Health, <http://www.tdh.state.tx.us>.

HEALTH RELATED MATTERS

Medical Appointments

Students should make appointments with doctors and dentists after school hours or on Saturdays. Dismissal from school for emergency appointments must be cleared through the nurse's and attendance offices. Students must return a signed form from the doctor to verify appointments.

Immunizations

A student must be fully immunize against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, any official forms issued by the Texas Department of Health, Immunization Division, can be honored by the District. The immunizations required are diphtheria, rubeola (measles), rubella, mumps, tetanus, hemophilus influenza type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age appropriate doses or on an acceptable physician validated history of illness required by the Texas Department of Health. Proof of imunization may be personal records from a licensed physician or public health clinic with a signature or rubber stamp validation. If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see policy FFAB and the Texas Department of Health website: http://www.tdh.state.tx.us/immunize/school_info.htm.]

Physical Examinations/Health Screenings

The administration has the right to require a student to get a physical examination if (in the opinion of school personnel) the student exhibits signs that may endanger himself/herself or the student body.

Emergency Medical Treatment and Information

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

SAFETY AND SECURITY

SAFETY

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

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

Searches

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District officials may from time to time conduct searches if there is probable cause to believe that the student has engaged in delinquent conduct or conduct in need of supervision. Such searches are conducted without a warrant and as permitted by law.

LAW ENFORCEMENT AGENCIES

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.
- The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

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

Notification of Law Violations

The District is also required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who has been convicted, received deferred prosecution, received deferred adjudication, or adjudicated of delinquent conduct for any felony offense or certain misdemeanors. [For further information see Policy GRA]

Trained Dogs

Since Rio Grande City CISD participates in a Drug Free Zone Environment, the K-9 unit can make unannounced visits at any campus to maintain this type of environment.

Videotaping of Students

For safety purposes, video/audio equipment will 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 tapes routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct. A parent who wants to view a videotape of the incident leading to the discipline of his/her child may request access in accordance with Policy FL.

General Visitors to the School

Persons with official business are permitted on the school campus. Anyone visiting the school must report to the main office for permission in the form of a visitor pass. Non-students, such as friends from other schools, little brothers or sisters, or student's children **may not** be brought to school. Pets are not to be brought to school. Unauthorized visitors may have charges of trespassing filed against them. Visitors must park their vehicle in a designated area only. All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted.

Vehicles on Campus

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

Accident Insurance

At the beginning of the school year, the District will make available to students and parents a low cost student accident insurance program. Parents are responsible for paying premiums (if coverage is desired) and for submitting claims through the administrative office. The District shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury. Before participating in a school sponsored trip outside of the District or in school sponsored athletics, students and parents must have:

1. Purchased the student accident insurance.
2. Shown proof of insurance.
3. Signed a form rejecting the insurance offer.

Drills: Fire, Tornado, and Other Emergencies

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

Fire Drill Bells

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

Tornado Drill Bells

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

***Tampering with fire alarms is very serious and is considered a terroristic threat.

Power Failure

The following procedures are to be followed in case of a power failure.

- Keep as calm and quiet as possible.
- If the room is in total darkness, students are to exit to the immediate hallway and remain by the classroom door.
- If the room is not in total darkness, students are to stay inside the classroom.
- If after five minutes the power is still off, students and teachers are to evacuate the building(s) by using the fire drill exit procedures.
- Students and teachers are to go and remain in the safety zone until the all clear bell sounds.

-Teachers and all paraprofessional personnel will supervise the hallways as students evacuate the building as well s when students return to the building.

DISTRICT SERVICES

Student or Parent Complaints and Concerns

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

In general, the student or parent should first discuss the complaint with the campus principal. If unresolved, a written complaint and a request for conference should be sent to the Superintendent. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees.

Homebound Students

The homebound program is offered to our students who are unable to attend school for a long period of time. To qualify for this program, a doctor's certificate indicating a student must stay home for a minimum of four weeks is needed. Students shall not be discriminated against because of pregnancy unless it is determined that participation in extracurricular activities could be damaging to their physical and mental health.

Asbestos

All school districts in the state of Texas are required to notify parents, faculty, and staff of the availability of the Asbestos Management Plan. A copy of this plan is available to be viewed by parents, teachers, administrators, other school personnel, and the Environmental Protection Agency (E.P.A.) and may be found in the following locations.

1. Office of the Principal at each campus
2. Office of the Maintenance Supervisor
3. Office of the Superintendent

The Asbestos Management Plan for the school district has been prepared to meet all of the requirements of the E.P.A. so that a learning environment free of asbestos fibers is provided. The compliance officer designated to carry out the school district's responsibilities under the E.P.A. Final Rule and Notice is:

Roberto Alvarado
Fort Ringgold
Rio Grande City, Texas 78582

Pest Control Information

The District periodically applies pesticides inside buildings. Information regarding the application of pesticides is available in the Superintendent's office.

Pesticides

As part of our commitment to provide your child with a safe, pest-free learning environment, Rio Grande City CISD may periodically apply pesticides to help manage insects, weeds, or pathogens. Pesticide applications are part of our integrated pest management (IPM) program,

which relies largely on non-chemical forms of pest control. Pesticide applications on Rio Grande City CISD properties are made only by trained and licensed technicians. Should you have any questions about this district's pest management program or wish to be notified in advance of pesticide applications, you may contact our IPM coordinator, Mr. Arcadio Salinas III at (956) 716-6885 or e-mail him at student services 214-901@yahoo.com.

ACE- After School Center of Education

21st CCLC Program will serve students in grades 9-12 & parents at RGC High School. We will provide activities with TEKS aligned supplemental instruction and other engaging enrichment activities in a safe and drug free environment. Activities will include math and science enrichment activities, parental awareness presentations, fine arts, sports, vocational education, community presentation and events such as open expositions. In addition, counseling services and referrals will also be available to all participants. All activities will usually take place between 4:15-7:15 p.m. with the possible exception of enrichment activities for parents and other community members. Transportation services will continue to be provided as in-kind during the regular and summer months to all ACE students.

The 21st century community learning center at RGCHS will use the critical success model to address achievement outcomes to:

- IMPROVE ACADEMICS
- IMPROVE BEHAVIOUR
- INCREASE PROMOTION RATES
- INCREASE GRADUATION RATES



GLOSSARY

ACCELERATED INSTRUCTION is an intensive supplement program designed to address the needs of an individual student in acquiring the knowledge and skills required at his/her grade level.

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

ARD is the admission, review, and dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student's parents are part of the committee.

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

DAEP stands for a disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct. The DAEP will be separated from students not assigned to the program. It will focus on English language arts, mathematics, science, history, and self-discipline, and provide for students' educational and behavior needs, as well as supervision and counseling.

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

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

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

NCLBA is the federal No Child Left Behind Act of 2001 that, along with other requirements for schools, provides for parent information and opportunities for "opting" their students out of certain activities or surveys.

PERSONAL GRADUATION PLAN (PGP) is a new state requirement for any student in middle school or higher who fails a section on a state-mandated assessment test or is determined

by the District as not likely to earn a high school diploma before the fifth school year after he/she begins grade 9.

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

SECTION 504 is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined by an ARD committee to be eligible for special education services, appropriate regular educational services will be provided.

STATE ASSESSMENT TESTS are required of students at certain grade levels and in specified subjects. Successful performance is a condition of promotion and the grade 11 exit-level test is a condition of graduation. Students have multiple opportunities to take the tests.

ALTERNATE ASSESSMENT TESTS developed by the state, may be given to students in special education and students identified as limited English proficient.

STUDENT CODE OF CONDUCT developed with the advice of the District-level committee and adopted by the Board, identifies the circumstances, consistent with law, when a student may be removed from the classroom or campus. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a disciplinary alternative education program. It outlines conditions for out-of-school suspension, expulsion, states whether self-defense is a consideration in suspensions and DAEP placement or expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

TAKS is short for the Texas Assessment of Knowledge and Skills test which is the state's current standardized achievement test given to students in certain grade levels and subjects in grades 3-11.

UIL refers to the University Interscholastic League, the statewide voluntary non-profit organization that oversees educational extracurricular academic, athletic, and music contests.

APPENDICES

APPENDIX I
DIRECTORY INFORMATION
ACKNOWLEDGMENT FORM

My child and I have received a copy of the High School Student Handbook and the Student Code of Conduct for 2010-2011. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the code.

Regarding student records, I understand that the federal Family Educational Rights and Privacy Act (FERPA) and state law require that “directory information” on my child be released by the District to anyone who requests it unless I object in writing to the release of any or all of this information. I also understand that to be in compliance with the No Child Left Behind Act of 2001, the District will release to military recruiters and institutions of higher education, upon request, the name, address, and telephone listing of my child, unless I direct the District not to release this information without prior written consent, as indicated below. This objection must be filed with the principal within ten school days of my child’s first day of instruction for this school year. Directory information includes my child’s:

1. Name,
2. Address,
3. Telephone listing,
4. Date and place of birth,
5. Photograph,
6. Participation in officially recognized activities and sports,
7. Weight and height of members of athletic teams,
8. Dates of attendance,
9. Grade level,
10. Enrollment status,
11. Honors and awards received in school,
12. Most recent previous school attended, and
13. E-mail address.

In exercising my right to limit release of this information, I have marked through the items of directory information listed that I direct the District not to release without my prior written consent.

Print name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

**APPENDIX II
STUDENT HANDBOOK
ACKNOWLEDGMENT FORM**

My child and I have received a copy of the High School Student Handbook for the school year 2010 – 2011.

Print name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

APPENDIX III
Photography and Videotaping for
School Publicity Purposes and/or District Internet Web Pages

In a typical school year, there are numerous positive activities in the schools which merit news coverage. Often the news media wants to include student pictures in their coverage. If for some reason you as a parent or guardian **DO NOT** want your child photographed or videotaped and shown on District internet web pages for school publicity purposes, please complete the form on this page. If this form is not signed and returned to the principal within ten (10) school days after the issuance of this notice, it is agreed that Rio Grande City CISD has your permission to photograph or videotape your child for school publicity purposes, including websites.

During the 2010-2011 school year, I _____

parent/guardian of _____

Grade _____ ID# _____

____ DO give permission for the above-named child to appear for school publicity purposes in a photograph or videotape, or on District websites, on school property or off campus while attending school activities where the child can be easily recognized or identified.

____ DO NOT want the above-named child to appear for school publicity purposes in a photograph or videotape, or on District websites on school property or off campus while attending school activities where the child can be easily recognized or identified.

Parent/Guardian

Date

*A specific request will be sent home by the school should a corporation or non-school entity (except media) ask to videotape or photograph students for use in a film produced by that corporation or entity.

Students must return this form to the Principal within ten (10) school days after the issuance of this notice.

APPENDIX IV
Change of Address and Information Form

PARENTS/ GUARDIANS NAME: _____

STUDENT NAME: _____

ADDRESS: _____

CITY/ZIP CODE: _____

PHONE #: _____

PERSON TO CALL IN CASE OF AN EMERGENCY: _____

PHONE # _____

ALTERNATE PERSON TO CALL: _____

PHONE #: _____

ADULTS AUTHORIZED TO PICK-UP SON OR DAUGHTER FROM SCHOOL

PERSON _____ RELATIONSHIP _____

PERSON _____ RELATIONSHIP _____

PERSON _____ RELATIONSHIP _____

PERSON _____ RELATIONSHIP _____

PARENT'S SIGNATURE: _____

DATE: _____

APPENDIX V
High School Parking Permit

Student Name: _____

Student ID #: _____

Drivers License #: _____

Phone #: _____

Insurance Name: _____

Insurance Phone #: _____

Policy #: _____

Vehicle Make/Model: _____

Vehicle Year/Color: _____

Vehicle Identification #: _____

License Plate #: _____

Fee \$5.00 _____ Date Paid: _____

Parking Assignment: South West Student Parking Area (SW)

Permit # _____

Student Signature: _____

Parent Signature: _____

(If student is 17 years old or younger.)

***When returning this form, bring a copy of your driver's license, current transcript, current liability insurance and a copy of this form. All of said items will be needed to obtain a parking permit for the High School parking lot.**

***Permit will be issued if all requirements are met as per the Student Handbook.**

APPENDIX VI
Acceptable Internet Use Agreement Form

As a user of the High School Computer network, I hereby agree to comply with all the rules and guidelines communicating over the network in a reliable fashion while honoring all relevant laws and restriction.

Student Signature _____

As the parent or legal guardian of the minor student signing above, I grant permission for my son/daughter to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use, setting and conveying standard for my son/daughter to follow when selecting, sharing or exploring information and media.

Parent Signature _____ **Date** _____
Name of Student _____ **I.D.#** _____ **Grade** _____

Rio Grande City High School Acceptable Use Policy

Student Guidelines for Acceptable Technology & Internet Use Access to computer, network, and Internet equipment and software at the High Schools offer students an almost unlimited source of resources and information to support their educational development. Under staff supervision, students will have the privilege of searching the Internet for expert resources, communicating with other students from around the world, and participating in various distance-learning activities. But with the use of these powerful tools comes great responsibility. Access to these resources is a privilege, not a right. Students are advised that some Internet sites may contain information, messages, and pictures that are offensive or inappropriate for an educational setting. The High School does not condone or permit the use of such material. **Therefore, access to the Internet is granted only on the condition that a student agrees to be accountable for appropriate use of these resources.** In addition to all information and technology security policies, guidelines, and procedures that govern computer and network use at the High School, the following statements guide acceptable use of Internet resources by all students.

- Students may not use equipment or facilities in a way that is inconsistent with the general rules of conduct that govern student behavior at High School.
- Students may not damage or mistreat equipment or facilities under any circumstances.
- Students may not use anyone else's password nor may they share their password with others.
- Students may not use "chat" programs or message boards (unless under the direct supervision of a teacher).
- Students may not employ the network for personal financial gain or commercial purposes.
- Students may not engage in practices that threaten the integrity of the network (e.g., knowingly download files that contain a virus).
- Students may not write, use, send, download, or display obscene, threatening, harassing, or otherwise offensive messages or pictures, including pornography.
- Students may not use the network for illegal activities, including the violation of copyright laws and/or software piracy.
- Students may not load or copy any software or other programs to or from organizational equipment unless permission is explicitly granted by an authorized party (e.g., network administrator).
- Students may not trespass into anyone else's folders, documents, or files.
- Students may not disclose anyone's personal information (e.g., address, telephone number, or confidential information), including their own or that belonging to a fellow student, community, family, or staff member.
- Students should be advised that in an effort to maintain system integrity and to ensure responsible use, files and communications could and will be monitored. ***Students should not under any circumstances expect that messages or files created, modified, transmitted, received, or stored on organizational equipment are private.*** Students who violate any of the above conditions will be subject to the suspension or termination of their technology and Internet computing privileges, as well as other disciplinary action as determined by school officials.

APPENDIX VII
School-Parent-Student Compact

As a Parent/Guardian, I will strive to:

- Attend parent-teacher conferences.
- See that my child attends school regularly and is on time.
- Require that my child dresses according to the districts dress code.
- Sign and return all forms that require a parent's or guardian's signature.
- Maintain open line of communication with my child and his/her school.
- Show respect and support for my child, the staff and the school.
- Help my child resolve conflicts in positive and non-violent ways.

As a Teacher, I will strive to:

- Follow the curriculum designed for all students.
- Provide a safe and caring environment that promotes active learning.
- Keep the parent informed about the student's progress.
- Respect and value the uniqueness of each child and his/her family.
- Demonstrate professional behavior and a positive attitude.
- Help students resolve conflicts in positive and non-violent ways.

As a Student, I will strive to:

- Follow school and classroom rules.
- Attend all my classes daily and on time.
- Complete all classroom assignments.
- Safeguard school property.
- Take all school information/forms home.
- Maintain open line of communication with my parents/teachers.
- Show respect for myself, my school and all people.
- Work to resolve conflicts in positive and non-violent ways.

Parent/Guardian Signature: _____

Teacher's Signature _____

Student's Signature _____

Principal's Signature _____