



2010 - 2011  
**STUDENT  
HANDBOOK**



**PLEASANT GROVE**  
INDEPENDANT SCHOOL DISTRICT  
TEXARKANA, TEXAS



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## PREFACE

To Students and Parents:

Welcome to school year 2010–2011! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

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

**Section I**—PARENTAL RIGHTS AND RESPONSIBILITIES —with information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook.

**Section II**—OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS —organized alphabetically by topic for quick access when searching for information on a specific issue.

Please be aware that the term “the student’s parent” is used to refer to the parent, legal guardian, or any other person who has agreed to assume school-related responsibility for a student.

Both students and parents should become familiar with the Pleasant Grove Independent School District *Student Code of Conduct*, which is a document, adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found online at [www.pgisd.net](http://www.pgisd.net) or in the school office of each campus.

The student handbook is designed to be in harmony with board policy and the *Student Code of Conduct*. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect student handbook provisions will be made available to students and parents through newsletters and other communications.

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

After reading through the entire handbook with your child, keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal.

Please note that references to policy codes are included so that parents can refer to current board policy. A copy of the district’s policy manual is available for review in the school office or online at [www.pgisd.net](http://www.pgisd.net).

# **SCHOOL DISTRICT INFORMATION**

## ***Philosophy of Education – Pleasant Grove Independent School District***

Pleasant Grove Schools are committed to the general philosophy that education should provide appropriate learning experiences for every child within the district. Experiences provide for each child to continually develop and improve – emotionally, physically, morally, socially, and intellectually. Pleasant Grove I.S.D. acknowledges that the student of today will live in a society demanding knowledge and skills related to the use of computers and other technologies. Evidence indicates that the district’s schools are committed to the development of the “whole” child.

The curriculum is in a state of continuous study and revision, readily adaptable to meet the changing needs of children and provides a foundation of knowledge.

Methods of instruction reflect recognition of individual differences among students. Instruction equips students with real world work skills, human relations skills, respect for authority, appreciation of our American heritage and other world cultures, knowledge of how and where to obtain needed information, and an understanding of computers and other technologies which will enable them to function in an ever-changing global society.

Well-trained and highly competent staff members take pride in their professional commitment to the intellectual, social, and moral development of school children. Continuous staff development and professional growth experiences are encouraged. Discipline is considered vitally important to a vigorous educational program.

Overall, the school’s efforts are directed to the end that each student will become a productive member of our global society, capable and desirous of making a definite and positive contribution to the society.

## ***District Strategic Goals***

A strategic goal is a desired condition, outcome, or accomplishment that if achieved in the next three years to seven years would successfully address one or more critical issues and help accomplish our school’s mission. These goals guide and focus our activities.

- Exemplary state of the art facilities.
- World class technology system that has high access by students and staff.
- Effective communication with a district stakeholders and community.
- Equitable achievement among all population groups.
- Partnerships with institutions of higher education.

## ***Mission Statement***

The mission of Pleasant Grove Independent School District, in partnership with the community, is to educate and prepare each student with an excellent foundation upon which to build a future.

**PLEASANT GROVE INDEPENDENT SCHOOL DISTRICT**

8500 North Kings Highway

Texarkana, Texas 75503

Phone: 903.831.4086

Fax: 903.831.4435

[www.pgisd.net](http://www.pgisd.net)

**Board of Trustees**

- Kathleen Young .....President
- Billy DeLoach..... Vice President
- Jay Davis..... Secretary
- Mark Addington ..... Member
- Jeff Harris ..... Member
- Robert Sheppard ..... Member
- John Tidwell ..... Member

**Central Administration**

- Margaret Davis..... Superintendent
- Annette Dunn.....Director of Instruction
- Mark Roberts ..... Director of School Services
- Sherry Young.....Director of Special Programs
- Rick Patrick..... Technology Coordinator
- Terry Spivey..... Director of Transportation/Safety
- Jeffrey Frank ..... Director of Food Services
- Kristen Giles .....Community Partnerships
- Steve Shatto ..... Director of Maintenance

**PLEASANT GROVE ELEMENTARY SCHOOL**

6500 Pleasant Grove Road

Texarkana, Texas 75503

Phone: 903.838.0528

Fax: 903.831.3799

***Elementary School Administration and Support Staff***

Chad Blain..... Principal

Kendra Powers ..... Assistant Principal

Merida Johnson.....Counselor

Laura Butterfield..... Health Aide

Kathy Wilson.....Secretary

Annie Tucker..... Workroom Coordinator

Brenda Burns.....Librarian

**PLEASANT GROVE INTERMEDIATE SCHOOL**

8480 North Kings Hwy

Texarkana, Texas 75503

Phone: 903.832.0001

Fax: 903.832.0147

***Intermediate School Administration and Support Staff***

Pam Bradford..... Principal

Kendra Powers .....Assistant Principal

Merida Johnson.....Counselor

Sherri Fomby..... Health Aide

Claudia Moss.....Secretary

Brenda Burns.....Librarian

**PLEASANT GROVE MIDDLE SCHOOL**

5605 Cooks Lane

Texarkana, Texas 75503

Phone: 903.831.4295

Fax: 903. 831.5501

***Middle School Administration and Support Staff***

Linda G. Erie..... Principal  
Sharon Lloyd..... Assistant Principal  
Kathy Harp..... Counselor  
Dorothy Hopson..... Librarian  
Marilyn Gentry..... Nurse  
Patsy Evers..... Secretary  
Pat Mitchell..... Secretary  
Jan Dorris ..... Workroom Coordinator

**PLEASANT GROVE HIGH SCHOOL**

5406 McKnight Road

Texarkana, Texas 75503

Phone: 903.832.8005

Fax: 903. 832.5381

***High School Administration and Support Staff***

Bill Harp..... Principal  
Robert Goline..... Assistant Principal  
Kendrick Smith ..... Assistant Principal  
Louanne Smith..... Counselor, 11<sup>th</sup>/12<sup>th</sup>  
Vanessa Wakefield..... Counselor, 9<sup>th</sup>/10<sup>th</sup>  
Kevin Davis..... Athletic Director  
Arnie Lawson..... Director of Music  
Debbie Herrington..... Librarian  
Joyce Cook..... Secretary  
Cindy Walker..... Secretary

Lisa Buchanan .....Attendance/Student Services  
Barbara Reed .....Workroom Coordinator  
Becky Dobbins.....Nurse

***Technology Staff***

Patricia Beth  
Tracy Capps  
Tony Downs  
Brad Gildon  
Rick Patrick  
Amy Riddell  
Russell Roberts

## **SECTION I: PARENTAL RIGHTS AND RESPONSIBILITIES**

This section of the Pleasant Grove Student Handbook includes several notices that the district is required to provide to you, as well as other information on topics of particular interest to you as a parent.

### ***PARENTAL INVOLVEMENT***

#### **Working Together**

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and 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.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child, if your child is entering the ninth grade.
- Monitoring your child's academic progress and contacting teachers as needed. [See **Academic Counseling** on page **25** and **Academic Programs** on page **16**.]
- 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 your student's campus office for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page 49.] Parents and students may teachers to request a conference concerning grades, behavior, or any concern the teacher considers necessary to address.
- Becoming a school volunteer. [For further information, see policies at GKG and contact Jan Baugus, PTA Volunteer Coordinator.
- Participating in campus parent organizations. Parent organizations include:

Pleasant Grove PTA  
Michele Daugherty- President  
903.691.9270

Pleasant Grove Athletic Booster Club  
Arthur Daniels-President  
903.949.8064

Pleasant Grove Theatre Booster Club  
Stephanie Bright-President  
903.832.4613

Pleasant Grove Journalism Booster Club (*Parents of Publication Students*)  
Shawna Cotton-President  
903.832.2414

Pleasant Grove Band Booster Club  
John Lyons-President  
903.244.5736

Pleasant Grove Cheerleader Booster Club  
Donna Nash- President  
903.838.9387

Pleasant Grove Drill Team Booster Club  
Leslie Goodman- President  
903.831.6991

- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact campus administration.
- Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction. [See policies at BDF, EHAA, FFA]
- Attending board meetings to learn more about district operations. The Board of Trustees meets in regular session on the second Thursday of each month. The meetings begin at 5:30 pm at Pleasant Grove Central Services, 8500 North Kings Highway. Meetings are open to the public, except when the Board meets in closed session to consider matters specified by law. Notices of regular meetings are routinely posted at Central Services at least 72 hours prior to the meeting. [See policies at BE and BED for more information.]

### **Parent Involvement Coordinator**

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Sherry Young and may be contacted at Pleasant Grove Central Services (903)831-4086.

## ***PARENTAL RIGHTS***

### **Obtaining Information and Protecting Student Rights**

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

- Political affiliations or beliefs of the student or the student’s parent.
- Mental or psychological problems of the student or the student’s family.
- Sexual behavior or attitudes.
- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom the student has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or parents.
- Income, except when the information is required by law and will be used to determine the student’s eligibility to participate in a special program or to receive financial assistance under such a program.

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

### **“Opting Out” of Surveys and Activities**

As a parent, you have a right to receive notice of and deny permission for your child’s participation in:

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. [See policies EF and FFAA.]

### **Inspecting Surveys**

As a parent, you may inspect a survey created by a third party before the survey is administered or distributed to your child.

## **Displaying a Student's Artwork and Projects**

The district will seek parental consent before displaying students' artwork, special projects, photographs taken by students, and the like on the district's Web site, in printed material, by video, or by any other method of mass communication.

## **Requesting Professional Qualifications of Teachers and Staff**

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

## **Reviewing Instructional Materials**

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

## **Accessing Student Records**

You may review your child's student records. These records include:

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

[See **Student Records** on page 8.]

## **Granting Permission to Video or Audio Record a Student**

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

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

## **Granting Permission to Receive Parenting and Paternity Awareness Instruction**

As a parent, if your child is under the age of 14, you must grant permission for your child to receive instruction in the district's parenting and paternity awareness program or your child will not be allowed to participate in the instruction. This program, developed by the Office of the Texas Attorney General and the State Board of Education (SBOE), is incorporated into the district's health education classes.

## **Removing a Student Temporarily from the Classroom**

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

## **Removing a Student from Human Sexuality Instruction**

As a part of the district's curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) is involved with the selection of course materials for such instruction.

State law requires that any instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus or acquired immune deficiency syndrome must:

Present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age;

Devote more attention to abstinence from sexual activity than to any other behavior;

Emphasize that abstinence is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity;

Direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is the most effective way to prevent pregnancy and sexually transmitted diseases; and

If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

In accordance with state law, below is a summary of the district's curriculum regarding human sexuality instruction:

As a parent, you are entitled to review the curriculum materials. In addition, you may remove your child from any part of this instruction with no academic, disciplinary, or other penalties. You may also choose to become more involved with the development of curriculum used for this purpose by becoming a member of the district's SHAC. Please see the campus principal for additional information.

### **Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags**

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See **Pledges of Allegiance and a Minute of Silence** on page 47 and policy EC (LEGAL).]

### **Excusing a Student from Reciting a Portion of the Declaration of Independence**

You may request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the district determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK (LEGAL).]

### **Requesting Notices of Certain Student Misconduct**

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to your child's misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. [See policy FO(LEGAL) and the *Student Code of Conduct*.]

### **Requesting Transfers for Your Child**

As a parent, you have a right:

- To request the transfer of your child to another classroom if your child has been determined by the board to have been a victim of bullying as the term is defined by Education Code 25.0341. [See policy FDB.]
- To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous

- To request the transfer of your child to a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policies FDD(LEGAL) and (LOCAL).]

### **Requesting Classroom Assignment for Multiple Birth Siblings**

As a parent, if your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, you may request that they be placed either in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14th day after the enrollment of your children. [See FDB(LEGAL).]

## ***OTHER IMPORTANT INFORMATION FOR PARENTS***

### **Parents of Students with Disabilities**

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, see **Special Programs** on page 56 and contact Sherry Young at 903-831-4086.

### **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 academic or behavior support services that are available to all students including a process based on Response to Intervention. The implementation of Response to Intervention has the potential to have a positive impact on the ability of school districts to meet the needs of all struggling students.

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

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of his or her rights if the parent disagrees with the district. Additionally, the notice must inform the parent how to

obtain a copy of the *Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Sherry Young at 903.831.4435.

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. [See policy FDB(LOCAL).]

### **Accommodations for Children of Military Families**

Children of military families will be provided flexibility regarding certain district requirements, including:

Immunization requirements.

Grade level, course, or educational program placement.

Eligibility requirements for participation in extracurricular activities.

Graduation requirements.

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district.

Additional information may be found at <http://ritter.tea.state.tx.us/mil/>.

### **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.

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 the school is given a copy of a court order terminating parental rights. Federal law requires that, as soon as a student becomes 18 or is emancipated by a court, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.
- District staff members who have what federal law refers to as a “legitimate educational interest” in a student’s records. School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support staff; a person or company with whom the district has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, or volunteer); a parent

or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. “Legitimate educational interest” in a student’s records includes working with the student; considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official’s professional responsibility; or investigating or evaluating programs.

- Various governmental agencies.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she subsequently enrolls.

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

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

Records may be inspected by a parent or eligible student during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The address of the superintendent’s office is 8500 N. Kings Highway, Texarkana, Texas, 75503.

The addresses of the principals’ offices are:

Chad Blain	Pam Bradford	Linda Erie	Bill Harp
PGES	PGIS	PGMS	PGHS
6500 Pleasant Grove Rd	8480 N Kings Hwy	5605 Cooks Lane	5406 McKnight Rd
Texarkana, Tx 75503	Texarkana, Tx 75503	Texarkana, Tx 75503	Texarkana, Tx 75503

A parent (or eligible student) may inspect the student’s records and request a correction if the records are considered inaccurate, misleading, or otherwise in violation of the student’s privacy rights. A request to correct a student’s record should be submitted to the principal. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student’s record. Although improperly recorded grades may be challenged, contesting a student’s grade in a course is handled through the

general complaint process found in policy FNG(LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading policy. [See FINALITY OF GRADES at FNG(LEGAL). **Report Cards/Progress Reports and Conferences** on page 49 and **Student or Parent Complaints and Concerns** on page 21 for an overview of the process.]

The district's policy regarding student records found at FL(LOCAL) is available from the principal's or superintendent's office [or on the district's Web site at [www.pgisd.net](http://www.pgisd.net)].

The parent's or eligible student's right of access to and copies of student records do not extend to all records. Materials that are not considered educational records—such as a teacher's 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.

**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 complaint may be mailed to:

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

## **Directory Information**

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

However, release of a student's directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of your child's first day of instruction for this school year. [See the "Release of Student Information" section included in the Student Information & Enrollment Form.]

## **Directory Information for School-Sponsored Purposes**

The district often needs to use student information for school-sponsored purposes.

For these specific school-sponsored purposes, the district would like to use your child's name, address, telephone listing, electronic mail address, photograph, and date and place of birth, as well as major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams. This information will not be used for other purposes without the consent of the parent or eligible student, except as described above at Directory Information.

Unless you object to the use of your child’s information for these limited purposes, the school will not need to ask your permission each time the district wishes to use this information for the school-sponsored purposes listed above.

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

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

## **SECTION II: INFORMATION FOR STUDENTS AND PARENTS**

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is conveniently organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact your child’s campus principal.

### ***ABSENCES/ATTENDANCE***

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

#### **Compulsory Attendance**

State law requires that a student between the ages of six and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day until the end of the school year and is subject to compulsory attendance laws, if the student is under 21 years old. In addition, if a student 18 or older has more than five unexcused absences in a semester the district may revoke the student’s enrollment. The student’s presence on school property thereafter would be unauthorized and may be considered trespassing. [See FEA]

Students enrolled in prekindergarten or kindergarten are required to attend school.

State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program.

Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of the reading diagnosis test.

A student in grades 3-8 will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and applicable subject area.

### **Exemptions to Compulsory Attendance**

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

Religious holy days;

Required court appearances;

Activities related to obtaining United States citizenship;

Service as an election clerk; and

Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders.

In addition, a junior or senior student's absence of up to two days related to visiting a college or university will be considered an exemption, provided the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed.

### **Failure to Comply with Compulsory Attendance**

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

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

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

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

If the student is over age 18, the student's parents will not be subject to penalties as a result of their child's violation of state compulsory attendance law. [See FEA(LEGAL).]

### **Attendance for Credit**

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan,

approved by the principal, that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed a plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate. [See policies at FEC.]

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 the reasons listed above at **Exemptions to Compulsory Attendance** will be considered days of attendance for this purpose.

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

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

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

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

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

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

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

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

### **Attendance Office – High School**

Students must report to the attendance office if they arrive at school after 8:30 or if they need to leave the school building during the school day. If students do not report to the attendance office as required, they will be subject to disciplinary action.

### **Parent's Note After An Absence**

When a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent that describes the reason for the absence. A note

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

### **Doctor's Note After An Absence for Illness**

Upon return to school, a student absent for more than three (3) consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. [See FEC(LOCAL).]

### **Driver License Attendance Verification**

To obtain a driver license, a student between the ages of 16 and 18 must 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 office.

### **Prearranged Absences**

Occasionally parents wish to take their child out of school to accompany them on a trip. Absences from school will be excused only if the procedures shown below are followed and the basic intent of the trip is educational, rather than a family vacation.

- Arrangements must be made with the campus principal prior to starting the trip.
- File prior written information with the campus principal verifying the educational nature of the activity and state the date(s) of the planned absence(s).
- Student will not be excused earlier than the date stated in writing.
- Student must present a written report describing what he/she learned on the trip.
- The report must be done in the manner and form prescribed by the principal and teacher.
- If prior approval is not secured from the principal, absences for the educational trip will be unexcused.
- Only a maximum of five (5) days per school year will be excused in this manner.
- Absences for educational trips will not be excused during semester exams.
- Absences for educational trips will be excused, but the student will be counted absent.

- Student should make immediate plans to do all make-up work resulting from the absence.

### **Attendance Procedures**

All students are encouraged to be present each day; but, if you are ill, you should not jeopardize the health of other students just for the sake of being present

**Please make sure you do the following when you must be absent from school:**

- Have a parent or guardian call the office giving name, date, days of absence, and the reason for the absence. A student absent from school for any reason, other than for a documented health care appointment, will not be allowed to participate in school-related activities on that day or evening.
- **All students absent must have a note signed by a parent or guardian to receive an excused absence.**
- Make immediate plans to do all make-up work due to the absence.
- According to Board Policy FDDR (LOCAL), a written excuse must be submitted to school office within three days of student's return to school. Failure to meet this deadline will result in absence being unexcused.

### **Saturday School – High School**

The purpose of Saturday School is to allow students to make up missed class time. Saturday School will be held from 8:00 A.M. to 12 (noon) on the last five Saturdays of the first semester. Second semester will be held during Flex Week. This will allow students to make up 20 hours of classes missed per semester. Students will be assigned to Saturday School by the principal or principal's designees. Saturday School will be assigned at the rate of one session per class in which the students' absences exceed 4 days per semester in each class. Students may be allowed to make up additional hours at the request of the attendance committee.

Students attending Saturday School will be required to complete special assignments in which a minimum grade of 70 must be earned. Students will be responsible for obtaining assignments from teachers. **If students do not bring the assignments, they will not be able to attend Saturday School that Saturday.** There will be a charge of \$5.00 per make up hour, payable by check only, due when the student enters Saturday School. Students will be required to bring a completed assignment sheet and necessary books. Failure to meet the above mentioned requirements will result in loss of credit for the Saturday School session.

### **Waiver from Campus Attendance Committee**

A student in attendance fewer than the number of days required each semester may request a waiver from the Campus Attendance Committee. Waiver forms are available in

the Attendance Office. *The Attendance Committee may waive all or some make-up hours and make additional assignments to recover credit.*

## **ACADEMIC ASSISTANCE**

Each campus provides academic assistance. Elementary: Contact your student's teacher or the campus counselor. Middle School: Contact your student's teacher or the campus counselor. Tutorials are available after school. Students will be requested to attend. High School: Contact teacher and arrange for assistance. Class tutorials are available before and after school. Extended tutoring must be prearranged.

## **ACADEMIC PROGRAMS**

The school counselor provides students and parents with information regarding academic programs to prepare for higher education and career choices. [For more information, see policies at EIF.]

[See **Academic Counseling** on page 25]

## **ACTIVITY FEE – MIDDLE/HIGH SCHOOL**

A \$10 activity fee will be charged to each middle school student each year for class activities. A \$15.00 activity fee will be charged to each high school student each year for class activities.

## **AWARDS AND HONORS**

### **Elementary and Intermediate School**

Students who attend school for at least a semester may earn an attendance award by meeting one of the following requirements:

- No absences for a full year – Perfect Attendance Award
- Only one absence – Excellent Attendance Award

Three unexcused tardies will be considered equivalent to one absence. Any new student who attends school for at least the last 90 days of school without absence will also receive the Excellent Attendance Award. Any 3<sup>rd</sup> or 4<sup>th</sup> grade student will receive an academic achievement award if he/she maintains all A's including conduct for all A's and B's including conduct each 6 weeks for the entire year.

An awards assembly for each grade level will be held at the end of the school year.

### **Honor Roll**

Any K-5 grade student who makes all A's including conduct grades, shall be named to the "A Honor Roll" each six weeks. Any student who makes all A's and B's, including conduct grades, shall be named to the "A-B Honor Roll" each six weeks.

### **Middle School**

At the end of the school year, an award will be presented to the top deserving student in each subject area for each grade level. The award will be determined by the teacher or the teachers of a given subject. Grades, attitude, and class participation will be the

criteria for selection. No student will be eligible for an award if he or she has a conduct grade below a B+ in that particular subject.

### **Honor Roll**

Any student who makes all A's, including conduct grades, shall be named to the "A Honor Roll" each six weeks. Any student who makes all A's and B's, including conduct grades, shall be named to the "A/B Honor Roll" each six weeks. Grades for band and P.E. are not included.

### **National Junior Honor Society**

Students in grades 7 and 8 are eligible for membership in the National Junior Honor Society. Candidates must have a minimum cumulative grade point average of 90 to meet the scholarship requirement for membership. Candidates meeting this standard will then be evaluated on the basis of service, leadership, character, and citizenship. The National Junior Honor Society induction ceremony is held in the spring of each school year.

### **Awards President's Education**

The President's Education Awards Program was established to encourage students to achieve high academic standards by recognizing and rewarding them educational excellence. The students receiving these rewards must earn an average of 90 or above in grades 6 and 7, and for the first semester of the 8th grade year at Pleasant Grove. Students must also meet the vertical score requirement on TAKS math and TAKS reading for the 7<sup>th</sup> grade school year.

### **High School**

#### **Academic Hall of Fame**

A senior student is chosen from each academic area for academic excellence during his/her four years in high school. The students' names are engraved on a plaque that is displayed in the library.

#### **Class Favorites**

The Yearbook staff conducts elections. The students in that grade select four students from each grade, two girls and two boys.

### **Honor Roll**

Any student who makes all A's, including conduct grades, shall be named to the A Honor Roll each six weeks. Any student who makes all A's and B's, including conduct grades, shall be named to the A-B Honor Roll each six weeks. Athletics, drill team, physical education, and band grades are not counted.

### **Honor Society**

Sophomores and above are eligible for election to the Pleasant Grove National Honor Society. Candidates eligible for election to the chapter shall have a minimum scholarship average of 90. All students who can rise in scholarship to or above such standard may be admitted to candidacy for election to membership. Candidates shall then be considered

on the basis of citizenship, service, leadership, and character. National Honor Society installation will be held each year.

### **Honor Students**

An award will be presented to a deserving student in each subject at the end of the school year. The award will be determined by the teacher or teachers of a given subject. Grades, attitude, and class participation will be the criteria for selection. No student will be eligible for an award if he or she has any conduct grades below a B in that particular subject.

### **Senior Who's Who's**

These awards recognize seniors who have demonstrated excellence in the areas of academics, community service, extracurricular activities, and sports during four years of high school. Eight students are selected – one in each of the four areas plus four other students with the highest point total. Students are selected through an application and interview process.

### ***BULLYING***

Bullying occurs when a student or group of students directs written or verbal expressions or physical conduct against another student and the behavior results in harm to the student or the student's property, places a student in fear of harm to himself or his property, or is so severe that it creates an intimidating, threatening or abusive educational environment.

The board has established policies and procedures to prohibit bullying and to respond to reports of bullying. [See FFI(LOCAL).]

### ***CAREER AND TECHNOLOGY PROGRAMS***

The district offers career and technology programs in Technology Education and Exploring Construction Manufacturing. Admission to these programs is based on enrollment and a score of 100% on a safety test (see Course Guides for Middle School and High School).

Pleasant Grove Independent School District 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.

### ***CHILD SEXUAL ABUSE***

The district has established a plan for addressing child sexual abuse, which may be accessed at any campus or [www.pgisd.net](http://www.pgisd.net). As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

A child who has experienced sexual abuse should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

As a parent, if your child is a victim of sexual abuse, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see

[http://www.dfps.state.tx.us/Prevention\\_and\\_Early\\_Intervention/Programs\\_Available\\_In\\_Your\\_County/default.asp](http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp).

The following Web sites might help you become more aware of child sexual abuse:

<http://www.tea.state.tx.us/index.aspx?id=2820>

<http://sapn.nonprofitoffice.com/>

<http://www.taasa.org/member/materials2.php>

[http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse1.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml)

[http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse2.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml)

Reports may be made to:

The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (1-800-252-5400 or on the Web at <http://www.txabusehotline.org>).

### ***CLASS RANK / TOP TEN PERCENT / HIGHEST RANKING STUDENT***

A grade point system is used by the district to determine class rank. Semester grade averages in all academic subjects attempted shall be multiplied by a designated difficulty factor to determine the grade points earned. Total grade points divided by the number of courses attempted in grades 9-12, including the final semester of the senior year, shall determine class rank.

The following courses are not used to determine class rank: wellness (PE), athletics, band (excluding Band-Advanced), drill team, local credit courses, correspondence courses, credit by exam, high school courses taken at the eighth grade level, TAKS remediation, summer school, cheerleading, dance, and courses transferred from other states that we do not award state credit.

For two school years following their graduation, district graduates who rank in the top ten percent of their graduating class are eligible for automatic admission into four-year public universities and colleges in Texas if the student:

- Completes the Recommended or Advanced/Distinguished Achievement Program; or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

Students and parents should contact the high school counselor for further information about the application process and deadlines.

[For further information, see policies at EIC.]

## **CLASS SCHEDULES**

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered (Texas Education Code 25.092). Therefore, all schedule changes must be completed in the first two weeks of the semester that the class meets. Schedule change request forms are available in the counselor's office. Schedule change requests submitted after the first day of class will require an administrator's approval.

### **High School**

Schedule changes must be completed before the 5<sup>th</sup> day of the semester that the class meets for the student to receive credit for the class.

Level Changes. Example: (1) Going from an AP to Pre-AP class or Pre-AP to a regular class. Students dropping levels will receive grade points associated with the class in which they finished the semester year. (2) Exceptional circumstances are approved through Administration discretion.

Moving up a level must be done by the end of the 1<sup>st</sup> Six Weeks and requires a teacher and administrator's approval. Students must make up the necessary work.

## **CLOSED CAMPUS/OPEN CAMPUS**

According to FDF (LOCAL), district schools shall not permit any student to leave campus during the lunch period unless accompanied by a parent or guardian. The parent or guardian must follow District procedures when taking their student from the campus, and must first secure administrative approval. Students who leave campus at any time without the principal's approval shall be subject to disciplinary action. During semester exam time and Flex Week, the campus will remain closed.

## **CODE OF CONDUCT**

Under the authority granted to the Board of Trustees in Section 37.001 of the Texas Education Code (TEC), the Board has adopted a code of conduct for use in the district's schools. The code is designed to inform students, parents, and school personnel of conduct rules applicable in this district. The code explains the rights and duties of students and the kinds of action that may be taken when students violate its provisions. Details may be found in a complete student code of conduct which is available online at [www.pgisd.net](http://www.pgisd.net) or in the campus principal's office.

## **COLLEGE CREDIT COURSES**

See the Pleasant Grove High School Course Guide or your student's counselor.

## **COMPLAINTS AND CONCERNS**

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy at FNG(LOCAL) in the district's policy manual. A copy of this policy may be obtained in the principal's or superintendent's office or on the district's Web site at [www.pgisd.net](http://www.pgisd.net).

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

## **COMPUTER RESOURCES**

To prepare students for an increasingly technological society, the district has made an investment in computer technology for instructional purposes. Use of these computer resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action. Students are prohibited from pretending to be someone else; transmitting obscene messages or pictures; revealing personal addresses or telephone numbers – either their own or another person's; or using the network in a way that disrupts others. Students may be charged for non-class related printing.

Students and their parents should be aware that e-mail using district computers is not private and will be monitored by district staff. [For additional information, see policies at CQ.]

## **CONDUCT**

### ***Applicability of School Rules***

As required by law, the board has adopted a *Student Code of Conduct* that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the *Student Code of Conduct*. Students and parents should be familiar with the standards set out in the *Student Code of Conduct*, as well as campus and classroom rules.

To achieve the best possible learning environment for all students, the *Student Code of Conduct* and other campus rules will apply whenever the interest of the district is involved, whether on or off school grounds, in conjunction with classes and school-sponsored activities.

## **Corporal Punishment**

Corporal punishment—spanking or paddling the student—may be used as a discipline management technique in accordance with the *Student Code of Conduct* and policy FO(LOCAL) in the district's policy manual.

## **After School Detention**

After school detention on Middle School and High School campuses may be assigned Monday- Thursday from five minutes after dismissal bell until 4:15.

## **Disruptions**

In order to protect student safety and sustain an educational program free from disruptions, state law permits the District to take action which could result in (but not limited to) a citation against any person – student or non student causing a disruption as identified by law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator. (TEC 37.123)
- Interference with an authorized activity by seizing control of all or part of a building. (TEC 37.123)
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly. (TEC 37.123)
- Use of force, violence, or threats to cause disruption during an assembly. (TEC 37.123)
- Interference with the movement of people at an exit or an entrance to district property. (TEC 37.123)
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator. (TEC 37.123)
- Disruption of 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; and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct. (TEC 37.123)
- Interference with the transportation of students in district vehicles. (TEC 37.123)

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

Students are not permitted to possess such items as pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, electronic devices or games at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

For safety purposes, the district permits students to possess telecommunications devices, including mobile telephones; however, cell phones must remain turned off during the instructional day, including during all testing. The use of cell phones in locker rooms or restroom areas at any time while at school or at a school-related or school-sponsored event is strictly prohibited.

Using any device that permits recording the voice or image of another in any way that either disrupts the educational environment, invades the privacy of others, or is made without the prior consent of the individuals being recorded is prohibited.

A student who uses a telecommunications device during the school day shall have the device confiscated. The parent may pick up the confiscated telecommunications device from the principal's office for a fee of \$15.

Confiscated telecommunications devices that are not retrieved by the student or student's parents will be disposed of after the notice required by law. [See policy FNCE.]

**Any disciplinary action will be in accordance with the *Student Code of Conduct*. The district will not be responsible for damaged, lost, or stolen telecommunications devices.**

### ***Intermediate/Middle School***

Consequences for not following the rules will result in:

Cell Phones/Paging Devices:

1<sup>st</sup> Offense: parent notification, detention, keep phone the rest of the day.

Subsequent Offenses: Parent notification, \$15 charge, phone released to parent.

### ***High School***

Consequences for not following the rules will result in:

Cell Phones/Paging Devices:

1<sup>st</sup> Offense: parent notification, detention, keeping the phone the rest of the day.

2<sup>nd</sup> Offense: parent notification, keeping the phone 3 days, \$15 charge, release to parent.

3<sup>rd</sup> Offense: parent notification, keeping the phone 10 days, \$15 charge, release to parent.

4<sup>th</sup> Offense: disposal of phone

CDs, Radios, Cameras, Other Electronic Devices:

1<sup>st</sup> Offense: parent notification, detention, keeping the device the rest of the day.

2<sup>nd</sup> Offense: parent notification, keeping the device 3 days, release to parent.

3<sup>rd</sup> Offense: parent notification, keeping the device 10 days, release to parent.

4<sup>th</sup> Offense: keep device until end of school year.

## **Inappropriate Use of Technology**

Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct off school property if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement.

## **Social Events/Dances**

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

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

Students in the Pre-K through sixth grades will not be allowed to attend athletic events unless accompanied by a parent or guardian.

Dances – Students will not be allowed to enter a dance after a specified time except with prior approval from an administrator. If the student leaves the dance without permission, they cannot return and must leave the premises at that time. Consumption or possession of a prohibited substance may result in the loss of dance privileges for the remainder of the year and appropriate discipline measures will be taken. All students inviting non-Pleasant Grove students must complete sign up information by the end of school on the Wednesday prior to the dance. All guests must be on the grade level or above of the student that invited them. All students will abide by regular school dress code. Students may forfeit the ability to attend dances for prior disciplinary referrals.

## ***CONTAGIOUS DISEASES / CONDITIONS***

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

The school nurse or the principal's office can provide information from the Department of State Health Services regarding these diseases.

If a student has an oral temperature of 100.4 F, the student should be excluded from school.

## ***CORRESPONDENCE COURSES***

The district permits high school students to take correspondence courses—by mail or via the Internet—for credit toward high school graduation.

[For further information, see policies at EEJC.]

## **COUNSELING**

### **Academic Counseling**

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures. Each spring, students in grades five (5) through eleven (11) will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and vocational opportunities.

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

### **Personal Counseling**

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

### **Psychological Exams, Tests, or Treatment**

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

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

### ***CREDIT BY EXAM—If a Student Has Taken the Course***

A student who has previously taken a course or subject—but did not receive credit for it—may, in circumstances determined by the teacher, counselor, principal, or attendance committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, home schooling, correspondence courses, or independent study supervised by a teacher.

The counselor or principal would determine if the student could take an exam for this purpose. If approval is granted, the student must score at least 70 on the exam to receive credit for the course or subject.

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an exam.

A student may not use this exam, however, to regain eligibility to participate in extracurricular activities.

[For further information, see the counselor and policies EEJA.]

### ***CREDIT BY EXAM—If a Student Has Not Taken the Course***

A student will be permitted to take an exam to earn credit for an academic course for which the student has had no prior instruction. The dates on which exams are scheduled during the 2009–2010 school year include:

Dates Scheduled:

June 14, 2011	July 26, 2011
June 15, 2011	July 27, 2011
June 16, 2011	July 28, 2011

A student will earn credit with a passing score of at least 90 on the exam.

If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. The district will not charge for an examination for acceleration on the published dates or alternate dates. The district may deny a parent's or student's request for an alternate examination or alternate date. If the district grants a request for an alternate exam, it may use a test purchased by the parent or student from a source approved by the State Board of Education. [For further information, see EEJB(LOCAL).]

### ***DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION***

The district believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect; to avoid behaviors known to be offensive; and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law. [See policy FFH]

#### **Dating Violence**

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

## **Discrimination**

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law, that it negatively affects the student.

## **Harassment**

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. A copy of the district's policy is available in the principal's office and in the superintendent's office [or on the district's Web site].

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

The Pleasant Grove Independent School District (PGISD) shall address incidents of racially harassing conduct (including racially harassing graffiti) that are sufficiently severe, pervasive, or persistent so as to create a racially hostile environment consistent with its harassment policy and the regulatory requirements of Title VI. Individuals found to be responsible for racially harassing conduct (including racially harassing graffiti) may be subject to discipline in accordance with the PGISD's student code of conduct and/or the PGISD's harassment policy.

## **Sexual Harassment**

Sexual harassment of a student by an employee, volunteer, or another student is prohibited.

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

Examples of prohibited sexual harassment may include, but not be limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

The Pleasant Grove Independent School District (PGISD) shall address incidents of sexually harassing conduct (including sexually harassing graffiti) that are sufficiently severe, pervasive, or persistent so as to create a sexually hostile environment consistent with its harassment policy and the regulatory requirements of Title VI. Individuals found to be responsible for sexually harassing conduct (including sexually harassing graffiti) may be subject to discipline in accordance with the PGISD's student code of conduct and/or the PGISD's harassment policy.

### **Retaliation**

Retaliation of a student occurs when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or unwarranted grade reduction. Retaliation does not include petty slights and annoyances from other students or negative comments from a teacher that are justified by a student's poor academic performance in the classroom.

Retaliation against a person who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited.

### **Reporting Procedures**

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

The District is committed to ensuring that all of its facilities remain free from any racially or sexually harassing graffiti. Any student who sees any racially or sexually harassing graffiti of any kind should immediately report this to a teacher, counselor, principal, or other district employee in order that the District may take appropriate action to remove the graffiti and prevent its reoccurrence.

### **Investigation of Report**

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated. The district will notify the parents of any student alleged to have experienced prohibited conduct by an adult associated with the district.

In the event prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy.

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary or corrective action will be taken to address the conduct. The district may

take disciplinary action even if the conduct that is the subject of the complaint was not unlawful.

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

## ***DISCRIMINATION***

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 26.]

## ***DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS***

### ***School Materials***

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

The school newspaper and the yearbook are available to students.

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

[See **Directory Information for School Sponsored Purposes** on page 10.]

### ***Nonschool Materials...from students***

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

The campus principal will designate the location for approved nonschool materials to be placed for voluntary viewing by students. [See policies at FNAA.]

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

### ***Nonschool Materials...from others***

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

in accordance with the appropriate district complaint policy. [See policies at DGBA, FNG, or GF.]

Prior review will not be required for:

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

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

## ***DRESS AND GROOMING***

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

- Students must wear shoes at all times unless otherwise instructed by the teacher. No house shoes/slippers may be worn. Shoes with wheels and skates are not permitted.
- Hair must be neatly groomed and kept out of eyes.
- Students may not wear hats, sweatbands, bandanas, or caps in the building, except in shop areas where permissible.
- Students may not wear articles of clothing which display pictures, emblems, or writings that are lewd, offensive, vulgar, or obscene, or that advertise or depict tobacco products, alcoholic beverages, drugs, or any other substances prohibited under policy FNCF (LEGAL), or which have cuts or tears above the bottom of the knee.
- Hair colorings that cause a disruption or interfere with normal school operations are not allowed.
- Students may not wear scrubs (unless course requirement), full body camouflage, pajamas, cut-offs, biking shorts, see-through blouses or shirts, midriffs, tank tops, halter type blouses, muscle shirts, or any other revealing garment.
- Skirts, dresses, and shorts must be to the top of the knee.
- Under garments *should not be* visible and may not be worn as outer garments.
- Sagging pants are prohibited. Loose fitting pants must be worn above the hips and belted.

- Students may not wear exposed rings, studs, or other jewelry associated with body piercing. Students may, however, wear earrings or ear studs.
- Long chains attached to clothing are prohibited.

The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students who violate dress and grooming standards established for such an activity may be removed or excluded from the activity for a period determined by the principal or sponsor and may be subject to other disciplinary action, as specified in the *Student Code of Conduct*.

The principal or assistant principal will rule on the appropriateness of any article of clothing not identified in the dress code. The dress code regulations are in effect for all school activities.

## **EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS**

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

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

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than a class identified as honors or advanced by either the State Board of Education or by the local board of trustees—may not participate in extracurricular activities for at least three school weeks.
- 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 (10) absences not related to post-district competition, a maximum of five (5) absences for post-district competition prior to state, and a maximum of two (2) absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

## **Standards of Behavior**

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's standards of behavior.

[For further information, see policies at FM and FO. For student-organized, student-led groups, see **Meetings of Noncurriculum-Related Groups** on page 54.]

## **MIDDLE SCHOOL**

### **Pep Squad/Cheerleader/Mascot**

Membership in the pep squad is open to students in grades 6-8. Pep squad members are required to purchase a uniform and meet UIL rules and requirements.

Cheerleading will be open to students in grades 7 and 8. Tryouts for grade 8 will begin in the spring of 2011 for the following school year. A cheerleader/mascot is required to purchase a uniform and meet UIL rules and requirements.

Further details and a handbook may be obtained in the school office.

### **Student Council Offices and Elections**

The Pleasant Grove Middle School Student Council includes three elected representatives from each grade level (6-8). All representatives must maintain a 78 average in each academic course and a B in citizenship. A representative who falls below these standards will be replaced by an alternate elected from the grade level. If a representative has three unexcused absences, he or she will lose his position on the council.

The officers of the Pleasant Grove Middle School Student Council include a President, Vice-President, Secretary-Treasurer, and Parliamentarian. The officers are elected by the student body and serve the entire school year. All officers must maintain a 78 average in each academic course and a B in citizenship. Officers are selected from the 7<sup>th</sup> and 8<sup>th</sup> grades.

The Student Council is under the sponsorship of a faculty member and all council activities are subject to approval of the school administration.

## **HIGH SCHOOL**

### **Student Council Offices and Elections**

The Pleasant Grove High School Student Council includes four elected representatives from each grade level (9-12) and one appointed class officer. All representatives must maintain a 78 average in each academic course and a B in citizenship. A representative who falls below these standards will be replaced by an alternate elected from the grade level. If a representative has three unexcused absences, he or she will lose his position on the council.

The officers of the Pleasant Grove High School Student Council include a President, Vice-President, Secretary-Treasurer, and Parliamentarian. The officers are elected by the student council and serve the entire school year. All officers must maintain a 78 average in each academic course and a B in citizenship. Officers are selected from the 7<sup>th</sup> and 8<sup>th</sup> grades.

The Student Council is under the sponsorship of a faculty member and all council activities are subject to approval of the school administration

## **FEES**

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See **Buses and Other School Vehicles** on page 58.]
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form. [See **Saturday School** on page 15.]

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

## ***FUND-RAISING***

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

## ***GANG-FREE ZONES***

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

## ***GRADE CLASSIFICATION***

After the ninth grade, students are classified according to the number of state credits earned toward graduation.

Credits Earned	Classification
6	Grade 10 (Sophomore)
12	Grade 11 (Junior)
18	Grade 12 (Senior)

## ***GRADING GUIDELINES***

### ***Academic Dishonesty***

If a student commits academic dishonesty, including, but not limited to, cheating and plagiarism, the teacher will:

1. assign a zero for the assignment grade,
2. lower the conduct grade 10 points, and
3. notify the parents.

### ***Designated Letter Values***

In grades K – 12, achievement is reported to parents as:

A (90-100)

B (80-89)

C (75-79)

D (70-74)

F (Below 70)

## **Grading Procedures**

Pleasant Grove ISD will have a grading policy that (1) requires a classroom teacher to assign a grade that reflects the student's relative mastery of the assignment, (2) may not require a classroom teacher to assign a minimum grade for an assignment without regard to the student's quality of work, and (3) may allow a student a reasonable opportunity to make up or redo a class assignment or examination for which the student received a failing grade. [See EIA(LEGAL)]

To find the semester grade in grades K-5, the three (3) six-week grades are averaged. In grades 6-8, the three (3) six-week grades are doubled and the semester exam is added. The sum total is divided by seven. In grades 9-12, average the three (3) six-week grades and the semester test together.

Grades are determined and credit awarded based on student mastery of the Texas Essential Knowledge and Skills. Six weeks grades will be determined as follows:

Category 1 – 25% tests and 75% daily grades if only one major test or project grade is given to the student per six weeks.

Category 2 – 50% tests and 50% daily grades if two or more major test or project grades are given to the student per six weeks.

The test category shall include major exams or major projects. The daily category may include all educational activities that students can do for which teachers give grades. At the discretion of the teacher, any grade can be weighted; however, one test or major project grade may not count more than 25%. Completion of certain major projects will be required before credit can be awarded for some courses. Teachers and administration will identify the major projects. This information will be clearly presented to the students at the beginning of the project. Failure to complete the designated projects will result in an "I" (incomplete) of the grading period. A grade will be assigned and credits earned will be awarded after satisfactory completion of the project. The teacher will determine penalties for late work.

With the exception of an unexcused absence, a student's grades shall never be reduced as a form of punishment. When behavior will result in the lowering of a student's citizenship grade, the student shall be notified.

## **Citizenship Grades**

All faculty will use the following guidelines concerning the determination of a citizenship grade.

1. All teachers will distribute rules to classes concerning expectations for behavior.
2. All teachers will employ a system of conduct cuts and record those cuts in the grade book, conduct folder or calendar.
3. Each conduct cut will deduct 5 points from a student's citizenship grade.
4. Teachers will give conduct cuts to students when the students violate classroom rules or campus rules.

5. Teachers will deduct 5 points from a student's citizenship grade for each tardy.
6. Teachers will deduct 10 points from a student's citizenship grade for each incident of academic dishonesty.

## **GRADUATION**

### **Requirements for a Diploma**

To receive a high school diploma from the district, a student must successfully:

- Complete the required number of credits;
- Complete any locally required courses in addition to the courses mandated by the state; and
- Pass a statewide exit-level exam.

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

### **Graduation Programs**

The district offers the graduation programs listed below. All students entering grade 9 are required to enroll in the Recommended High School Program or Distinguished Achievement (Advanced) Program. Permission to complete the Minimum Graduation Program must be granted by an admission/review/dismissal (ARD) committee, 504 committee, or a student support team committee.)

Students who entered the ninth grade during the 2007–2008 school year are affected by new state graduation requirements for the Recommended Program and the Distinguished Achievement (Advanced) Program. To graduate under either of these programs, an incoming ninth grade student will have to earn an additional credit in math and an additional credit in science. The credit requirements for the various programs for students entering the ninth grade during this school year are provided below:

- Minimum Program 22 credits
- Recommended Program 26 credits
- Distinguished Achievement (Advanced) Program  
26 credits (for Seniors graduating in 2011 and thereafter )

### **Certificates of Coursework Completion**

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

## **Students with Disabilities**

Upon the recommendation of the admission, review, and dismissal committee, a student with disabilities may be permitted to graduate under the provisions of his or her individualized education program (IEP).

A student who receives special education services and has completed four years of high school, but has not met the requirements of his or her IEP, may participate in graduation ceremonies and receive a certificate of attendance. Even if the student participates in graduation ceremonies to receive the certificate of attendance, he or she may remain enrolled to complete the IEP and earn his or her high school diploma; however, the student will only be allowed to participate in one graduation ceremony.

[See FMH(LEGAL)]

## **Graduation Speakers**

The District creates a limited public forum consisting of an opportunity for a student to speak to begin graduation ceremonies and another student to speak to end graduation ceremonies. For each speaker, the District shall set a maximum time limit reasonable and appropriate to the occasion. Only students who are graduating and who hold the positions of class officers for the graduating class and the top two academically ranked graduates will be eligible to give these remarks.

[For student speakers at other school events, see **STUDENT SPEAKERS** on page 56.]

[See FNA(LOCAL).]

## **Graduation Expenses**

Because students and parents will incur expenses in order to participate in the traditions of graduation—such as the purchase of invitations, senior ring, cap and gown, and senior picture—both student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year.

## **State Scholarships and Grants**

Under the Texas Early High School Graduation Scholarship Program, students who complete the Recommended or Distinguished Achievement (Advanced) High School Program may earn financial credits in varying amounts to apply toward college tuition. The amounts depend on the number of consecutive months in which the student completed graduation requirements and the number of early college credits earned and may be used at public or private higher education institutions within the state. The counselor can provide additional information about meeting the program's eligibility requirements.

Students who have a financial need according to federal criteria and who complete the Recommended High School Program or Distinguished Achievement Program (Advanced) may be eligible under the T.E.X.A.S. Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to

private institutions. [For further information, see the principal or counselor and policy EJ(LEGAL)]

## ***GYMNASIUMS, USE OF***

1. Only approved athletic shoes will be worn in the gym.
2. Students are allowed in the dressing rooms only during their physical education or athletic periods.
3. Each physical education student is responsible for his/her physical education uniform to be placed properly in his/her locker when uniform is not in use. Students are encouraged to mark their equipment with their name using a permanent marker.
4. No equipment will be taken out of the gym unless checked out to the student by one of the coaches.
5. Students should never bring money or any other valuables to the gym during PE or athletics.
6. Students keep their gym locker locked.
7. All school gyms are for school purposes. Any other use is to be approved by campus principal.

## ***HARASSMENT***

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 26.]

## ***HEALTH-RELATED MATTERS***

### **Bacterial Meningitis**

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

- What is meningitis?

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

- What are the symptoms?

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

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

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

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

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

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

- How can bacterial meningitis be prevented?

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

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

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

You should seek prompt medical attention.

- Where can you get more information?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the Web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Department of State Health Services, <http://www.dshs.state.tx.us/>.

## **Physical Activity for Students in Elementary, Intermediate, and Middle School**

In accordance with policies at EHAB, EHAC, [and FFA], the district will ensure that students in elementary and intermediate school engage in at least 30 minutes of physical activity per day or 135 minutes per week.

Students in middle or junior high school shall engage in 30 minutes of moderate or vigorous physical activity per day for at least four semesters OR at least 225 minutes of moderate or vigorous physical activity within a two-week period for at least four semesters.

For additional information on the district's requirements and programs regarding elementary, middle, and junior high school student physical activity requirements, please see the principal.

## **School Health Advisory Council**

During the preceding school year, the district's School Health Advisory Council held 2 meetings. Additional information regarding the district's School Health Advisory Council is available from the Director of Instruction, Annette Dunn at 903.831.4086. [See also policies at BDF and EHAA.]

## **Other Health-Related Matters**

### **Physical Fitness Assessment**

Annually, the district will conduct a physical fitness assessment of students in grades 3–12. At the end of the school year, a parent will be mailed the results of his or her child's physical fitness assessment conducted during the school year.

### **Vending Machines**

The district has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines see the Director of Food Services, Jeffrey Frank. [See policies at CO and FFA.]

### **Tobacco Prohibited**

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

### **Asbestos Management Plan**

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the central services office. If you have any questions, please contact Terry Spivey at 903.831.4086.

### **Pest Management Plan**

The district applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact Terry Spivey at 903.831.4086.

### **HOMELESS STUDENTS**

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Merida Johnson, at 903.838.0528.

### **IMMUNIZATION**

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

The immunizations required are: diphtheria, rubeola (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Department of State Health Services. Proof of immunization may be established by 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 member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see policy FFAB(LEGAL) and the Department of State Health Services Web site: <http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

### **Tuberculosis Testing**

Parents or guardians of students entering district schools for the first time in any grade must complete a questionnaire developed by the Texas Department of Health (TDH) for the purpose of determining whether the student is at risk of having been exposed to tuberculosis. Students who show evidence of being at risk will be required to have a current tuberculosis skin test with a medical follow-up, if indicated.

## **LAW ENFORCEMENT AGENCIES**

### **Questioning of Students**

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation. In other circumstances:

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

### **Students Taken Into Custody**

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

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

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

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

### **Notification of Law Violations**

The district is required by state law to notify:

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

[For further information, see policy GRA(LEGAL).]

## **MAKEUP WORK**

### **Routine and In-depth Makeup Work Assignments**

For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

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

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

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

**HIGH SCHOOL:** If a student is absent from class, the student should complete the assignment as soon as possible. Students will have the number of class meetings missed to make up work and turn in all missed work.

### **DAEP or In-school Suspension Makeup Work**

A student removed to a Disciplinary Alternative Education Program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, coursework needed to fulfill the student's high school graduation requirements. The district may provide the opportunity to complete the coursework through an alternative method, including a correspondence course, distance learning, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA(LEGAL).]

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, distance learning, or summer school. [See policy FEA(LEGAL).]

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

## **MEDICINE AT SCHOOL**

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

- Only authorized employees, in accordance with policies at FFAC, may administer:
  - Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
  - Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
  - Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.

A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider and to the school nurse the ability to use the prescribed medication, including any device required to administer the medication.

If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal.

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

## **Psychotropic Drugs**

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

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

## **MOTOR VEHICLE OPERATION – STUDENT**

Pleasant Grove ISD, in accordance with Board Policy FFFD (Local), prohibits the operation of automobiles and other motor driven vehicles by students in grade K-8 on any school campus in the District during the hours that school is in regular session, including times when athletic and band practices are held before or after school. High school students who are licensed drivers may drive automobiles or other motor vehicles to and from school and park on designated parking lots if these regulations are followed:

1. Students shall have a valid driver's license.
2. Students must present evidence of appropriate liability insurance coverage.
3. All motor vehicles that are driven on campus must be properly registered in the principal's office.
4. All students shall park ONLY in their assigned space in the parking area. Failure to do so may result in disciplinary action and their vehicle possibly being towed.
5. Parking in fire lanes and handicap parking are strictly prohibited and may result in a citation.
6. DAEP students shall park in the designated area assigned behind the 600 hallway.
7. Vehicles shall not be driven during school hours without written permission from the student's parents and permission from the principal.
8. Once a motor vehicle is brought to campus, the student shall go directly to the assigned parking area, park, and lock the vehicle. Students are prohibited from sitting, standing or being physically present in or on the immediate proximity of the motor vehicle. The practice of using parking lots for unauthorized assemblies, regardless of the size of the group is prohibited.
9. Students will exercise utmost caution, safety, and judgment while driving on campus. All traffic markings must be obeyed.
10. The speed limit on the campus is 10 (ten) miles per hour.
11. Operation of a motorized vehicle by a student in grades 9-12 who is an unlicensed driver is prohibited during the school day. Students are prohibited from riding in or on a motorized vehicle operated by an unlicensed driver during the school day.
12. Students owning a vehicle permit must not allow anyone other than their parents to drive the automobile on the school campus.
13. The parking permit will hang from the rear view mirror and must be visible while the vehicle is on campus.
14. If a student changes vehicles, the change should be recorded immediately in the principal's office.
15. Violation of any of the above rules or regulations will result in the disciplinary action and/or loss of the privilege of driving a vehicle to school. [See CLC (LEGAL)]

16. Repeated violations of motor vehicle operation rules by a student may result in the vehicle being towed at the owner's expense.

The cost for a permit will be \$15.00 and can be obtained in the principal's office.

### ***NONDISCRIMINATION STATEMENT***

In its efforts to promote nondiscrimination, Pleasant Grove Independent School District does not discriminate on the basis of race, religion, color, national origin, gender, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex:  
Margaret Davis, Superintendent  
8500 North Kings Highway  
Texarkana, Texas 75503  
903.831.4086  
[mdavis@pgisd.net](mailto:mdavis@pgisd.net)
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability:  
Sherry Young, Director of Special Programs  
8500 North Kings Highway  
Texarkana, Texas 75503  
903.831.4086  
[syoung@pgisd.net](mailto:syoung@pgisd.net)
- All other concerns regarding discrimination:  
Margaret Davis, Superintendent  
8500 North Kings Highway  
Texarkana, Texas 75503  
903.831.4086  
[mdavis@pgisd.net](mailto:mdavis@pgisd.net)

### ***NON-RESIDENT STUDENTS***

A. Students who have been residents of the Pleasant Grove ISD and who move to another Texas school district may continue their education in the Pleasant Grove ISD on a tuition basis provided:

1. School administration is notified of change of residence within ten (10) days after the student moves to another school district. When the school administration is not notified by the parents within this 10-day period, the student will be withdrawn from school as soon as the school administration discovers that the student has changed his/her residency to another Texas school district. In this event, the child will not be allowed to continue his/her education in the Pleasant Grove ISD.

2. Parents agree to pay a tuition cost to the local per pupil cost. Tuition will be charged beginning with the next school day after the student moves from the Pleasant Grove ISD.

**B. Schedule of Payment of Tuition:**

1. Full semester students: Parents will pay the amount due for the first semester of that school year on or before the first day of that school year and the amount due through the last semester of the school year on or before the first day of the last semester.

2. Partial pay students: Parents will pay, within 10 days of moving from the district, for the remainder of the present semester. Tuition will be prorated on a daily basis.

3. In the event full payment is not received by the due date indicated in 1B or 2B above, the student will be dropped from school on that date and not be allowed to return to school at Pleasant Grove ISD.

C. Any student attending school in the Pleasant Grove ISD and who is not eligible to attend school in Pleasant Grove ISD will be withdrawn.

## ***PHYSICAL EXAMINATIONS / HEALTH SCREENINGS***

### ***Scoliosis Screening***

All students in grade six and nine will be screened for abnormal curvature before the end of the school year. If a student enters school after the scheduled screening has been performed, the student must be screened within 120 days of admission.

### ***Vision and Hearing Screening***

Students in grades Pre-K, K, 1, 3, 5 and 7 will be screened annually at any time during the year. New students entering Pleasant Grove Independent School District must be screened for possible vision and hearing problems prior to the completion of the first semester enrolled or within 120 days of enrollment. Other students may be screened by request or referral.

### ***UIL Physical Exams***

Any student desiring to participate in UIL athletics must have a physical exam by a licensed physician indicating that the student has been examined, and is physically able to participate in the athletic program. This examination is required for the 7th, 9th, and 11th grade years. In other years, the student shall complete a medical history form. If there are any “yes” answers on the medical history section, a physical will then be required. A medical history form must be submitted every year.

## ***PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE***

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. [See **Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags** on page 6.]

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

## ***PRAYER***

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

## ***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 grades 1 – 5, promotion is based on attaining an overall average of 70 for the year in language arts, math, social studies, and science. In addition, a student must attain an average of 70 or above in language arts and in mathematics, as well as an overall average of 70 or above in fine arts, health, and P.E.

In grades 6-8, promotion is based on attaining an overall average of 70 for the year in all courses taken. Students must also attain an average of 70 for the year in three of the following courses: language arts, mathematics, social studies, and science. Reading will be included if taken.

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the Texas Assessment of Knowledge and Skills (TAKS), if the student is enrolled in a public Texas school on any day between January 1 and April 15 and is a Texas resident during the week that the TAKS is administered the first time.

- In order to be promoted to grade 4, students must perform satisfactorily on the reading section of the grade 3 assessment in English or Spanish.
- In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessments in English or Spanish.
- In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessments in English.

Parents of a student in grades 3, 5 or 8 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. Such students will have two additional opportunities to take the test. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the

district, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policies at EIE.]

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.

A Personal Graduation Plan (PGP) will be prepared for any student in a middle school or beyond who did not perform satisfactorily on a state-mandated assessment or is determined by the district as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented by a guidance counselor, teacher, or other staff member designated by the principal. The plan will, among other items, identify the student's educational goals, address the parent's educational expectations for the student, and outline an intensive instruction program for the student. [For additional information, see the counselor or principal and policy EIF(LEGAL).]

## ***RELEASE OF STUDENTS FROM SCHOOL***

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

A student who will need to leave school during the day must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the school day. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

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

A student may only be checked out from school by a parent, guardian, or a person designated on the health card by the parent or guardian.

## ***REPORT CARDS / PROGRESS REPORTS AND CONFERENCES***

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

At the end of the first three weeks of a grading period, parents will be given a written progress report if their child's performance in any course is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. [See **Working Together** on page one (1) for how to schedule a conference.]

Teachers follow grading guidelines that have been approved by the principal/superintendent and are designed to reflect each student's academic achievement

for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. [See policy EIA(LOCAL).]

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

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

Report cards and unsatisfactory progress reports must be signed by the parent and should be returned to the school the next instructional day

## **RETALIATION**

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 26.]

## **SAFETY**

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

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

## **Accident Insurance**

Soon after the school year begins, parents will have the opportunity to purchase low-cost accident insurance that would help meet medical expenses in the event of injury to their child.

The Pleasant Grove Independent School District provides your daughter/son with supplemental insurance each school year while she/he is participating in any school sponsored UIL event for grades 7 – 12. The coverage is supplemental to the primary insurance you provide. The policy provides coverage only while the student is participating in UIL athletics or activities sponsored by Pleasant Grove I.S.D. Coverage is in force during practice, scheduled games and travel in a school appointed and supervised vehicle, to and from the event. In the event of an accident, the claim form can be picked up from the middle or high school offices.

## **Drills: Fire, Tornado, and Other Emergencies**

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

### **Fire Drill Bells**

Emergency lights flash/tones sound	leave the building
1 tone	halt; stand at attention
2 tones	return to the classroom

### **Tornado Drill Bells**

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

### **Other**

For other disaster situations, verbal instructions will be provided.

## **Emergency Medical Treatment and Information**

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

## **Emergency School-Closing Information**

During periods of inclement weather, decisions on the closing of school are made by the superintendent of schools. Those decisions will be announced as soon as possible over the local radio and television stations.

## ***SAT, ACT, AND OTHER STANDARDIZED TESTS***

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

## ***SCHOOL COLORS***

Black and gold.

## **SCHOOL MASCOT**

HAWK

## **SCHOOL SONG**

H-A-W-K-S H-A-W-K-S

Pleasant Grove, our senior high school  
all praise to you.

We stand together for the good and true.

Black and gold, we are behind you,

Always for the right.

We're true to you,

Pleasant Grove Senior High

P-G-H-S H-A-W-K-S

Black and gold, we are behind you

always for the right

We're true to you,

Pleasant Grove Senior High

## **SCHOOL/STUDENT CLUBS AND ORGANIZATIONS – HIGH SCHOOL**

Art Club

French Club

NHS

Thespian Club

Computer Club

Interact

PALS

DECA

Key Club

Science Club

Drama Club

Keyettes

Spanish Club

FBLA

NAHS

Student Council

## **SCHOOL FACILITIES**

### **Use By Students Before and After School**

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

The elementary cafeteria is open to students before school, beginning at 7:15 a.m.

The intermediate cafeteria is open to students before school, beginning at 7:15 a.m.

The middle school gymnasium is open to students before school, beginning at 7:15 a.m.

The high school cafeteria is open to students before school, beginning at 7:00 a.m.

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

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

## **Conduct Before and After School**

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

## **Use of Hallways During Class Time**

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

## **Cafeteria Services**

The district participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. See Jeffrey Frank, Director of Food Services to apply.

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

Parents are discouraged from providing fast food lunches for their student. However, if a parent chooses to do so, the food may be provided for his/her child only. Parents may not provide food for any other student or provide food for students to share.

## **Cafeteria Procedures**

Wholesome meals are provided at reasonable rates for all who wish to eat at school. Students are not allowed to charge meals. Change will not be given to a student when a meal is purchased. The change will be applied to his/her account for future meal purchases.

If a student has a negative balance in his/her account, food may not be purchased. The student will be given the option of an alternate meal consisting of 2 vegetables and/or fruits and milk. If you have any questions, please contact Jeffrey Frank, Director of Food Services, at 903.831.4295.

## **Gymnasium**

See Gymnasium, Use Of- page 38.

## **Library**

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. Students may check out books on a two week basis, but not more than two books may be

checked out at one time. The fine for an overdue book is ten cents a day for each book overdue. Students must have a pass to visit the library.

### **Meetings of Noncurriculum-Related Groups**

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

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

### **School Office**

The office is open from 7:30 a.m. until 4:00 p.m. each day. All school business should be transacted during these hours. Students should go to the office to enroll, to withdraw, to file excuses for absences, to secure reinstatement and to secure permission to leave school during the day. Students must have a pass to visit the office.

### ***SCHOOL RESOURCE OFFICER***

Pleasant Grove Independent School District and its campuses will have access to a full time school resource officer during the school year. The officer's duties will include, but are not limited to, enforcement of laws, school safety issues, conflict resolution, formal instruction, counseling in areas involving the law and/or police, and as a general source of information regarding criminal law and its process.

### ***SEARCHES***

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

### **Students' Desks and Lockers**

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

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

Searches of desks or lockers may be conducted at any time in accordance with School Board Policy FNF (LOCAL), when there is reasonable cause to believe that they contain articles or materials prohibited by policy, whether or not a student is present.

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

Electronic equipment is subject to search in the event school administrators believe reasonable suspicion exists to support the search.

## **Vehicles on Campus**

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

## **Trained Dogs**

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used around lockers and the areas around vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. An item in a classroom, a locker, or a vehicle to which a trained dog alerts may be searched by school officials.

## **Drug-Testing**

[For further information, see policy FNF(LOCAL). Also, see **Steroids**, on page 56.]

## **SEMESTER TEST EXEMPTIONS**

### **MIDDLE SCHOOL**

Students in grades 6 through 8 may be exempt from a semester test in a class if their semester average is 85 or higher, and they have had no more than four (4) absences in the class. A student who has three (3) unexcused tardies in a class will not be exempt from the semester test in that class. A student with five (5) or more unexcused tardies in all classes during a semester will lose test exemptions in all classes. Students may be exempt from a maximum of four (4) semester tests. Students who pass all state mandated tests may substitute the second exam with his/her state mandated test grade. Students expelled or placed in DAEP for part of the school year will lose all test exemptions for the remainder of the school year, thus, he/she will not be allowed to use his/her mandated tests as a replacement grade.

### **NINTH AND TENTH GRADE**

Students may be exempt from a maximum of three (3) semester tests subjects if their grade is 85 or higher, they had no more than two absences in the class. A student who has three (3) unexcused tardies in a class will not be exempt from the semester test in that class. A student with five (5) or more unexcused tardies in all classes during a semester will lose test exemptions in all classes. Students who pass all state mandated tests may substitute the second exam with his/her state mandated test grade. Students expelled or placed in DAEP for part of the school year will lose all test exemptions for the remainder of the school year, thus he/she will not be allowed to use his/her mandated tests as a replacement grade.

### **JUNIORS AND SENIORS**

Students may be exempt from a semester test in a class using the same criteria as the freshman and sophomores.

High School – To maintain the exemptions in third and fourth period classes, students must be in attendance at the beginning of these class periods (Block Scheduling). If a student misses 3<sup>rd</sup> or 4<sup>th</sup> period class during exemptions, the student will not be allowed to use his/her TAKS replacement grade.

Middle School- To maintain the exemptions in second period class, students must be in attendance at the beginning of the second period class. If a student misses second period class during exemptions, the student will not be allowed to use his/her TAKS replacement grade.

## ***SPECIAL PROGRAMS***

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

## ***STEROIDS***

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

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

Students participating in UIL athletic competition may be subject to random steroid testing. More information on the UIL testing program may be found on the UIL Web site at [http://www.uil.utexas.edu/athletics/health/steroid\\_information.html](http://www.uil.utexas.edu/athletics/health/steroid_information.html).

## ***STUDENT SPEAKERS***

The district creates a limited public forum for student speakers at all school events at which a student is to publicly speak. For each speaker, the District shall set a maximum time limit reasonable and appropriate to the occasion. [See FNA(LOCAL)]

## ***TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS)***

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated tests (such as TAKS: the Texas Assessment of Knowledge and Skills) in the following subjects:

- Mathematics, annually in grades 3-11
- Reading, annually in grades 3-9
- Writing, including spelling and grammar, in grades 4 & 7
- English language arts in 10 & 11
- Social studies in grade 8, 10 & 11
- Science in grades 5, 8, 10 & 11

- Any other subject and grade required by federal law  
Students must be enrolled in core subject courses related to each TAKS test during the year the assessment is administered.

[See policy EKB(LEGAL).]

TAKS-Accommodated, TAKS-Modified, and TAKS-Alternate for students receiving special education services are administered to eligible students.

Linguistically accommodated testing (LAT), as well as the Texas English Language Proficiency Assessment System (TELPAS) for students identified as limited English proficient, are also administered to eligible students.

## **TARDINESS**

Elementary, Intermediate, and Middle School: A student who is tardy to school must report to the school office. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the *Student Code of Conduct*.

High School: A student that is not in his/her seat will receive an unexcused tardy until they are excused by a campus administrator. Students may request to have the tardy excused by submitting a request to a campus administrator within 3 days of the tardy. A request for an excused tardy may be picked up in the attendance office. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the *Student Code of Conduct*. Students will be subject to *further* disciplinary action possibly, but not limited to, In-School Suspension and/or make-up hours for excessive tardies during the semester. Students with three (3) unexcused tardies in a class during a semester will not be exempt for the semester test in that class. Students with a total of five (5) or more unexcused tardies in all classes during a semester will lose test exemptions in all classes

## **TESTING**

A schedule of tests can be found on-line at [www.pgisd.net](http://www.pgisd.net).

## **TEXTBOOKS**

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

## **TRANSPORTATION**

### ***School-Sponsored Trips***

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

required to personally check the student out with the sponsor at the event and notify him or her at that time that the student will not be using school transportation after the event.

## **Buses and Other School Vehicles**

The district makes school bus transportation available to all students residing in the district. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling Terry Spivey, Director of Transportation/Safety, at 903.831.4086.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact [phone number of office providing information].

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.
- Enter and leave the bus or van in an orderly manner at the designated stop nearest home.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the bus, van, or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus or van.
- Not possess or use any form of tobacco on school buses.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.
- Have a note from a parent guardian in order to ride a bus home with a classmate.

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

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

## **VANDALISM**

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

## **VIDEO CAMERAS**

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

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

## **VISITORS TO THE SCHOOL**

### **General Visitors**

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

### **Visitors Participating in Special Programs for Students**

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

## **WITHDRAWING FROM SCHOOL**

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

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

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

## **GLOSSARY**

**Accelerated instruction** is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or 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 disciplinary alternative education program, a placement for students who have violated certain provisions of the *Student Code of Conduct*. Students in the DAEP will be separated from students not assigned to the program. The DAEP will focus instruction 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 for directory information, unless a 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 Program 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 to be provided, and program modifications or support by 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 a DAEP, ISS removes the student from the regular classroom.

**LAT** stands for Linguistically Accommodated Testing, which is an assessment process for recent immigrant English language learners who are required to be assessed in certain grades and subjects under the NCLB Act.

**NCLB Act** is the federal No Child Left Behind Act of 2001.

**Personal Graduation Plan (PGP)** is required by state law for any student in middle school or higher who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

**SAT** refers to one 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.

**SHAC** stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to assist the district in ensuring that local community values and health issues are reflected in the district's health education instruction.

**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-mandated tests** are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion, and passing the grade 11 exit-level test is a condition of graduation. Students have multiple opportunities to take the tests if necessary for promotion or graduation.

**Student Code of Conduct** is 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 DAEP. It outlines conditions for out-of-school suspension and for expulsion, and states whether self-defense is a consideration in suspension, 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 the Texas Assessment of Knowledge and Skills, the state's standardized achievement test currently given to students in certain subjects in grades 3–11.

**TAKS-Accommodated** is a state mandated assessment based on the same grade-level academic achievement standards of TAKS available to certain students who receive special education services who need specific accommodations, as determined by the student and his or her ARD committee.

**TAKS-Alternate** is an alternate state mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student and his or her ARD committee.

**TAKS-Modified** is an alternate state mandated assessment based on modified achievement standards and is administered to eligible students receiving special education services, as determined by the student and his or her ARD committee.

**TELPAS** stands for the Texas English Language Proficiency Assessment System, which assesses the progress that English language learners make in learning the English

language, and is administered for those who meet the participation requirements in kindergarten–grade 12.

**TxVSN** is the Texas Virtual School Network, which provides online courses for Texas students to supplement the instructional programs of public school districts. Courses are taught by qualified instructors, and courses are equivalent in rigor and scope to a course taught in a traditional classroom setting.

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