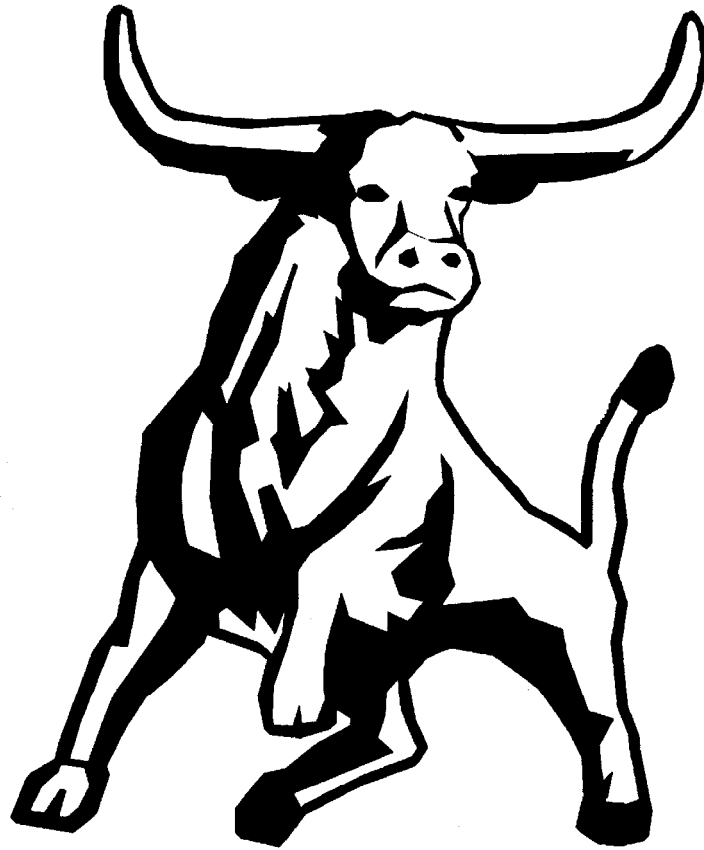


HARPER ISD



STUDENT HANDBOOK
2009-2010

Table of Contents

| | |
|--|----|
| PREFACE..... | 4 |
| NONDISCRIMINATION NOTICE..... | 4 |
| ACTIVITY CALENDAR..... | 5 |
| ADVANCED PLACEMENT EXAMINATIONS..... | 6 |
| ATTENDANCE..... | 6 |
| • TESTS AND MAKE-UP WORK FOR NON-SCHOOL RELATED ABSENCES..... | 7 |
| • TESTS AND MAKE-UP WORK FOR SCHOOL APPROVED SPONSORED ABSENCES..... | 7 |
| AWARDS, HONORS, AND SCHOLARSHIPS..... | 7 |
| BUSES OR OTHER SCHOOL VEHICLES..... | 8 |
| CAFETERIA SERVICES..... | 9 |
| CLASS CONCESSION ASSIGNMENTS – 2009-2010..... | 9 |
| CLASS/CLUB MEETINGS – 2009-2010..... | 9 |
| CLASS/CLUB SPONSORS – 2009-2010..... | 10 |
| CLASS RANKING..... | 10 |
| COLLEGE DAYS..... | 11 |
| COMMUNICABLE DISEASES/CONDITIONS..... | 12 |
| BACTERIAL MENINGITIS..... | 12 |
| LICE..... | 13 |
| COMPLAINTS BY STUDENTS/PARENTS..... | 13 |
| COMPUTER RESOURCES..... | 13 |
| CONDUCT..... | 13 |
| Academic Dishonesty/Cheating/Plagiarism..... | 14 |
| Corporal Punishment..... | 14 |
| Laser Pointers..... | 14 |
| Paging Devices, Cell Phones & CD/Electronic Players and Games..... | 14 |
| Parties and Social Events..... | 14 |
| Public Display of Affection..... | 14 |
| Sexual Harassment/Sexual Abuse..... | 15 |
| Violations of Law..... | 15 |
| CORRESPONDENCE COURSES..... | 15 |
| COUNSELING..... | 15 |
| Academic Counseling..... | 16 |
| CREDIT BY EXAMINATION..... | 16 |
| Without Prior Instruction..... | 16 |
| DISTRIBUTION OF MATERIAL..... | 16 |
| School Materials..... | 16 |
| Non-school Materials..... | 16 |
| DRESS AND GROOMING..... | 16 |
| DRILLS-FIRE, TORNADO, AND OTHER EMERGENCIES..... | 17 |
| EARLY COMPLETION OF GRADUATION REQUIREMENT..... | 17 |
| EMERGENCY MEDICAL TREATMENT..... | 17 |
| EMERGENCY SCHOOL CLOSING INFORMATION..... | 17 |
| ENRICHMENT / TUTORIALS..... | 18 |
| EXTRACURRICULAR ACTIVITIES/CLUBS, AND ORGANIZATIONS..... | 18 |
| FEES..... | 19 |
| FUND-RAISING..... | 19 |
| GRADE/LETTER CLASSIFICATION..... | 19 |
| GRADUATION..... | 19 |
| Activities..... | 19 |
| Graduation Programs..... | 20 |
| Requirements for a Diploma..... | 20 |
| Graduation Requirements..... | 20 |
| HOMEWORK..... | 20 |
| IMMUNIZATION..... | 20 |
| LAW ENFORCEMENT..... | 21 |
| Questioning of Students..... | 21 |

| | |
|--|-------|
| Students Taken into Custody | 21 |
| Notification of Law Violations | 21 |
| LIBRARY POLICIES | 22 |
| LOCKERS | 22 |
| LOST AND FOUND | 22 |
| MEDICINE AT SCHOOL..... | 23 |
| PAL/PEER ASSISTANT LEARNING | 23 |
| PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS | 23 |
| PEP RALLIES | 24 |
| PHYSICAL EXAMINATIONS/HEALTH SCREENINGS/HYGIENE CLASS | 24 |
| PLEDGES..... | 24 |
| PRAYER | 24 |
| PROMOTION AND RETENTION..... | 25 |
| RELEASE OF STUDENTS FROM SCHOOL | 25 |
| REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES | 25 |
| SAFETY/ACCIDENT PREVENTION | 26 |
| SCHOOL FACILITIES | 26 |
| Asbestos Management Plan | 26 |
| Pest Control Information..... | 26 |
| SEARCHES BY TRAINED DOGS | 26 |
| SEMESTER EXAM EXEMPTION POLICY | 27 |
| SEXUAL HARASSMENT/SEXUAL ABUSE..... | 27 |
| SPECIAL PROGRAMS | 28 |
| STUDENT AIDES | 28 |
| STUDENT OFFICES AND ELECTIONS | 28 |
| STUDENT RECORDS | 28 |
| SPECIAL EDUCATION RECORDS..... | 30 |
| STUDENT SCHEDULES | 30 |
| SUMMER SCHOOL | 30 |
| TARDIES | 30 |
| TELEPHONE | 30 |
| TESTING..... | 30 |
| TEXTBOOKS..... | 31 |
| TRAVEL-SCHOOL SPONSORED | 31 |
| VEHICLES ON CAMPUS | 31 |
| VISITORS | 31 |
| HARPER SCHOOL GRADING POLICY | 32 |
| GRADES K - 5 | 32 |
| GRADES 6 -12 | 33 |
| FIRE DRILL | 34 |
| TORNADO DRILL | 34 |
| BELL SCHEDULE..... | 35 |
| HARPER SCHOOL SONG..... | 36 |
| 2009 Harper Longhorn Football Schedule..... | |
| VARSITY | |
| JUNIOR VARSITY | |
| JUNIOR HIGH | |
| 2009-2010 Harper Longhorns/Ladyhorns Basketball Schedule | 38/38 |
| 2009 HARPER LADYHORN VOLLEYBALL | 39 |
| 2008 JR. High Volleyball | 40 |
| 2008-2009 JUNIOR HIGH BASKETBALL | 41 |
| SCHOOL CALENDAR..... | 42 |
| Options and Requirements..... | 43 |
| HANDBOOK RECEIPT: | 44 |

PREFACE

To Students and Parents:

The Harper Independent School District Student Handbook contains information students and parents are likely to need to ensure a successful school year. The handbook is organized alphabetically by topic. Throughout the handbook the term “the student’s parent” means parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

Students and parents also need to be familiar with the Harper Independent School District Code of Conduct, which sets out the consequences for inappropriate behavior. The Student Code of Conduct is required by state law and is intended to promote school safety and an atmosphere for learning. This document may be found as a separate document sent home to parents and posted in the Principal’s office.

The Student Handbook is designed to be in harmony with Board policy and the Student Code of Conduct adopted by the Board. Please be aware that this document is updated annually while policy adoption and revision is an ongoing process. Changes in policy that affect student handbook provisions will be communicated by newsletters and other communications to students and parents. These changes will generally supersede the provisions found in this handbook and made obsolete by newly adopted policy.

In case of conflict between a Board policy or the Student Code of Conduct and provisions of student handbooks, provisions of policy or the Student code of Conduct most recently adopted by the Board shall prevail.

NONDISCRIMINATION NOTICE

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

Harper Independent School District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

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

Title IX Compliance Coordinator

Chris Stevenson
P.O. Box 68
Harper, TX 78631
830-864-4044

Section 504 Compliance Coordinator

Chris Stevenson
P.O. Box 68
Harper, TX 78631
830-864-4044

Acknowledgment of Electronic Distribution of Student Handbook

*Note to school administrator: If the district provides the Student Handbook and/or the **Student Code of Conduct** electronically (by posting it on the district's Web site), the student and parent should have the option to receive a paper copy. This acknowledgment form serves to notify the student and parent of that option.*

My child and I have been offered the option to receive a paper copy or to electronically access at _____ [district's Web address] the [name of school district or school name] Student Handbook [and the **Student Code of Conduct**] for 2009–2010.

I have chosen to:

- Receive a paper copy of the Student Handbook [and the **Student Code of Conduct**].
- Accept responsibility for accessing the Student Handbook by visiting the Web address listed above.

I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the **Student Code of Conduct**. If I have any questions regarding this handbook [or the Code], I should direct those questions to the principal at _____ [phone number or e-mail address].

Printed name of student: _____

Signature of student: _____

Signature of parent: _____

Date: ____

ACTIVITY CALENDAR

The sponsor of each activity upon approval of the Principal must properly place all school activities on the official school activity calendar.

Group organizations should plan their activities well in advance in order to avoid possible conflicts.

ADVANCED PLACEMENT EXAMINATIONS

Advanced Placement exams for secondary school credit will be given in June and November of each school year. Students wishing to earn credit for an elementary or a course without taking a class/grade should apply to the Principal or Counselor for written permission to seek advanced placement credit by examination. The following criteria must be met:

- a. No prior instruction in the course and a score in the top 10%
- b. A teacher's recommendation
- c. Approval of the Principal

ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education-to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual.

It is also the law in Texas:

A student between the ages of 6 and 18 **must** attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school, from any class, or from required tutorials, will be considered truant and subject to disciplinary action. Truancy may also result in assessment of penalty by a court of law against the student and his or her parents.

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. The actual number of days a student must attend in order to receive credit will depend on whether the class is for a full semester or for a full year. A student who attends fewer than 90 percent of the days the class is offered cannot receive credit for the class unless the attendance review committee finds that the absences are the result of extenuating circumstances, such as:

An extracurricular activity or public performance, subject to approval by the District's Board of Trustees.

A District-approved mentorship designed to meet requirements for the Distinguished Achievement graduation program.

Required screening, diagnosis, and treatment for Medicaid-eligible students.

A documented health care appointment-if the student begins classes or returns to school on the same day as the appointment.

A temporary absence resulting from any cause acceptable to the Teacher, Principal, or Superintendent, including personal illness or illness or death in the immediate family.

A juvenile court proceeding documented by a probation officer.

An absence required by state or local welfare authorities.

A family emergency or unforeseen or unavoidable instance requiring immediate attention.

An approved college visitation.

If credit is lost, the attendance committee will decide how the student may regain credit.

If the committee determines that there are no extenuating circumstances, the student or parent may appeal the decision to the District's Board of Trustees by filing a written request with the Superintendent.

Please note:

- The Official Attendance Time for the Elementary School is set at 10:00am. The Secondary Campuses will be five minutes after the start of second (A day) or seventh (B Day) period.
- Attendance will be recorded through the electronic attendance system in Grade Speed. Teachers will not readmit a student to class after an absence without the proper admittance slip from the Principal's office. Grades Pre-K – 5 will take attendance only at 10:00am. Grades 6th – 12th will take attendance every class period immediately after the tardy bell and submit to the attendance clerk, Tina Moseley.
- A student absent from school more than ½ day 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.
- In those rare circumstances 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.
- A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth study assigned by the teacher.
- **TESTS AND MAKE-UP WORK FOR NON-SCHOOL RELATED ABSENCES**
 - Immediately upon his or her return to school he or she should ask the teachers for detailed assignments covering the work missed. Maximum number of days a teacher must allow a student to make up work is the number of days the student is absent.
 - Example: If a student is absent one day, he/she has one day to make up his/her work.
 - Example: If an exam is announced to a student on Thursday, the student is absent Friday and returns on Monday, the student is to take the test on Monday.
 - Special Note: The teacher and/or Principal have the authority to extend this time if circumstances warrant.
- **TESTS AND MAKE-UP WORK FOR SCHOOL APPROVED SPONSORED ABSENCES**
 - Students who are absent for school approved sponsored activities are required to turn in assignments the day they return or before they leave. Arrangements must be made in advance with each teacher.
 - Repeated instances of tardiness will result in disciplinary action.
 - Class time is important. Doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.
 - A parent wishing to withdraw a student from school must present a signed request to the principal stating the reason from the withdrawal and the effective date.

AWARDS, HONORS, AND SCHOLARSHIPS

Honor roll students will be recognized every six weeks and at the end of the school year. Each six weeks, students receiving all grades of 90 or above in subjects taken during the school day on campus for which a numerical grade is recorded will be recognized as "A" Honor Roll of Excellence students. Students with all grades of 80 or above in subjects for which a numerical grade is recorded will be recognized as Honor Roll students. Grades 1-5: Fine Arts, PE, Health must be E or S for either honor roll. At the end of the fifth six weeks, those students who have received 90 or above in every subject, all five six weeks will receive the "A" Honor Roll Certificate. Students who have received 80 or above in every subject in all five six weeks, will receive the AB Honor Roll Certificate.

First through Fifth Grade students must maintain a grade of 90 or above in Math, Science, Social Studies and Language Arts Core Average.

National Honor Society and National Junior Honor Society are national organizations of students with high academic leadership and citizenship qualities. The Harper NHS membership includes high school students who have maintained a high school average of at least 90 in all subjects leading to an advanced Academic Certificate excluding fine arts and PE courses. Final selection is by the NHS faculty council.

NHJS

- NJHS Banquet will be held in September.
- NJHS membership is open to students in grades 6, 7, and 8. Grade point average must equal a 90 or better.
- The school counselor will average the grades.
- Grades will be averaged according to the 2007/2008 class ranking guidelines.

NHS

- NHS Banquet will be held in September with the NJHS Banquet.
- NHS membership is open to students in grades from 9, 10, and 11. Grade point average must equal 90 or better.
- The school counselor will average the grades.
- Grades will be averaged according to the 2007/2008 class ranking guidelines..

Valedictorian and Salutatorian honors will be awarded to the students with the highest and second highest ranking and must have completed his/her junior and senior year at Harper High School. His/her 9th and 10th grades must also have been completed at an accredited high school. Students that graduate early are not eligible for this honor. Exceptions may be made in the case of a Foreign Exchange Educational Program.

Student Honor Graduates A student will be recognized as an honor graduate if an overall average grade of at least 90 in all areas has been received for the four years in an accredited high school. Grades will be computed at the end of the 5th six weeks of the senior year. (The 4th and 5th six weeks are averaged for the Spring semester grades.)

Student Awards Annually students are recognized through the following special awards and elections:

Outstanding Student Awards presented to the most deserving student for each class/section.

Departmental Scholastic Honor Medals are presented to the highest scholastic senior who has taken courses for at least two years in the department and who is currently enrolled in a course in the department, or has completed all available courses in that department prior to his/her Senior year.

Mr. and Miss Harper High School student body votes.

Homecoming Queen and King student body vote.

Football Sweetheart organization vote.

UIL Literary Awards accumulated points earned in competition.

BUSES OR OTHER SCHOOL VEHICLES

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Buses routes and any subsequent changes are posted at the school. Further information may be obtained by calling JB Rieger at 864-5013.

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are subject to behavioral standard 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 in an orderly manner at the designated bus stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus 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 outside of the bus.
- Upon leaving the bus, wait for the driver's signal before crossing in front of the bus.
- When students ride in a District van or passenger car, seat belts must be used at all times.

Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding privileges may be suspended. [See the section on Travel on page 28.]

Administrative Policy Change:

In an effort to provide additional safety and security for our students, Harper I.S.D.

is making the following change effective at the start of the 08/09 school year. Each student will be assigned to a bus for morning pick-up and afternoon drop off. This may be two separate buses. Students will only be allowed to ride their designated afternoon bus. **TEMPORARY CHANGES TO BUS ASSIGNMENTS WILL NO LONGER BE ALLOWED.**

CAFETERIA SERVICES

The District participates in the National School Lunch Program and offers to students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information on this program can be obtained from Deb Pascarella at 864-4044 ext. 237.

Lunch Period Rules (Closed Campus) Students will not be allowed to leave the school campus during lunchtime, unless necessary for health reasons, such as diet. A form to be signed by the parent will be available in the Principal's office and must be accompanied by a statement from the family physician.

Breakfast and Lunch Prices (Salad bar grades 6-12)

| | Breakfast | Lunch |
|---------------|------------------|--------------|
| Students K-5 | 1.00 | 1.50 |
| Students 6-12 | 1.00 | 2.00 |
| Adult | 1.25 | 2.50 |
| Reduced | .30 | .40 |

Delinquent Accounts will not be allowed to eat from the main serving line but will be served an alternative meal instead at no charge. .

CLASS CONCESSION ASSIGNMENTS – 2009-2010

Grade 7 – Concession for JH Volleyball Games and End of Year Dance

Grade 8 – Concession for JH Basketball Games and 8th Grade Promotion

Grade 9 – First Fund Raiser Options

Grade 10 – First Fund Raiser Options

Grade 11 – Concession for HS Basketball Games and all Basketball Tourneys

Grade 12 – Concession for HS Volleyball Games and all Volleyball Tourneys

CLASS/CLUB MEETINGS – 2009-2010

| | |
|--|-----------------|
| 1 st Friday of the Month | FFA |
| 2 nd Friday of the Month | Science Club |
| 3 rd Friday of the Month | Spanish |
| 4 th Friday of the Month | Class Meetings |
| 1 st Wednesday of the Month | Student Council |
| 2 nd Wednesday of the Month | Art Club |
| 3 rd Wednesday of the Month | PALS |
| 4 th Wednesday of the Month | NHS |
| Every Monday through Football Season | - Cheerleading. |

CLASS/CLUB SPONSORS – 2009-2010

| | |
|------------------|---|
| Barker | NJHS (Grades 7-9), Technology |
| Bishop..... | Juniors , NHS Committee |
| Borchers | Juniors , Yearbook, HS Cheerleading |
| Buch..... | Seniors , NHS (Grades 10-12) |
| Cantwell | Seniors , Spanish Club |
| Clark | Juniors , Theater Club, OAP |
| Davis..... | Freshman |
| Edwards..... | Juniors |
| Farrow..... | Sixth Grade , JH UIL |
| Fritz..... | Freshman |
| Hale | Sophomores |
| Herring..... | Sophomores , NHS Committee |
| Johns | HS Lunch Duty |
| Krueger..... | Eighth Grade , MS Cheerleading |
| L Lake | Seventh Grade |
| S Lake..... | Seventh Grade |
| B Land | Sixth Grade |
| K Land | Sophomores , Science Club, NHS Committee |
| Marschall | Sixth Grade , JH UIL |
| McBee..... | Freshman |
| McMahon..... | Sophomores , NHS Committee |
| J. Millican..... | Juniors |
| V. Millican..... | Eighth Grade |
| Parker | Eighth Grade , Newspaper |
| Randle | Seventh Grade |
| Rangel | HS UIL |
| Lisa Reid..... | Freshman , HS Student Council |
| Wendy Reid | Seniors |
| Will Reid..... | Seventh Grade |
| Smith..... | Freshman |
| Townsend | Seniors |

**Teachers who do not have coaching/clubs after school will attend Jr. High or High School Academic Meets

CLASS RANKING

High school graduates who are ranked in the top ten percent of their graduating class are eligible for automatic admission to Texas general academic universities and colleges. Students and parents should see the counselor for further information about how to apply.

Transcripts of incoming students will be integrated into Harper ISD ranking system.

Grades and credits earned in an accredited high school will be accepted. Weighted course credit for ranking purposes will be honored; however, ranking will be calculated according to established weighting scales at Harper ISD.

PALS, and Office Aides will not count for ranking purposes.

All high school courses taken in the 8th grade will be given high school credit toward graduation but it will not count toward high school grade point average or class ranking.

HARPER HIGH SCHOOL CLASS RANKING SYSTEM

Numerical Average Grade Points Earned in Advanced Courses

| | | | | |
|-------------|-------|---------------------------|-------|-----------------------------|
| 90-100..... | 7 pts |last number grade | | Example: 92...7.2; 96...7.6 |
| 80-89..... | 6 pts |last number grade | | Example: 81...6.1; 83...6.3 |
| 70-79..... | 5 pts |last number grade | | Example: 74...5.4; 75...5.5 |
| 61-69..... | 3 pts |no tenths added..... | | Example: 61...3.0; 65...3.0 |
| 60 & below | | 0 pts | | |

Advanced Courses: Pre-AP Biology 1, Anatomy & Physiology, Pre-AP English 1, Pre-AP English 2, AP English 3, AP English 4, Computer Science 2, Spanish 3, Accounting 2, BCIS 2, Calculus, Pre-Calculus, AP Chemistry
(New courses will be considered.)

All Dual Credit and AP Courses are accepted as weighted credit.

Numerical Averages Grade Points Earned in Regular Courses

| | | | | |
|-------------|-------|---------------------------|-------|-------------------------|
| 90-100..... | 6 pts |last number of grade | | Example: 93 6.3; 97 6.7 |
| 80-89..... | 5 pts |last number of grade | | Example: 82 5.2; 88 5.8 |
| 70-79..... | 4 pts |last number of grade | | Example: 71 4.1; 76 4.6 |
| 61-69..... | 2 pts |no tenths added | | Example: 64 3.4; 69 2.0 |
| 60 & below | | 0 pts | | |

Regular courses are taught by regular teachers in their area of preparation with presentation of essential material and are not considered advanced, resource or basic.

Numerical Average Grade Points Earned in Resource Basic Courses

| | | | | |
|-------------|-------|------------------------|-------|-------------------------|
| 90-100..... | 5 pts |last number grade | | Example: 94 5.4; 91 5.1 |
| 80-89..... | 4 pts |last number grade | | Example: 82 4.2; 87 4.7 |
| 70-79..... | 3 pts |last number grade | | Example: 71 3.1; 76 3.6 |
| 69 & below | | 0 pts | | |

Our resource teacher teaches resource courses. Students are admitted to these courses if they meet certain state designated criteria with parent approval.

Basic courses are taught by regular teachers in their area of preparation with presentation of basic essential material at a slower pace and a lower level than regular classes. Students are placed in these courses upon recommendation of their teachers, counselor and or principal.

Using the table previously given, a student's grade point average can be calculated by dividing the number of courses into the total number of grade points earned. Example: A student is taking 5 regular courses; the student has an average of 83 in 2 courses and an average of 87 in 3 courses. $83 \dots 5.3 \times 2 = 10.6$; $87 \dots 5.7 \times 3 = 17.1$; total of 27.7; 27.7 divided by 5 gives the student a grade point average (GPA) of 5.54.

PALS, and Office Aides will not count for ranking purposes.

COLLEGE DAYS

One college day per Senior will be excused **only** with note from College or University admission office.

COMMUNICABLE DISEASES/CONDITIONS

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or Principal so that other students who have been exposed to the disease can be alerted. These diseases include:

| | |
|--------------------------------------|--|
| Amebiasis | Measles (Rubeola) |
| Campylobacteriosis | Meningitis, Bacteria |
| Chickenpox | Mumps |
| Common cold with fever | Pinkeye (Conjunctivitis) |
| Fifth disease (Erythema Infectiosum) | Rubella (German Measles), including congenital |
| Gastroenteritis, Viral | Ringworm of the scalp |
| Giardiasis | Salmonellosis, including Typhoid fever |
| Head Lice (Pediculosis) | Scabies |
| Hepatitis, Viral (A, B, or C) | Shigellosis |
| Impetigo | Streptococcal disease, Invasive |
| Infectious mononucleosis | Tuberculosis, Pulmonary |
| Influenza | Whooping Cough (Pertussis) |

MENINGITIS

Meningitis is an infection of the fluid of a person's spinal cord and the fluid that surrounds the brain. Meningitis is usually caused by a viral or bacterial infection. Knowing whether meningitis is caused by a virus or bacterium is important because the severity of illness and the treatment differ.

Viral meningitis is generally less severe and resolves without specific treatment, while bacterial meningitis can be quite severe and may result in brain damage, hearing loss, or learning disability.

Signs and symptoms of meningitis are High fever, headache, and stiff neck are common symptoms of meningitis in anyone over the age of 2 years. These symptoms can develop over several hours, or they may take 1 to 2 days. Other symptoms may include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness.

The diagnosis is usually made by growing bacteria from a sample of spinal fluid. Bacterial meningitis can be treated with a number of effective antibiotics. It is important, however, that treatment be started early in the course of the disease. Some forms of bacterial meningitis are contagious.

The bacteria are spread through the exchange of respiratory and throat secretions (i.e., coughing, kissing).

Fortunately, none of the bacteria that cause meningitis are as contagious as things 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.

MCV4 (Meningococcal meningitis immunization) is recommended for all children at their routine preadolescent visit and now required for 7th graders by Texas State Law. Other people at increased risk for whom routine vaccination is recommended are college freshmen living in dormitories.

Seek prompt medical attention if you think you or a friend might have bacterial meningitis.

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

LICE

Harper Independent School District has adopted a No Nit Policy. Students that have nits or lice will be required to go home. The students shall return to class after being cleared by the school nurse.

COMPLAINTS BY STUDENTS/PARENTS

Usually student or parent complaints or concerns can be addressed simply-by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District had adopted a standard complaint policy at policy code FNG. In general, a parent or student should first discuss the complaint with the campus principal. If unresolved, a written complaint and s 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.

Some complaints require different procedures. Any campus office or the Superintendent's office can provide information regarding specific processes for the following complaints. Additional information can also be found in the designated Board policy, available in the Principal and Superintendent's offices.

Discrimination on the basis of gender: Policy FB.

Sexual abuse or sexual harassment of a student: Policy FNCJ. [See the section on **Sexual Harassment/Sexual Abuse** on page 24.]

Loss of credit on the basis of attendance: Policy FDD.

Removal of a student by a teacher for disciplinary reasons: Policy FOAA.

Removal of a student to a disciplinary alternative education program: Policy FOAB.

Expulsion of a student: Policy FOD.

Identification, evaluation, or educational placement of a student with a disability: Policies EHBA and FB. [See section on **Special Programs** on page 25.]

Instructional materials: Policy EFA.

On-campus distribution on non-school materials to students: Policy FMA.

COMPUTER RESOURCES

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement regarding appropriate use of these resources. Violations of this agreement may prompt termination of privileges and other disciplinary action.

CONDUCT

Students are expected to:

Behave responsibly, demonstrating courtesy and respect for the rights of other students and District staff. Student cooperation and respect for the property of others, including District's property, is essential to maintaining safety, order, and discipline.

Attend all classes regularly and on time; be prepared for each class; and take appropriate materials and assignments to class.

Be well groomed and appropriately dressed each day.

As required by law, the District has developed and adopted a Student Code of Conduct that prohibits certain behaviors and establishes standards of acceptable behavior-both on and off campus-and consequences for violation of the standards. Students need to be familiar with the standards set out in the Student Code of

Conduct, as well as campus and classroom rules, in order to avoid violations and subsequent consequences. (Please see the **Preface** for further information.)

Academic Dishonesty/Cheating/Plagiarism

Academic dishonesty - cheating or plagiarism is not acceptable. Cheating includes the copying of another student's work-homework, class work, test answers, etc.-as one's own. Plagiarism is the use of another person's original ideas or writing without giving credit to the true author. A student found to have engaged in academic dishonesty will be subject to loss or credit for the work in question, as well as disciplinary penalties, according to the Student Code of Conduct.

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. Corporal punishment will be governed by the following conditions:

The student will be told the reason for the corporal punishment.

The punishment may be administered only by the principal, assistant principal, or a teacher.

The instrument to be used will be approved by the Principal.

The punishment will be administered in the presence of one other District professional employee and out of view of other students.

A record will be maintained of each instance of corporal punishment.

Laser Pointers

Students are not permitted to possess or use laser pointers while on school property, while using District transportation, or while attending school related activities, whether on or off school property. Laser pointers will be confiscated and students will be disciplined according to the Student Code of Conduct.

Paging Devices, Cell Phones & CD/Electronic Players and Games

Students may not use paging devices, cell phones & CD/Electronic Players and Games during regular school hours. These devices will be allowed on extra curricular trips only. Paging devices, cell phones & CD/Electronic Players will be confiscated and students will be disciplined according to the Student Code of Conduct.

Note: Cell Phones may be used **outside only** during non-instructional time (lunch/tutorials). Phones will be taken when they are used during the instructional day from 8:00- 3:30. They may possess their phones as long as they are turned off. Consequences will be as follows:

1st Offense: Verbal Warning – Student gets phone back at end of the day.

2nd Offense: \$15.00 Fine – Student can pay and get their phone back that day.

3rd Offense: \$15.00 Fine – Parent must pick phone up. This penalty is continued with additional offenses.

Parties and Social Events

The rules of conduct and grooming will be observed at school social events held outside the regular school day. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest. A student attending a party or social event will be asked to sign out when leaving before the end of the party; anyone leaving before the official end of the party will not be readmitted.

Public Display of Affection

Public display of affection will not be allowed.

Sexual Harassment/Sexual Abuse

Unwanted and unwelcome conduct of a sexual nature; words, gestures, or any other sexual conduct, including requests for sexual favors directed toward another student or a District employee is unacceptable. [For more complete information, see **Sexual Harassment/Sexual Abuse** on page 32.]

Violations of Law

Alcohol, Drugs, Tobacco, and Weapons-Under State and Federal law, a student is not allowed to possess, sell, give away, or use alcohol, illegal drugs, tobacco products, guns, or other weapons on school property or at a school related or school sanctioned activity, on or off school property. Having one of these items in a privately owned vehicle that the student has driven to school and parked on District property is also prohibited.

Disruptive Activities-State law prohibits a student from participating in disruptive activities. That includes acting alone or with others to:

Interfere with the movement of people in an exit, an entrance, or a hallway of a District building without authorization from an administrator.

Interfere with an authorized activity by seizing control of all or part of a building.

Use force, violence, or threats in an attempt to prevent participation in an authorized assembly.

Interfere with the movement of people at an exit or an entrance to District property.

Use force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator.

Disrupt classes while on District property or on public property that is within 500 feet of District property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending a required class or activity; entering a classroom without authorization and disrupting the activity with profane language or any misconduct.

Interfere with the transportation of students in District vehicles.

Gangs and Other Prohibited Organizations-Under state law, a student is prohibited from membership or involvement in a public school fraternity, sorority, secret society, or gang.

Hazing Activities-State law also prohibits students from participating in any hazing activities. A student is guilty of hazing when he or she takes direct hazing action; encourages or assists someone else to take action; recklessly permits such action; has knowledge of planned action or action that has occurred without reporting that knowledge in writing to a school official.

[See the Student Code of Conduct for disciplinary consequences for misconduct noted above.]

CORRESPONDENCE COURSES

The District permits high school students to take correspondence courses (courses by mail) for credit. Students who have completed 10 ½ credits may be considered for correspondence courses. Two units of credit may be earned in correspondence courses as part of high school graduation requirements for accredited schools in Texas, provided the courses are taken from the Extension Division of the University of Texas and the Extension Division of Texas Tech University. The student must have the Principal's prior approval before enrolling in a correspondence course. For further information and specific District policy in this regard, contact the counselor.

Any student taking credit by exam must be done prior to instruction in that course. Credit will be given for achieving 90% or better. This grade will become part of the grade point average if credit is given.

COUNSELING

Academic Counseling

Students and parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grade 8 through 11 will be provided information on anticipated course offerings for the next year and other information that will help them make the most of academic and vocational opportunities.

The District offers career and technology programs in agriculture and business. Admission to these programs is based on interest aptitude, career aspirations, and the needs of the individual student.

Students who are interested in attending a college, university, or training school or pursuing some other type of advanced education should work closely with their counselor so that they take the high school courses that best prepare them. The counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid, housing, and scholarships. [See the section on **Graduation Requirements** on page 17.]

CREDIT BY EXAMINATION

Without Prior Instruction

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

| <u>Date Scheduled</u> | <u>Course</u> |
|---------------------------|---------------|
| November 17, 18, 19, 2009 | All |
| June 22, 23, 24, 2010 | All |

A student planning to take an examination for acceleration (or the student's parent) must register with the Principal no later than 30 days prior to the scheduled testing date. The District will not honor a request by a parent to administer, on some other date, a test purchased by the parent from a State Board approved university.

DISTRIBUTION OF MATERIAL

School Materials

School publications distributed to students include The Longhorn Express. All school publications are under the supervision of the teacher, sponsor, and principal.

Non-school Materials

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus by a student or a non-student without the prior approval of the Principal. If the material is not approved within two school days of the time it was submitted, it should be considered disapproved. The Principal has designated a special bulletin board outside his office as the location for approved non-school materials to be placed.

DRESS AND GROOMING

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

The District prohibits any clothing or grooming, that in the Principal's judgment, may reasonably be expected to cause disruption or interference with normal school operations. The District prohibits pictures, emblems or writings that are lewd, offensive, vulgar or obscene. Wind shorts/cutoffs/biker shorts/boxer shorts are not proper school dress.

The Principal, in connection 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.

- a. No clothing advertising drugs, alcohol, tobacco, or with profanity.
- b. No tank tops or spaghetti straps. Shirts must be “four fingers” in width on the shoulders. Shirts must have the ability to be tucked in.
- c. Dresses must come to the knee. They must have appropriate straps.
- d. Dresses and skirts that are mid thigh may be worn with leggings only.
- e. Shorts, skorts, and skirts must come to the knee.
- f. Caps or hats shall not be **worn** in the building.
- g. Shoes must be worn at all times.
- h. All pants must be worn on the waist.
 - Pants can be no larger than one size above the waist size.
 - Holes in pants above the knee will not be allowed.
- i. Makeup and hair color that is deemed excessive or a distraction will not be allowed.
- j. Exposed undergarments and midriff will not be allowed.
- k. Boys shirts must have sleeves.

Earrings will be permitted in females only. They must be of reasonable size and style and only in ears. No facial rings will be allowed in either boys or girls. No other visible piercing including tongue and stomach on boys or girls will be allowed.

Boys’ hair length should not exceed the top of a regular collar and be no longer than the eyebrows. Boys will not have any facial hair. Boys’ sideburns must be no longer than the earlobe.

The administration reserves the right to extend the dress and hair code to include attire not listed specifically above, but which is deemed to be inappropriate.

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.

EARLY COMPLETION OF GRADUATION REQUIREMENT

Any student wishing to complete his/her high school requirements prior to the scheduled graduation date may do so with the approval of the counselor and principal. The student is not eligible for valedictorian or salutatorian awards or honors; however class ranking is preserved. [See **Graduation Requirements** on page 17.]

EMERGENCY MEDICAL TREATMENT

If a student has a medical emergency at school or a school related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, 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.

EMERGENCY SCHOOL CLOSING INFORMATION

In the event of any emergency, the decision to close school will be made by the Superintendent. Parents will be contacted via radio:

| | |
|----------------|--|
| Kerrville | KERV 1230 AM-KRVL 94.3 FM KRNH 92.3 FM |
| Fredericksburg | KNAF 910 AM-KFAN 107.9 FM |
| San Antonio | KMOL, KENS, KSAT |
| Austin | KXAN, KTBC |

ENRICHMENT / TUTORIALS

Tutorial or enrichment periods are scheduled on Monday through Friday between 12:00-1:00pm for grades 6-12.

- Students must attend their assigned tutorial class.
- Students must have a note from a teacher in order to leave that assigned tutorial class.
- Disciplinary action will result if a student chooses not to attend this assigned class.

Junior High students (grades 6-8) will attend tutorials/enrichment period every day.

High School students (grades 9-12) will be assigned to an enrichment period as determined by the following criteria:

1. TAKS – Students must pass all Spring TAKS tests or will be required to attend an enrichment period for the following year.
2. Core Classes – Students must pass all core subjects the previous year or will be assigned to tutorials until the end of the first grading period.
3. All Classes – Students must maintain passing grades for all current classes each grading period and will be evaluated every three-weeks.

A student may be assigned to tutorials at administrative discretion at any time.

EXTRACURRICULAR ACTIVITIES/CLUBS, AND ORGANIZATIONS

Participation in school and school related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students. Participation is a privilege. While many of the activities are governed by the University Interscholastic League (UIL) which is a statewide association of participating districts, eligibility for participation in many of these activities is governed by state law as well as UIL rules:

A student who receives at the end of any grade evaluation period a grade below 70 in any academic class other than an identified honors or advanced class, or a student with disabilities who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extracurricular activities for at least three weeks. An ineligible student may practice or rehearse, however. The student regains eligibility when the Principal and teachers determine that he or she has:

1. earned a passing grade (70 or above) in all academic classes, other than those that are honors or advanced, and
2. completed the three weeks of ineligibility.

A student is allowed up to ten absences from a class during the school year for extracurricular activities or public performances. All UIL activities and other activities approved by the Board are subject to these restrictions. A student who misses a class because of participation in a non-approved activity will receive an unexcused absence. Students who are absent for school approved/sponsored activities are required to turn in assignments the day they return or before they leave. Arrangements must be made in advance with each teacher. Any days beyond the maximum must be pre-approved by the campus administrator.

Any restrictions on participation related to discipline are set out in the Student Code of Conduct.

A student that quits a sport will not be allowed to participate in any other sport for the remainder of the school year. A five-day grace period, prior to ceasing participation, is established for students to make a determination whether to continue in a sport.

Please note: 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.

▪ EXTRA CURRICULAR ACTIVITIES/STUDENT SUPERVISION

All elementary students must be accompanied by an adult at all ballgames and extra curricular activities.

FEES

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student, however, is expected to provide his 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.

Voluntary 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.

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.

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 Principal.

FUND-RAISING

Student club or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the Principal prior to the fund raising activity.

GRADE/LETTER CLASSIFICATION

| | | | | |
|---------|---|--------------|---------|-------------------|
| Grades: | A | 90-100 | E..... | Excellent |
| | B | 80-89 | S..... | Satisfactory |
| | C | 75-79 | N | Needs Improvement |
| | D | 70-75 | U | Unsatisfactory |

| | | |
|----------|---|-------------------|
| Conduct: | S | Satisfactory |
| | N | Needs Improvement |
| | U | Unsatisfactory |

The Principal must be notified in advance by the teacher when a student is in danger of receiving a "U". When a "U" is assessed, the following shall apply:

1. The student shall be removed from any head office or voted position for the remainder of the school year and,
2. The student may not be allowed to represent the school in any type of activity or contest or participate in any extracurricular activity for a period of up to six weeks from the date the penalty is assessed and is subject to review.

GRADUATION

Activities

Graduation activities will include:

- Baccalaureate
- Graduation ceremony

Payment of all fees and dues are required prior to graduation or promotional exercises.

Graduation Programs

A student is entitled to complete a graduation program offered to ninth graders during the freshman school year. A student may, but will not be required to, complete a program offered by the District later during the student's high school career.

Number of Credits: Minimum:..... 28
Recommended:..... 28
Distinguished Achievement:..... 28

Requirements for a Diploma

To receive a high school diploma from the District, a student must successfully complete the required number of credits and pass a State wide exit-level examination or end of course examination. [See **Testing** on page 27.]

A certificate of coursework completion will not 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 or end of course examinations.

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 Individual Education Plan (IEP).

Graduation Requirements

The following is a list of requirements and graduation programs available for high school students:

All students must pass the **Texas Assessment of Knowledge and Skills (TAKS)**, Mathematics, Reading, and English Language Arts, Social Studies, & Science in order to receive a high school diploma. Tests will be administered to exit level students in October. Students who do not pass will have the opportunity to take the test again in the Spring of their Junior year and twice in their Senior year, if needed.

Class of 2001: and subsequent classes: new minimum, new recommended, new distinguished achievement.

Course requirements for each graduation program may be obtained from the counselor. [See the sections on **Academic Counseling** on page 14].

HOMEWORK

Homework has a definite place in the learning process. Practicing at home the skills taught at school are essential if the student is to attain the stature his or her world, community, and home expect of him/her.

Students will be assigned exercises/activities/projects for completion at home with will help them practice skills/concepts taught at school. Tests will be scheduled to allow for opportunity to study at home. Parents are urged to set aside a daily time and workspace for homework.

Good study habits may originate in the school, but must be developed in the home, on the student's own initiative and with the wholesome support of his/her parents and community.

IMMUNIZATION

A student must be fully immunized against certain diseases in accordance with Texas State law or must present a statement that, for medical or religious reasons, the student will not be immunized.

If a student should not be immunized for medical reasons, the student or parent must present a statement signed by a U.S. licensed physician stating that, in the doctor's opinion, the individual immunization required would be harmful to the health and well being of the student or to a member of the student's family or household. This statement must be renewed yearly.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or parent, if the student is a minor) stating that the immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly.

LAW ENFORCEMENT

Questioning of Students

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

1. 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.
2. The Principal ordinarily will make reasonable efforts to notify parents unless the interviewer raises what the Principal considers to be a valid objection. Questioning of the student may begin before notification is made.
3. If the event is part of a child abuse investigation the Principal will cooperate fully regarding the conditions of the interview.

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 a delinquent conduct or conduct in need of supervision.

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

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

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

Before a student is delivered 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 parents unless the officer or other authorized person raises what the Principal considers to be a valid objection to notifying the parents. Since the Principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

Notification of Law Violations

The District is also required by state law to notify:

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

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

LIBRARY POLICIES

The Harper School has two libraries. The library in the west wing serves high school, while the east wing library serves elementary and junior high. The following policies apply to both libraries.

The library will open at 7:30am and close at 3:35pm Monday through Friday. During class times, students should present a library pass from a teacher in order to use the library. Students may remove books from the library only when they have been checked out by the librarian. Books should be returned promptly on or before the due date. A limit of two books may be checked out at one time except with special permission of the librarian. Each book will be checked out for a two-week period. If a book is needed longer than two weeks, it may be rechecked unless there is a request for it. Students must bring their book to the library in order to recheck it. A .05-cent per school day fine will be charged for an overdue book. If a book is lost or damaged by a student, he or she is expected to pay for it. Magazines may not be checked out.

An Internet use pass from a teacher must be presented in order for a student to use the Internet. No games, e-mail, or chat rooms may be accessed from the library computers. Headphones are permitted only if a teacher has requested the use for educational assignment (i.e. listening to a literature passage.)

Only eighth-twelfth grade are allowed to check out high school fiction. Eighth graders who wish to check out books from the high school library must bring a note signed by a parent giving them permission to do so.

Social conversations are not to be carried on in the library at any time. Appropriate student behavior will be expected at all times.

The Harper School is very proud of its libraries and encourages students to take full advantage of them.

AUDIO-VISUAL MEDIA

Harper ISD has an extensive video library, including many new titles, available for checkout in both libraries.

AUDIO-VISUAL EQUIPMENT

A constant effort is made to upgrade and enlarge the AV inventory to meet student/teacher needs. A variety of AV equipment, including overhead projectors, tape recorders, headphones, and LCD projectors, are available for checkout. Proper care of this equipment is of the utmost importance. Upon use of the equipment, please return it to the proper storage area. Contact the librarian/aide for information regarding AV equipment availability and for special requests.

LOCKERS

Lockers remain under the jurisdiction of the school even when assigned to an individual student. The student has full responsibility for the security of the assigned locker, for making certain that the locker is locked, and that the combination is not available to others.

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

The parent will be notified if any prohibited items are found in the student's locker. If you choose to place a lock on your locker, the combination or an extra key must be given to the Principal.

LOST AND FOUND

Items found on the school premises will be collected in the office for only a short while. Come by the office and check for lost items. The school assumes no responsibility for lost articles; students are responsible for their personal property. Do not leave valuables in your locker.

MEDICINE AT SCHOOL

Harper Independent School District requires the parent to deliver and pick up all medications to and from school.

A student who must take prescription medicine during the day must bring a written request from his or her parent and the medicine must be in its original, properly labeled container and given to the school nurse. The school nurse will either give the medicine at the proper times or give the student permission to take the medication as directed. Students with a prescription inhaler may carry it on their person while at school.

Prescription medications must be sent to the school in the current prescription bottle with the prescription label that includes the student's name, doctor's name, dosage, and frequency of administration. Any request to change dosage or frequency must be received from the prescribing physician.

No herbal, homeopathic, vitamins, or other non-medical preparations will be given by the school unless requested in writing by the student's physician with written dispensing instructions. OTC (over the counter) medications may be left in the office to be taken by the student with a written parent request. The school reserves the right to refuse to dispense an OTC medication containing salicylates or salicylate related compounds. All OTC medication must be in the original container. These drugs will only be given in accordance with the printed instructions on the container that are appropriate for the student.

The student is responsible for the timing of her/his medication. He/she will report to the office at the required time to take the medication. Parents are urged to administer medications at home, if at all possible.

PAL/PEER ASSISTANT LEARNING

The students chosen must be in good standing with the school and the community. Teacher recommendations and disciplinary records will be considered. Students will be selected as scheduling permits. The final selections will be left up to the discretion of the Principal.

PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication and interaction, and includes parents, teachers, administrators, and the Board of Trustees. Every parent is urged to:

- Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the Student Handbook (including the attached Student Code of Conduct) with his or her child and sign and return the acknowledgment form(s). A parent with questions is encouraged to contact Chris Stevenson.
- Become familiar with all of the child's school activities and with the academic programs offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child. Monitor the child's academic progress and contact teachers as needed.
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 864-4044 for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.
- Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child. Review the child's student records when needed. A parent may review attendance records, test scores, grades, disciplinary records, counseling records, psychological records, applications for admission, health and immunization information, teacher and counselor evaluations, reports of behavioral patterns, and state assessment instruments that have been administered to his or her child. [See also **Student Records** on page 25.]

- Grant or deny any written request from the District to make videotape or voice recording of the child unless the videotape or voice recording is:
 1. to be used for school safety
 2. relates to classroom instruction or a co-curricular or extracurricular activity and/or
 3. relates to media coverage of the school as permitted by law.
- Temporarily remove the child from the classroom, if an instructional activity in which the child is scheduled to participate conflicts with the parent's religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, the child must satisfy grade level and graduation requirements as determined by the school and by the Texas Education Agency (TEA).
- Participate in campus parent organizations. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles. Parent organizations include PTO.

PEP RALLIES

All Pep Rallies will be at noon.

PHYSICAL EXAMINATIONS/HEALTH SCREENINGS/HYGIENE CLASS

Physical exams are required for UIL participation. All 7th through 12th grade students must have a physical exam to participate in athletic activities. Any student who has been injured the preceding year is also required to have a physical exam.

The following health screenings are required by Texas State law and are given at the school for students in the following grade levels:

- Pre-K, K, 1, 3, 5, 7 and 9 receive vision and hearing screens.
- 6 and 9 receive spinal screens for scoliosis and other spinal problems.

Parents are notified of results only if referral is necessary.

All 5th graders will be shown a video and given materials covering the subjects of basic hygiene and changes in adolescence. This one time class is conducted separately by male and female. Please contact the school if you would like to review the materials used or this class. The class is usually held in the Spring.

PLEDGES

The new provisions of Section 25.082 mandate that public school districts (1) require each student to recite the pledge of allegiance to the United States and Texas flags during each school day at each school in the district; and (2) provide for the observance of one minute of silence at each school in the district following the recitation of the pledges during which students may reflect, pray, meditate or engage in any other silent activity that is not likely to interfere with or distract other students. Teachers or other employees who are in charge of students during the minute of silence must "ensure" that each student remains silent and does not act in "a manner that is likely to interfere with or distract another student." An additional change authorizes school districts to excuse a student from the pledge of allegiance (but not from observing the moment of silence) if the student's parent or guardian provides a written request. These mandatory changes apply beginning with the 2003-2004 school year.

PRAYER

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

PROMOTION AND RETENTION

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

In addition, 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 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessments in English or Spanish.
- Beginning with the 2007–2008 school year, 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 assessment in English.

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

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.

RELEASE OF STUDENTS FROM SCHOOL

A student will not be released from school at times other than at the end of the school day except with permission from the Principal or designee and according to the campus sign out procedures. Unless the Principal or Superintendent has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

Written reports of absences and student grades or performance in each class or subject are issued to parents at least once every six weeks.

At the end of the first three weeks of a grading period, parents are notified if the student's grade average is near or below 70, or below the expected level of performance. If a student receives a grade of less than 70 in any class or subject during a grading period, the parents may be requested to schedule a conference with the teacher of that class or subject. The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade below 70 in a class or subject.

Report cards and unsatisfactory progress reports must be signed by the parent and returned to the school within three days.

Achievement or progress in pre-kindergarten and kindergarten shall be reported to parents as Excellent, Satisfactory, Needs Improvement, or Unsatisfactory.

In grades 1-12, achievement shall be reported to parents as numerical grades.

SAFETY/ACCIDENT PREVENTION

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

1. Avoid conduct that is likely to put the student or other students at risk.
2. 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.
3. Remain alert to and promptly report safety hazards, such as intruders on campus.
4. Know emergency evacuation routes and signals.
5. Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

[See section on **Emergency Medical Treatment** on page 15.]

SCHOOL FACILITIES

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

Asbestos Management Plan

To Parents, Students, and Staff:

I am pleased to let you know that Harper Independent School District is working hard to maintain compliance with federal and state regulations concerning asbestos. Should you desire to review the asbestos management plan for your child's school, the plan is available in the schools central administration office.

If you have any questions about the plan or this federally mandated program, please contact me at 830-864-5013.

Sincerely,
J.B. Rieger
Asbestos Designated Person

Pest Control Information

The District periodically applies pesticides inside buildings. Except in an emergency, signs will be posted 48 hours before application. Information regarding the application of pesticides is available from J.B. Rieger.

SEARCHES BY TRAINED DOGS

Searches by trained dogs are used at the discretion of the Principal. These searches are conducted periodically throughout the school year, as determined by the Principal.

SEMESTER EXAM EXEMPTION POLICY

The Goal for this policy is to improve attendance rate for grades 6th – 12th to 98%. This policy began for the 2003-2004 school year.

Students must maintain an average of 85 in each class for semester exam exemption in that class for that semester. New students enrolling during the semester will be included in the exam exemption policy. Grades, attendance and discipline will be based upon the information from student's previous school. Students may be exempt from a subject if they pass the Spring TAKS Test corresponding to that subject, provided all exemption rules are met and the student has a 70 or higher semester average in that subject and is currently passing the final six weeks. **The yearly average must also be a 70 or higher for a student to qualify to be exempt during the spring semester exams.**

Students cannot have more than 3 absences per class. Absence for any part of the day counts as an absence in regards to this policy. After receiving the 4th absence in any one class, the student becomes ineligible from ALL semester exam exemptions for that semester. New students enrolling during the semester will be included in the exam exemption policy. Grades, attendance and discipline will be based upon the information from the student's previous school.

"E" days (school related absence) will not be counted as an absence. "M" days will not be counted as an absence but the student must be in class a portion of that day. **Medical absences will only be recorded as "M" days if the student brings a medical note from the doctor office within 3 days from the absence. Otherwise, the absence does not qualify toward the exam exemption for that semester.** Absences incurred due to overnight hospitalization will not affect students' eligibility towards exemptions. Documentation from the hospital or doctor's office is required.

The District will follow local policy regarding tardies and if the student qualifies for a Saturday school during a semester, the student will not be exempt from any of the semester exams for that semester.

A student will not qualify for semester exam exemption if a student receives more than 3 discipline referrals on record. The following will automatically disqualify the student from semester exam exemptions:

- Suspension
- Disciplinary Alternative Education Placement (DAEP)
- Saturday School Assignment

The yearly average must be a 70 or higher for a student to qualify to be exempt during the spring semester exams. Students may choose to take semester exams even if the student qualifies for exam exemption. The student may decide whether or not to accept the grade.

In case of an incomplete grade at the end of the grading period, exemptions will be honored based on the average at that time. When the work is made up in a timely manner based upon the Student Handbook and the grade average falls below 85, the student must take the exam in that class when classes resume.

Teachers will need to average grades on the Friday before exam week to verify which students will be exempt from exams. Teachers must check with office staff before exempting a student from exam to check on student's attendance and discipline issues.

Only life threatening absences will be waived regarding the absence guidelines for exam exemption per semester.

An Administrator has discretion to look at particular circumstances for semester exam exemptions.

SEXUAL HARASSMENT/SEXUAL ABUSE

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools. Students and/or parents are encouraged to discuss their questions about the expectations in this area with a teacher, counselor, principal or designee, or Pari Whitten, who serves as the District Title IX coordinator for students.

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct.

The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual abuse by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX coordinator. The parent or other advisor may accompany the student throughout the complaint process. The first conference with the student ordinarily will be held by a person who is the same gender as the student. The conference will be scheduled and held as soon as possible, but no later than seven calendar days of receipt of the complaint. The Principal, Principal's designee, or the Title IX coordinator will conduct an appropriate investigation, which ordinarily will be completed within seven calendar days of the conference. The student and/or parent will be informed if extenuating circumstances delay completion of the investigation.

The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint by the Principal or Principal's designee, or the Title IX coordinator is not satisfactory to the student or parent, the student or parent may within seven calendar days request a conference with the Superintendent or designee. Prior to or at this conference, the student and/or parent must submit the complaint in writing and must include a complete statement of the complaint, any evidence supporting the complaint, a statement about how the matter should be resolved, the student's and/or parent's signature, and the date of the conference with the Principal, the Principal's designee, or the Title IX coordinator.

If the resolution by the Superintendent is not satisfactory, the student and/or parent may present the complaint to the Board at the next regular meeting. Information on the procedure for addressing the Board can be obtained from any campus office or the Superintendent's office.

For more information about parent and student rights, you may request a copy of the District's Notice of Parent and Student Rights found at FNCJ (EXHIBIT) in the District's Policy Manual.

SPECIAL PROGRAMS

The District provides special programs for gifted and talented 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 Jay Harper.

STUDENT AIDES

The students chosen for this program must be in good standing with the school and the community. The following requirements will be considered: disciplinary history, individual responsibility, and the ability to maintain good academic standing. The final selection will be left up to the discretion of the Principal.

STUDENT OFFICES AND ELECTIONS

Classes and clubs/organizations elect officer annually. The following officers are suggested: Principal, Vice President, Secretary, Treasurer, and Reporter. Officers are expected to display at all times exemplary leadership and conduct.

STUDENT RECORDS

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

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The Principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If circumstances prevent a parent or eligible student from inspecting the records, the District will either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's record. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District; cooperatives of which the District is a member; or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under IDEA, or any individually designed program for a student with disabilities under Section 504;
3. Compiling statistical data; or
4. Investigation or evaluation programs.

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

Certain officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with a court order or lawfully issued subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

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

Copies of student records are available at a reasonable cost per page, payable in advance. Parents may be denied copies of student's records:

- After the student reaches age 18 and is no longer a dependent for tax purposes;
- When the student is attending an institution of post secondary education;
- If the parent fails to follow proper procedures and pay the copying charge; or
- When the District is given a copy of a court order terminating the parental rights.

If the student qualifies for free or reduced price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about the District students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of the handbook. Should circumstances change the parent can contact the Principal to indicate his or her desire to change the original request. Directory information includes a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

SPECIAL EDUCATION RECORDS

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

STUDENT SCHEDULES

Students may request a schedule change without penalty during the first five days of the first semester of sequential courses, or of either semester of independent sequential courses.

The Principal's permission is required on all class changes. When a student withdraws from a course at the end of the first semester, the student will receive grades, credit and grade points if the course is independent or independent sequential. The student will not receive credit or grade points in a sequential course and will not be allowed to go on to the next level until the sequence is completed (or certain special cases may be appealed to the Principal).

SUMMER SCHOOL

Summer school is offered for grades K-8. Students must be recommended by a teacher in danger of student not being promoted due to failure, or in fear of not being promoted due to attendance issues.

TARDIES

Students are allowed 5 tardies per grading period. Students will be assigned 1 day D-Hall after 3 tardies and 1 day ISS after 4 tardies, and loss of Exemptions after 5 tardies. This policy applies to all campuses.

TELEPHONE

Students may use the authorized phone in the office only with permission and a permit from their teacher during class time. This phone is restricted to Emergency calls only. In the event of an emergency the Principal will interrupt classes to deliver a message.

TESTING

In addition to routine testing and other measures of achievement, students at certain grade levels will take state assessment tests:

3rd Grade – Reading and Math, 4th Grade – Reading, Math & Writing, 5th Grade – Reading, Math & Science, 6th Grade – Reading, Math, 7th Grade – Reading, Math & Writing, 8th Grade – Reading, Math & Social Studies, 9th Grade – Reading, Math, 10th – “English Language Arts”, Math, Social Studies & Science, 11th – “English Language Arts”, Math, Social Studies & Science. As part of the Student Success Initiative, each 3rd grade student must pass the reading TAKS test in order to be promoted to 4th grade.

Texas Education Code 28.006 requires each district to administer at the Kinder, First and Second grade levels, a reading instrument from the list adopted by the district level reading skills development and reading comprehension. This data in turn is meant to drive instruction in order to ensure that every child is reading on or above grade level by the end of the third grade. Each district must also report the results of the Reading

Assessment to their board of trustees and also the Commissioner of Education. Harper Elementary uses the Texas Primary Reading Inventory, TPRI, as the assessment for their campus.

To receive a high school diploma, students must successfully pass exit level tests in English, Language Arts, and Mathematics or end of course examinations in Algebra I, English II, and in either Biology I or United States History. [See the section on **Graduation** on page 17].

Test results will be reported to students and parents; parents may review an assessment test that has been given to their child.

Certain students, such as students with disabilities and students with limited English proficiency may be eligible for exemptions, accommodation, or a deferment. For more information, see the Principal, Counselor or Special Education director.

ACT/SAT/PSAT/TAAS dates and times can be obtained from the school Counselor.

TEXTBOOKS

State approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent. Textbooks lost or damaged and not paid for may result in loss of privileges (i.e. loss of extra-curricular activities, fieldtrips, etc.)

TRAVEL-SCHOOL SPONSORED

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 personally requests that the student be permitted to ride with the parent, or the parent presents, no later than the day before the scheduled trip, a written request that the student be permitted to ride with an adult designated by the parent.

VEHICLES ON CAMPUS

All students driving **MUST** have driving permit. Student driving permits can be picked up in the registration office. The driving permits must be visibly displayed in the vehicle.

Vehicles parked on school property are under the jurisdiction of the school. The school may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. A student has full responsibility for the security 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].

Any vehicle driven to school by students will be parked upon arrival in the designated student parking area along the south side of the new gymnasium. Student vehicles will not be moved until release time at the close of the school day. No one will drive a vehicle after arrival at school except in an emergency. All emergencies must be reported to the school office. The Principal may give permission to leave in case of an emergency. Students are allowed in parking lot **ONLY** with a pass from a teacher or administrator.

Vehicles must not be parked behind the Ag building nor between the Ag complex and the gym. Students are not allowed to go to their vehicle without permission from the principal.

VISITORS

Parents and others are welcome to visit District schools. For the safety of those within the school, 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 so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

HARPER SCHOOL GRADING POLICY

GRADES K - 5

CONDUCT: **S SATISFACTORY**
 N NEEDS IMPROVEMENT
 U UNSATISFACTORY

GRADES: **A 90 - 100**
 B 80 – 90
 C 75 - 79
 D 70 – 74
 F 69 -

E EXCELLENT
S SATISFACTORY
N NEEDS IMPROVEMENT
U UNSATISFACTORY
F FAILURE

| <u>GRADE</u> | <u>SUBJECT</u> | <u>SCORING METHOD</u> | <u>SIX WEEKS GRADE</u> | <u>TERM/ SEMESTER GRADE</u> | <u>YEAR GRADE</u> |
|---------------------|-----------------------------------|---|--|-----------------------------------|-----------------------------------|
| K | ALL READINESS TESTS | E,S,N,U | Skills evaluated a introduced and maintained | Same as six weeks | Same as six weeks |
| 1 – 5 th | Language Arts | Numerical 50% Reading 40% English 10% Spelling | Unit tests, weekly tests, projects: 33% Daily participation Class assignments: 67% | Average of the three six weeks | Average of both term grades |
| | Fine Arts PE Health | Letters E,S,N,U (These letters will be recorded on permanent records.) | 90% participation 10% tests | | |
| | Math Science Social Studies | Numerical | Unit tests, weekly tests, projects: 33% Daily participation Class assignments: 67% | | |

HARPER SCHOOL GRADING POLICY

GRADES 6 -12

| <u>GRADE</u> | <u>SUBJECT</u> | <u>SCORING METHOD</u> | <u>SIX WEEKS GRADE</u> | <u>TERM/ SEMESTER GRADE</u> | <u>YEAR GRADE</u> |
|--------------|---|-----------------------|--|--|--|
| 6 - 12 | Courses, with exception of those listed below. | Numerical | Unit tests, weekly tests, projects: 50% Daily Participation, Class Assignments: 50% | 1 st 6 wks grade 25% 2 nd 6 wks grade 25% 3 rd 6 wks grade 25% Semester Exam 25% | Term Grades are Averaged to determine course credit for 1 unit courses |
| 6 – 12 | PE, Athletic Business Fine Arts Speech Ind. Tech Reading Imp. SAT/ACT Yearbook 7/8 electives Daily living skills Band | Numerical | Daily participation, Class Assignment Practice Sheets Daily Drills Uniforms Projects Etc: 75% Tests: 25% | 1 st 6 wks grade 25% 2 nd 6 wks grade 25% 3 rd 6 wks grade 25% Semester Exam 25% | Average of Term grades determine courses credit for 1 unit courses |
| 9 –12 | Agriculture Science and Technology | Numerical | Daily participation, Class assignment, Practice sheets, Daily drills, projects, etc: 75% Tests: 25% | 1 st 6 wks grade 25% 2 nd 6 wks grade 25% 3 rd 6 wks grade 25% Semester Exam 25% | Average of Term grades determine course credit for 1 unit course |

Student grades are based directly upon the mastery level and academic achievement of the district objectives which encompass and sometimes surpass the State required essential elements. A grade of 70 means that the student has the skills necessary to be successful at the next level/grade. (The grade recorded is the actual grade earned.)

FIRE DRILL

**EVACUATION = EXIT DRILL SIGNALS
3 BELLS**

DISASTER AND TORNADO = 1 LONG BELL

**(FIRE, DISASTER, ETC.) MARCH OUT OF BUILDING IN
ORDERLY MANNER WITHOUT RUSHING.**

**RETURN = 2 BELLS
MARCH BACK TO ROOM**

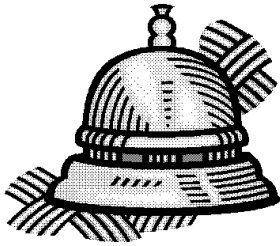
TORNADO DRILL

4 BELLS

**PRE-K THROUGH 12TH WILL GO TO THE WALL AWAY FROM
WIDOWS. SIT FACING THE WALL WITH LEGS DRAWN UP AND
FACE ON KNEES. PUT HANDS AND ARMS AROUND KNEES.**

UPSTAIR HIGH SCHOOL CLASSES GO DOWNSTAIRS. SIT IN HALL AWAY FROM GLASS AREAS FACING
THE WALL. DRAW KNEES UP WITH FACE ON KNEES. PUT HANDS AND ARMS AROUND KNEES.

**NO TALKING!
LISTEN FOR TEACHER'S INSTRUCTIONS.**



HARPER BELL SCHEDULE

Elementary Classes

Regular Day

7:55 AM First bell
8:00 AM Class begins
3:25 PM Class ends
3:37 PM Buses leaving

Early Release Days

7:55 AM First Bell
8:00 AM Class begins
12:25 PM Class ends
12:37 pm last bell (buses leaving)

Regular Lunch Schedule

PK - 11:30 – 11:50
K - 11:55 – 12:25
1st - 12:00 – 12:30
2nd - 12:05 – 12:35
3rd - 12:20 – 12:50
4th - 12:25 – 12:55
5th - 12:30 – 1:00

Pep Rallies will be held each Friday @ noon in the courtyard. Elem. Lunch will be as follows:

PK - 11:20
K - 11:25
1st - 11:30
2nd - 11:35
3rd - 12:25
4th - 12:28
5th - 12:30

Secondary Classes

Regular Day

7:55 am School day starts
8:00 – 9:30
9:35 – 11:05
11:10 – 12:00
12:05 – 12:30 (JH lunch)
12:35 – 1:00 (HS lunch)
1:05 – 2:35
2:40 – 3:30
3:37 pm last bell (buses leaving)

Early Release

7:55 am School day starts
8:00 – 8:45 (1)
8:50 – 9:35 (2)
9:40 – 10:20 (3)
10:25 – 11:10 (4)
11:15 – 11:55 (5)
12:00 – 12:30 (lunch)
12:37 pm last bell (buses leaving)

Semester Exam

7:55 am School day starts
8:00 – 8:40
8:45 – 10:40
10:45 – 12:40
12:45 – 1:30 (lunch)
1:35 – 3:30
3:37 pm last bell (buses leaving)

HARPER SCHOOL SONG

**HOORAY FOR THE GREEN, GOLD, AND WHITE
FOR THOSE COLORS WE'LL EVER DO RIGHT
FOR OUR SCHOOL, FOR OUR TEAM, WE WILL FIGHT
WE WILL RAISE OUR LASTING CHEER.**

**FOR THOSE COLORS WE'LL EVER DO RIGHT
FOR THE DEAR OLE GREEN, GOLD, AND WHITE
FOR OUR SCHOOL, FOR OUR TEAM, WE WILL FIGHT
AND WE WILL FIGHT WITH ALL OUR MIGHT
WE'LL WIN FOREVER.**

2009 Harper Longhorn Football Schedule



| <u>DATE</u> | <u>OPPONENT</u> | <u>PLACE</u> | <u>TIME</u> |
|-------------|-----------------|--------------|-------------|
|-------------|-----------------|--------------|-------------|

Varsity

| | | | |
|---------------------|---------------------------------|---------------|-------------|
| August 15 | Sabinal (Scrimmage) | Harper | 6:00 |
| August 21 | Lago Vista (Scrimmage) | Lago Vista | 6:00 |
| August 28 | Ozona (Parents' Night) | Harper | 8:00 |
| September 4 | Brackettville | Brackettville | 7:30 |
| September 11 | Ingram | Harper | 8:00 |
| September 18 | **Junction | Harper | 8:00 |
| September 25 | OPEN | OPEN | OPEN |
| October 2 | * Johnson City | Johnson City | 7:30 |
| October 9 | * San Antonio Cole | Harper | 7:30 |
| October 16 | * Blanco | Blanco | 7:30 |
| October 23 | * San Antonio Randolph | Harper | 7:30 |
| October 30 | * Comfort | Comfort | 7:30 |
| November 6 | * SA Brooks Academy | Harper | 7:30 |

* *denotes District game* ** *denotes Homecoming game*

Junior Varsity

| | | | |
|-------------------|------------------------|-------------|-------------|
| August 15 | Sabinal (Scrimmage) | Harper | 6:00 |
| August 21 | Lago Vista (Scrimmage) | Lago Vista | 6:00 |
| August 27 | Ozona | Ozona | 6:30 |
| September 3 | Brackettville | Harper | 6:30 |
| September 10 | Ingram | Ingram | 6:30 |
| September 17 | Junction | Junction | 6:30 |
| September 24 | Mason | Harper | 6:30 |
| October 1 | Johnson City | Harper | 6:00 |
| October 8 | San Antonio Cole | San Antonio | 6:00 |
| October 15 | Blanco | Harper | 6:00 |
| October 22 | San Antonio Randolph | San Antonio | 6:00 |
| October 29 | Comfort | Harper | 6:00 |
| November 5 | OPEN | OPEN | OPEN |

Junior High

| | | | |
|--------------|--|--------------|------------|
| September 10 | Ingram (7 th , 8 th) | Harper | 5:00, 6:30 |
| September 17 | Junction | Junction | 5:00 |
| September 24 | Mason | Harper | 5:00 |
| October 1 | Johnson City (7 th , 8 th) | Johnson City | 5:00, 6:30 |
| October 8 | Johnson City (7 th , 8 th) | Harper | 5:00, 6:30 |
| October 15 | Blanco (7 th , 8 th) | Blanco | 5:00, 6:30 |
| October 22 | Hunt | Harper | 5:00 |
| October 29 | Comfort (7 th , 8 th) | Comfort | 5:00, 6:30 |
| November 5 | Blanco (7 th , 8 th) (Victory Night) | Harper | 5:00, 6:30 |

2009-2010 Harper Ladyhorn Basketball Schedule

| Date | Opponent | Site | Teams | Time |
|----------------|-------------------------------|-------------|----------------|-------------|
| 11/13 | Rochelle | Away | jvg/VG | 5:00 |
| 11/17 | Mason | Home | jvg/ VG | 5:00 |
| 11/19-21 | San Saba Tourn. | Away | VG | TBA |
| 11/24 | San Saba | Home | jvg/VG | 5:00 |
| 12/1 | Medina | Away | jvg/VG | 4:00 |
| 12/3-5 | Harper Tournament | Home | VG | TBA |
| 12/8 | Nueces Canyon | Home | jvg/VG | 5:00 |
| 12/11 | St. Andrews (Austin) | Away | jvg/VG | 5:00 |
| *12/15 | Comfort | Home | jvg/VG | 5:00 |
| *12/18 | Brooks Academy | Home | jvg/VG | 5:00 |
| 12/28-30 | Eldorado Tourn. | Away | VG | 5:00 |
| 1/1/10 | Junction | Home | jvg/ VG | 1:00 |
| * 1/5 | Johnson City | Away | jvgVG | 5:00 |
| * 1/8 | San Antonio Cole | Home | jvg /VG | 5:00 |
| *1/12 | Blanco | Away | jvg/VG | 5:00 |
| * 1/15 | SA Randolph | Home | jvg/ VG | 5:00 |
| *1/19 | Comfort | Away | jvg/ VG | 5:00 |
| *1/22 | Brooks Academy | Home | jvg /VG | 5:00 |
| *1/29 | Johnson City | Home | jvg/ VG | 5:00 |
| *2/2 | SA Cole | Away | jvg/ VG | 5:00 |
| *2/5 | Blanco | Home | jvg/VG | 5:00 |
| *2/9 | SA Randolph | Away | jvg /VG | 5:00 |
| | | | | |
| 2/15-16 | Bi-District | | | |
| 2/18-20 | Area | | | |
| 2/22-23 | Regional quarterfinals | | | |
| 2/26-27 | Regional | | | |
| 3/ 4-6 | State Tournament | | | |

*Denotes District game

Head Girls Coach- Royce Lumpkins

llumpkins@harper.txed.net

(830)864-4044

2009-2010 Harper Longhorn Basketball Schedule

| Date | Opponent | Site | Teams | Time |
|---------------|-------------------------|-------------|--------------|-------------|
| 11/20 | Fredericksburg | Away | ju/V | 5:00 |
| 11/24 | San Saba | Home | ju/V | 5:00 |
| 12/1 | Medina | Away | ju/V | 5:00 |
| 12/3-5 | Harper Tournament | Home | V | TBA |
| 12/8 | Llano | Away | ju/V | 5:00 |
| 12/11 | TBA | | | |
| 12/15 | Hondo | Home | ju/V | 5:00 |
| 12/17-19 | Medina Tournament | Away | V | TBA |
| 12/21 | Crane-Tentative | San Angelo | V | TBA |
| 12/28-29 | Fredericksburg Tourn. | Away | V | TBA |
| 1/2/10 | Knippa | Home | ju/ V | 12:00 |
| * 1/5 | Johnson City | Away | juV | 5:00 |
| * 1/8 | San Antonio Cole | Home | ju /V | 5:00 |
| *1/12 | Blanco | Away | ju/V | 5:00 |
| * 1/15 | SA Randolph | Home | ju/ V | 5:00 |
| *1/19 | Comfort | Away | ju/ V | 5:00 |
| *1/22 | Brooks Academy | Home | ju /V | 5:00 |
| *1/29 | Johnson City | Home | ju/ V | 5:00 |
| *2/2 | SA Cole | Away | ju/ V | 5:00 |
| *2/5 | Blanco | Home | ju/V | 5:00 |
| *2/9 | SA Randolph | Away | ju /V | 5:00 |
| *2/12 | Comfort | Home | ju/V | 5:00 |
| *2/16 | Brooks Academy | Home | ju/V | 5:00 |

*Denotes District game

Head Boys Coach-Vance Millican

(830)864-4044

LADYHORN VOLLEYBALL 2009

| | | | |
|----------------------------|-----------------------------|------------------------|----------------------|
| August 3 | Practice Begins | Harper Gym | 7:30 AM |
| August 7 | Junction Scrimmage | Junction | TBA |
| August 8 | Harper Scrimmage | Harper | All Teams |
| August 11 | Junction | Junction | JV-W, JV-G, V |
| August 13 | Fredericksburg | Fred. | JV-W, JV-G, V |
| August 18 | Center Point | Harper | JV-W, JV-G, V |
| August 20 & 22 | Uvalde Tourney | Uvalde | V |
| August 25 | Sabinal | Harper | JV-W, JV-G, V |
| August 27 & 29 | Hill Country Tourney | Fred./Kerrville | V |
| September 1 | Center Point | C.P. | JV-W, JV-G, V |
| September 3 & 5 | Harper Tourney | Harper | V |
| September 8 | Sabinal | Sabinal | JV-G, V |
| September 11 | COMFORT | HARPER | JV-W, JV-G, V |
| September 12 | Comfort Tourney | Comfort | JV-G |
| September 15 | S.A. COLE | COLE | JV-G, V |
| September 18 | BROOKS | HARPER | JV-G, V |
| September 22 | BLANCO | HARPER | JV-W, JV-G, V |
| September 29 | RANDOLPH | RANDOLPH | JV-W, JV-G, V |
| October 2 | JOHNSON CITY | J.C. | JV-G, V |
| October 6 | COMFORT | COMFORT | JV-W, JV-G, V |
| October 9 | S.A. COLE | HARPER | JV-G, V |
| October 13 | BROOKS | BROOKS | JV-G, V |
| October 16 | BLANCO | BLANCO | JV-W, JV-G, V |
| October 20 | Leakey | Leakey | JV-G, V |
| October 23 | RANDOLPH | HARPER | JV-G, V |
| October 27 | JOHNSON CITY | HARPER | JV-G, V |

Coaches: Gina Lumpkins & Melissa Herring
glumpkins@harper.txed.net (830) 864-4044

HARPER JH VOLLEYBALL

2009 Schedule

| Date | Opponent | Site | Time |
|-------------|-------------------|--|------|
| 9-3 (Thurs) | Blanco | @Blanco | 4:00 |
| 9-8 (Tues) | Johnson City | Home | 4:00 |
| 9-14 (Mon) | Comfort | Home | 4:00 |
| 9-19 (Sat) | Harper Tournament | (7 th A - 8 th A only) | TBA |
| 9-21 (Mon) | Blanco | Home | 4:00 |
| 9-28 (Mon) | Johnson City | @J.C. | 4:00 |
| 10-5 (Mon) | Comfort | @Comfort | 4:00 |
| 10-19 (Mon) | Johnson City | Home | 4:00 |
| 10-26 (Mon) | Comfort | Home | 4:00 |

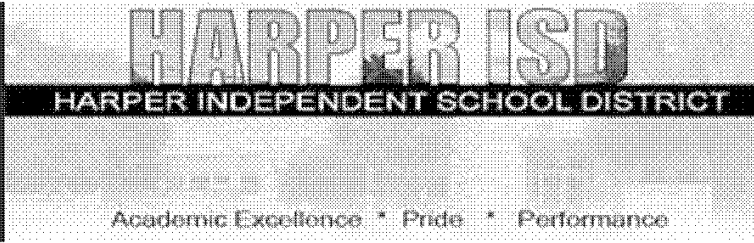
Coach Johns and Coach Lumpkins

The order of play will be 7B, 8B, 7A, 8A. The start time for first match will be 4:00. **If four matches are being played**, the B matches will be 2 out of 3 – 3rd game to 15(if necessary). Three or less matches will be 2 out of 3 to 25.

2009-2010 JUNIOR HIGH BASKETBALL

| DATE | OPPONENT | PLACE | TIME |
|------------------------|----------|-------|------|
| To Be Determined Later | | | |

| |
|--|
| Boys Coaches: Mark Edwards Girls Coaches: Royce Lumpkins HS Contact Billy Grumbles (830)864-4044x401 or bgrumbles@harper.txed.net |
|--|



2009 - 2010

| JULY '09 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

| AUGUST '09 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| SEPTEMBER '09 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

| OCTOBER '09 | | | | | | |
|-------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| NOVEMBER '09 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

| DECEMBER '09 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| JANUARY '10 | | | | | | |
|-------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| FEBRUARY '10 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | | | | | | |

| MARCH '10 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

| APRIL '10 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

| MAY '10 | | | | | | |
|---------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| JUNE '10 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

- August
 - 17-20 Inservice
 - 24 First Day of School
- September
 - 7 Holiday
- November
 - 25-27 Holiday
- December
 - 18 Early Release
 - 21-25 Holiday
 - 28-31 Holiday
- January
 - 1 Holiday
 - 8 Holiday
 - 22 Staff Development/Comp Day
- March
 - 15-19 Holiday
- April
 - 1 Early Release
 - 2 Holiday
 - 5 Health & Safety Day
- May
 - 31 Health & Safety Day
- June
 - 3 Early Release Last Student Day
 - 4 Staff Development/Graduation

LEGENDS

- Staff Development
- Early Release
- * Comp Day
- Must complete 1 day of approved inservice in the summer
- [] 1st Day of 6 Weeks
-] End of 6 Weeks
- School Holiday
- Health & Safety Day
- Taks Retest or Test

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

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 (RtI). The implementation of RtI has the potential to have a positive impact on the ability of local education agencies 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 the evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is:

Contact Person Jay Harper
Phone Number 830-864-4044

August 2009

HANDBOOK RECEIPT:

Acknowledgment of Handbook Receipt

I have received a paper or online copy of the Harper Independent School District Student Handbook for 2009-2010. I understand that the handbook contains information that my child and I may need during the school year.

Directory Information Notice

Regarding student records, federal law requires that "directory information" on my child be released by the District to anyone who requests it unless I object in writing to the release of any or all of this information. This objection must be filed within ten school days of the time this handbook was given to the student. Directory information includes the following:

- Student's name
- Address and telephone number
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Awards received in school
- Most recent previous school attended

In exercising my right to limit release of this information, I have marked through the items of directory information listed above that I do not want released about my child.

Name of Student

Teacher

Signature of parent or legal guardian

Date

Sign and date this page, then return it to your campus principal by August 28, 2009.