

GUTHRIE C.S.D.

Student Handbook

2009-2010



Guthrie Common 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; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.

The following has been designated to coordinate compliance with these legal requirements:

Nelson Coulter, Superintendent
PO Box 70
Guthrie, Texas 79236 Tele. (806)596-446

2009-2010 CLASS SCHEDULES

Bus Arrive: 7:40 a.m.
Breakfast: 7:45-8:00 a.m.
First Period: 8:00-8:50 a.m.
Second Period: 8:53-9:43 a.m.
Third Period: 9:46-10:36 a.m.
Fourth Period: 10:39-11:29 p.m.
Elementary Lunch: 11:00-11:30 a.m.
High School Lunch: 11:30-12:03 p.m.
Fifth Period: 12:05-12:55 p.m.
Sixth Period: 12:58 –1:48 p.m.
Seventh Period: 1:51-2:41 p.m.
Eighth Period: 2:44-3:30 p.m.

SCHOOL SONG

We will cherish all our memories - Guthrie High of you
We will always follow your ideas - And loyal ever be
We'll work for you and fight for you - Constantly so true
With hearts too full for saying more - We sing, Guthrie High, to thee.

Guthrie Junior and Senior High School is a community in which all students are citizens. To live together in the school community so that everyone may receive the greatest benefit from his/her school citizenship, it is necessary that certain "rules of the game" be understood and observed by all. When a student accepts the privilege of citizenship, he/she also accepts the obligation of playing the game according to the rules.

One of the primary aims of the school is to train for citizenship. Guthrie Junior and Senior High School will operate with as few regulations as possible. It is a well-known fact that cooperation brings about fewer regulations. Even though we will list as few regulations as possible, it does not mean the school does not maintain full jurisdiction over every situation. Any questionable problem or situation will always be handled through the proper channels. This handbook of information has been prepared for students, teachers, and parents so that all may know the spirit, ideals, and objectives of Guthrie Junior and Senior High School. It is hoped that this book will be carefully read and kept by every student as a source of accurate and ready information.

MISSION STATEMENT

Quality education for Guthrie C.S.D. students.

PREFACE

The **Guthrie C.S.D. Student Handbook** contains information needed by both students and parents during the school year. It is organized alphabetically by topic. Students are addressed as “the student,” “students,” “the child,” or “children.” The term “the student’s parent” refers to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for the student.

Students and parents also need to be familiar with the Guthrie C.S.D. **Student Code of Conduct**, which is found (at the end of this handbook). The Student Code of Conduct, Which sets out the consequences for wrong in inappropriate behavior, is required by state law and is intended to promote school safety.

ANNOUNCEMENTS

Announcements are for Guthrie High School related activities only. Announcements should be written in good form exactly as they are to be announced and signed by the requesting teacher. Students having an announcement from an organization must have the signature and nature of the sponsor of the organization.

ATHLETIC COMPETITION

Passed by acclamation at the regular school board meeting on September 14, 1970: “It is the policy of Guthrie School that no student be required or compelled to participate in inter-school athletics; however, it is our opinion that properly supervised athletic contest can greatly benefit any student.”

It is, however, state law that all students must participate in physical education unless excused by a doctor.

Before any student can represent Guthrie School in any inter-school contest, they must first meet all requirements for eligibility according to the Texas Interscholastic League Constitution and Rules.

ASBESTOS

The District maintains an Asbestos Management Plan, which is available for review to all interested parties in the administration office. A certified asbestos inspector and management planner was contracted by the district in April of 1988 to bring the District in compliance, a reinspection is performed every three years, and periodic six-month surveillance's are required.

ASSEMBLIES

A student's conduct in assemblies must meet the same standard as in the classroom. A student who is tardy or who engages in inappropriate conduct during an assembly will be subject to disciplinary action.

ATTENDANCE

Between a student's 6th and 18th birthdays, attendance is required each day during the instructional year unless the student is otherwise legally exempted or excused. School employees must investigate and report violations of the state compulsory attendance law. These attendance requirements also apply to any District -required tutorial sessions. A student absent without permission from school, from any class, or from required tutorials, will be considered truant and subject to disciplinary action.

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 vary, depending on whether the class is for a semester or 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 committee finds that the absences are the result of extenuating circumstances.

When returning to school after an absence, a student 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 be considered a forgery and the student will be disciplined.

If work is made up or completed as required by the attendance committee, the District will accept the following as extenuating circumstances for the purpose of granting credit for a class:

1. Board-approved extracurricular activity or public performance, subject to established limitations
2. Required screening, diagnosis, and treatment for Medicaid-eligible students
3. Documented health care appointment, if the student begins classes or returns to school on the same day as the appointment

4. Juvenile court proceeding documented by a probation officer
5. Absence required by state or local welfare authorities
6. Temporary absence resulting from any cause acceptable to the teacher, principal, or Superintendent, including personal illness, or illness or death in the immediate family

If the attendance committee finds that there are no extenuating circumstances for the absence or if the student does not meet the conditions set by the committee to earn or regain credit, the student will not receive credit for the class. If a petition for credit is denied, the student or parent may appeal the decision to the District's Board of Trustees by completing a written request to the Superintendent.

The District provides the following alternatives for a student to make up work or regain credit lost because of absences:

1. Complete additional assignments, as specified by the committee.
2. Attend tutorial sessions as scheduled.
3. Maintain the attendance standards for the rest of the semester.
4. Take an examination to earn credit in accordance with EEJA.

A student absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. A student who does not make up assigned work within the designated time will receive a grade of zero for the assignment.

A student absent from school for any reason, other than for a documented health care appointment, or an extenuating circumstance deemed by the Principal or Superintendent, may not be allowed to participate in school-related activities on that day or evening.

Tardies will be considered as class disruption and will be handled according to the code of student conduct. Three unexcused tardies per semester will be disciplined by one hour Detention after school.

A student absent from school or from any class without permission, including required tutorials, will be considered truant and subject to disciplinary action.

A student who must 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 principal. The principal will decide whether or not the student should be sent home and will notify the student's parent. Also, all students should sign Out at the front office before leaving the school.

PERFECT ATTENDANCE AWARD

To receive a perfect attendance award, you must be present through the 4th period of the school day. School related absences would not count as absences. See Policy FDD Legal.

PRE-ARRANGED UNEXCUSED ABSENCES

A student may obtain pre-arranged unexcused absences from the principal or superintendent for extenuating circumstances. To obtain a pre-arranged absence, a student must have a note from a parent explaining the reason for the absence and **permission must be obtained at least two days before the absence.** If permission is not obtained for an unexcused absence, a "0" may be given for all work done in class while the student was absent.

Pre-arranged unexcused absences will not be used for extracurricular activities.

Superintendent or designer may review cases.

AUDIO EQUIPMENT

Personal Audio Equipment (radios, tape players, headsets, pagers, cell phones, cd players, etc.) is prohibited. Audio equipment will be taken up and will be returned when the school day has ended.

NATIONAL HONOR SOCIETY

The Guthrie High School Chapter of National Honor Society has been a prominent organization in Guthrie High School for many years. This honor society has for its objectives; create enthusiasm for scholarship, stimulate a desire to give service, promote worthy leadership, and encourage character development for the students in this high school. Each year new members are added to this organization. To be eligible for consideration, one must be a sophomore, junior or senior who has spent at least one semester in Guthrie High School. Each year at the close of the first six weeks, the office figures the high school grade average to be considered for membership. The average must be 92 or above. Qualified students are selected for National Honor Society membership by a majority vote of the faculty council on the basis of scholarship, leadership, service, and character. These new members are received in a special candlelight induction service and are presented their certificates.

BOOK CARE

All textbooks are provided free by the state and are the property of the state. Books should be covered and properly cared for at all times. Books damaged or lost must be paid for before receiving grades for the year.

CAFETERIA SERVICES

The District participates in the National School Lunch Program and offers free and reduced-price meals based on a student's financial need. Information on this program can be obtained from Pat Bradbury.

CAMPUS RESPECT AND CLEANLINESS

School buildings are public property. Destroyed public property is a violation of the law. The school buildings and equipment are yours to use and are provided by your parents and other taxpayers. You should preserve them as you would your personal belongings. As a good citizen, you will keep the school premises neat and clean. You should try to keep all trash picked up on the grounds, as well as in the buildings, and see that it is put in the proper containers.

CAREER AND TECHNOLOGY EDUCATION

The District offers career and technology programs in Consumer Homemaking Education, Vocational Agriculture, Business Education, and Special Education.

The District will take steps to ensure that a lack of English language skills will not be a barrier to admission and participation in any educational and career and technology programs.

CHEATING/PLAGIARISM/ACADEMIC DISHONESTY

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

CLASS RANKING

Valedictorian and Salutatorian

To be eligible for valedictorian or salutatorian honors, credit for all courses taken during the senior year shall be awarded by the District's high school. Transfer students shall be considered only if they attend the District's high school during the entire senior year. A four-year average

shall be used to determine these honors, excluding physical education grades. Dual credit courses will be awarded 10 extra points for class ranking and determining eligibility for NHS.

To receive graduation honors as Valedictorian or Salutatorian a **student must have earned 15 credits by the opening day of school**. Students graduating ahead of their respective classes are not included in the list of honor graduates.

Eighth Grade

For eighth grade honors, grades for the seventh and eighth grade years shall be averaged, Excluding physical education.

CLUBS AND ORGANIZATIONS

Student clubs and performing groups such as the band, choir, and drill and athletic teams may establish codes of conduct - and 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 will apply in addition to any consequences specified by the organization.

CHEERLEADER/PEP CLUB

- 1.** The student must pass all classes with a 70 or above for the grading period preceding tryouts and maintain a passing grade in all classes to be active. Any cheerleader failing a **semester** will be removed from the squad.
- 2.** Student must not have any unsatisfactory comments (report card) in conduct from his/her teachers.
- 3.** Student must not accumulate more than 7 demerits for the school year. Any cheerleader removed from the squad for excessive demerits will not be allowed to tryout the following year.
- 4.** Student must not have been involved in any major disciplinary action.
- 5.** Student must follow all regulations set forth by the cheerleading rules and sponsor.
- 6.** The pep club shall be composed of students in grades 9-12.
- 7.** The pep club will be under the supervision of a pep club sponsor at all home games from the time they arrive at the game until they leave the game, and at all road games from the time they leave the campus until they return. The only way a pep club member may leave the supervision of the sponsor is with verbal permission of their parents.
- 8.** Cheerleaders will be 6 in number and will be chosen from students in grades 8-11 by all students in grades 8-11, teachers, and judges. The election will be held during the spring of each year. Only students of good academic standing shall be selected.
- 9.** Any Jr. High girl who wants to participate in grades 5-7 for cheerleader may do so.
- 10.** See Cheerleader constitution: or call Sherri Adams, or Suzie Adams, cheerleading sponsors for explanation.

COMMUNICABLE DISEASES/CONDITIONS

The school requests that parents of a student with a communicable or contagious disease telephone the school nurse/principal so that other students who have been exposed to the disease can be alerted. A student who has certain diseases is not allowed to come to school while the disease is contagious. These diseases include:

Camphylobacteriosis
Chickenpox
Common Cold with fever
Diphtheria
Fever (100.4 F or greater)
Gastroenteritis
Giardiasis
Head Lice (Pediculosis)
Hepatitis, Viral, Type A
Impetigo
Influenza
Measles (Rubeola)
Meningitis, Bacterial
Meningitis, Viral (if fever is present)
Mumps
Pink Eye (Conjunctivitis)
Poliomyelitis (Polio)
Ringworm of the scalp
Rubella (German Measles)
Salmonellosis
Scabies
Shigellosis
Streptococcal Sore Throat and Scarlet Fever
Tuberculosis, Pulmonary
Whooping Cough (Pertussis)

Students with AIDS/HIV infection shall be excluded when the child's physician determines that a severe or chronic skin eruption or lesion that cannot be covered posed a threat to others. The child's parents and physician should be advised in the case of measles, rubella, or chickenpox outbreaks in the school that may pose a health threat to the immunosuppressed child. Contact Jodi Tarver, school nurse for explanation.

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, tetanus, polio, measles (rubella), mumps, rubella, and haemophilus influenzae. The school nurse can provide information on age appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

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 by the parent if the student is a minor) that states that 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. If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician that states that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long contraindication.

COMPLAINTS BY STUDENTS/PARENTS

The following information about how to bring a complaint to the school is intended to provide parents and students an opportunity to resolve questions or problems that may arise.

Complaints about instructional materials, loss of credit on the basis of attendance, prior review of non-school materials intended for distribution to students, removal to alternative education programs, or expulsion are handled through procedures specific to those particular areas. To review relevant policies or obtain further information regarding a complaint process, see the principal.

A student and/or parent with a complaint regarding possible discrimination on the basis of sex, in any school program, should contact Nelson Coulter. For a complaint regarding sexual harassment or abuse, see page 29.

A complaint or concern regarding the placement of a student with disabilities, who is not eligible for special education, or a complaint about the District's programs and services available to the student, should be brought to Nelson Coulter.

For all other matters, a student or parent should first discuss the problem with the appropriate teacher. If the teacher's decision is not satisfactory, the complainant may request, within ten calendar days of learning about the event or problem, a conference with the principal. If the principal's decision is not satisfactory, the complainant may request, within ten calendar days, a conference with the Superintendent or designee. If the Superintendent or designee's decision is not satisfactory, the student and/or parent may appear before the Board of Trustees, in accordance with Board policy FNG(LOCAL).

COMPUTER ACCESS - ACCEPTABLE USE and CODE OF CONDUCT

Only students who have been authorized by the District and who are under direct supervision of designated District employees are permitted to use a District computer or to access any local network or outside telecommunications resources such as TENET or the Internet. Prior to such authorization, the student and the student's parent must sign and return the District Student Agreement Form acknowledging their responsibilities and The consequences of violation.

Students are expected to observe network etiquette by being polite and using appropriate language. Students are prohibited from pretending to be someone else; transmitting obscene messages or pictures; revealing personal addresses or telephone numbers-either their own or another person's; or using the network in a way that would disrupt use by others. Student use of email and instant messaging is prohibited at all times on school property and school equipment.

Please see end of handbook for entire Acceptable Use Policy. This document will require you a parent's signature.

CONDUCT

Students are responsible for conducting themselves properly, in a manner appropriate to their age and level of maturity.

Student responsibilities for achieving a positive learning environment at school or school-related activities shall include:

1. Attending all classes, daily and on time.
2. Being prepared for each class with appropriate material and assignments.
3. Being properly dressed.
4. Showing respect toward others.
5. Behaving in a responsible manner.
6. Paying required fees and fines, unless they are waived.
7. Refraining from violations of the code of student conduct.
8. Obeying all school rules, including safety rules.
9. Seeking change in school policies and regulations in any orderly and responsible manner through appropriate channels.
10. Cooperating with staff in investigation of disciplinary cases and volunteering information relating to a serious offense.

Students who violate the student code of conduct may be subject to disciplinary action.

CONFERENCES

Parents and teachers are encouraged to establish and maintain frequent communication about student progress.

A student or parent who wants information or wants to raise a question or concern is encouraged to talk with the appropriate teacher, counselor, or principal. A parent who wants to meet with a teacher may call the office for an appointment during the teacher's conference period or may request that the teacher call the parent during a conference period or at another mutually convenient time.

Students and parents may expect teachers to request a conference (1) if the student is not maintaining passing grades or achieving the expected level of performance {See REPORT CARDS on page 27.} (2) The student presents any other problem to the teacher or (3) in any other case the teacher considers necessary.

CORPORAL PUNISHMENT

Corporal punishment may be used as a discipline management technique in accordance with the Student Code of Conduct. Corporal punishment will be limited to spanking or paddling the student and governed by the following conditions:

1. The student will be told the reason for the corporal punishment.
2. Only the principal, assistant principal, or a teacher may administer corporal punishment.
3. The instrument to be used will be approved by the principal.
4. Corporal 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.

CORRESPONDENCE COURSES

A student may earn credits toward graduation through correspondence courses. For information, see Kevin Chisum or Vickie Dodson.

COUNSELING

Academic Counseling

Students and parents are encouraged to talk with a school counselor, teachers, or principals to learn about the curriculum, course offerings, graduation requirements, and differences between graduation programs. All students in grades 7-12 and their parents will be provided information

about the recommended course for students preparing to attend college, as well as available school-to-work programs. Students who are interested in attending a college, university, or training school or pursuing some other advanced education should work closely with their counselor so that they take the high school courses to best prepare them for further work. The counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

See also GRADUATION REQUIREMENTS on page 19.

PERSONAL COUNSELING

The school counselor is available to assist students with a range of personal concerns, including such areas as social, family, emotional, academic, or chemical dependency needs. The counselor may also make available information about community resources to address personal concerns. Students who wish to meet with the counselor should Schedule an appointment.

The school will not conduct a psychological examination, test, or treatment without requesting the parent's written consent, unless required by state or federal law for special education purposes.

CREDIT BY EXAMINATION/EXAMINATIONS FOR ACCELERATION No Prior Formal Instruction

A student in any grade (1-12) may use examinations in lieu of coursework for acceleration to advance one grade level or to earn credit in an academic subject.

Questions regarding these examinations and procedures for kindergarten acceleration may be discussed with Nelson Coulter.

Prior Formal Instruction

A student who has had sufficient prior formal instruction as determined by the District on the basis of a review of the student's educational records {and who has failed a course with a grade of no less than 60} may gain credit for the course by passing a proficiency examination on the essential elements of the course. However, a student may not use this examination to regain eligibility to participate in extracurricular activities. The attendance committee may allow a student with excessive absences to receive credit for a course by passing an examination.

DISTRIBUTION OF MATERIAL

School Materials

School publications distributed to students include: a yearbook. All school publications are under the supervision of the teacher, sponsor, and principal.

Nonschool Materials

Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on any school campus by a student or a nonstudent without the approval of the principal and must be in accordance with campus regulations

Approval Required

All material intended for distribution to students that is not under the District's editorial control must be submitted to the principal for review and approval. If the material is not approved within 24 hours of the time it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved material to the Superintendent; material not approved by the Superintendent within three days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the student will have a reasonable period of time to present his or her viewpoint.

DISTRICT'S JURISDICTION

The District has authority and control over its students during the regular school day and while going to and from school on District transportation. This jurisdiction includes any activity during the school day on school grounds, attendance at any school-related activity, regardless of time or location, and any school-related misconduct, regardless of time or location. The District's rules of student conduct apply to all school-sponsored and school-related activities, on or off campus. Students who violate these rules will be subject to disciplinary action.

DRESS AND GROOMING

The District's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority.

The dress code for Guthrie High School is as follows:

1. Shorts, skirts, and dresses cannot be more than 5 inches above the knee. The five inches will be measured with the student kneeling on the floor.
2. Hats may not be worn in the building by either males or females.
3. No clothing or patches may be worn that have suggestive writing, pornography, **inappropriate connotations**, or advertising of alcoholic beverages or drugs.
4. Boys will not be allowed to wear earrings of any type.
5. **Exposed body piercing is prohibited.**
6. Boys may not wear tank tops, fishnet shirts, cut-off shirts, or shirts that expose the midriff. **If the student can raise their arms above their head and their midriff be exposed, the shirt is prohibited.**
7. Girls may not wear tank tops, fishnets, see-through blouses, halter-tops, or shirts that expose the midriff. **If the student can raise their arms above their head and their midriff be exposed, the shirt is prohibited. Sleeveless shirts are permitted as long as under garments are not exposed. Girls may also not wear shirts that expose any cleavage. If the student can bend over and expose cleavage, or if someone can stand next to them at their desk and their cleavage is exposed, then the shirt will be prohibited.**
8. **Pants that will not remain in place at the waist must be worn with a belt or suspenders to hold them in place.**
9. **Facial hair will be prohibited. Side burns must not exceed past bottom of ear and hair must not exceed top of collar.**
10. **Appropriate footwear. Shoes must be worn in all classes.**
11. **For students returning to class after workout, workout jerseys for boys or workout jerseys and sports bras for girls are prohibited. Appropriate clothing will be provided by the District.**
12. **Any other articles of clothing or shoes that are deemed to be inappropriate or a disruption to the learning environment in the classroom are prohibited.**

Dress and Grooming Consequences

1. If the teacher questions the student's apparel, they should be sent immediately to a member of the Guthrie C.S.D. dress code committee.
2. If the member of the Guthrie C.S.D. dress code committee feels the student's clothing is indeed a violation of the dress code, they should provide the student with appropriate clothing to wear and send them back to class. For example, they will be provided with a t-shirt or sweat pants to wear for the remainder of the day. They will not be allowed to go home to change.
3. The first dress code violation will be a warning to the student. The second dress code violation will be corporal punishment or 2 hours of detention after school. The third dress code violation will be 3 hours of detention after school. Each violation after that will be an additional hour.

The Administration and Faculty reserve the right to deem a student's attire inappropriate or distracting and may issue clothing and require the student to change or refer to alternate classroom (ISS).

DRILLS - FIRE, TORNADO, AND OTHER EMERGENCIES

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 marshals quickly, quietly, and in an orderly manner.

Emergency bells: Long continuous bells - Tornado; go to tornado shelter.

3 bells or Fire Alarm Fire; leave the building.

1 bell Halt; stand at attention.

2 bells return to room.

DRIVER EDUCATION

The classroom and laboratory phase of the driver education program shall be offered to eligible students, during the regular school day.

EMERGENCY MEDICAL TREATMENT

Each year parents are asked to complete an emergency care form that includes a place for parental consent for school officials to obtain medical treatment for the student, as permitted by law. Other information that may be required in case of an emergency should be provided and updated by the parents as necessary.

EMERGENCY SCHOOL CLOSING INFORMATION

Tune to KVRP Radio Station (95.5 FM) in Haskell or Radio Station (96.1 FM) in Childress.

EXTRACURRICULAR ACTIVITIES

A student will be permitted to participate in extracurricular activities subject to the following restrictions:

- A student who receives, at the end of any grade evaluation period, an average grade below 70 in any academic class other than an identified honor 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. A student may practice or rehearse while suspended. The student regains eligibility when the principal and teachers determine that the 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 three weeks of suspension.

- A student is allowed up to nineteen absences from a class during the school year for extracurricular activities or public performances. All UIL activities and activities approved by the District are subject to these restrictions.
 - Any disciplinary behavior-related restrictions on participation are set out in the Student Code of Conduct.
 - While a student is in detention, they will be ineligible to participate or attend extra curricular activities. Once their detention has been completed, they will be eligible again.
- A student who misses class because of participation in an activity sponsored by a nonapproved organization may receive an unexcused absence.

See CLUBS AND ORGANIZATIONS, page 8, for information regarding extracurricular codes of conduct.

FEES

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his or her own supplies of pencils, paper, erasers, and notebooks, and may be required to pay certain other fees or deposits, including:

1. Costs for materials for a class project that the student will keep
2. Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities
3. Security deposits
4. Personal physical education and athletic equipment and apparel
5. Voluntary purchases of pictures, publications, class rings, yearbooks, graduation announcements, etc.
6. Voluntary purchase of student accident insurance
7. Personal apparel, used in extracurricular activities that becomes the property of the student
8. Parking fees and student identification cards
9. Fees for lost, damaged or overdue library books
10. Fees for driver training courses, if offered
11. Fees for optional courses offered for credit that require use of facilities not available on District premises (Fees shall not be charged, however, if parents of at least 22 students

request a transfer to another school in the District to take required curriculum courses, other than fine arts or career and technology, not offered at the original school)

- 12. Summer school courses offered tuition-free during the regular school year
- 13. A reasonable fee for providing transportation to a student who lives within two miles of the school.

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

FUND RAISING

Student clubs or classes, outside organizations, and/or parent groups may occasionally be permitted to conduct fund-raising drives. Permission must be obtained from the administration at least 10 days before the event. Two fundraisers per organization with the exception of senior class. Approval from Mr. Pickering must be at least two weeks in advance, suggesting approval by semester.

GRADE CLASSIFICATION

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

<u>Units of Credit Earned</u>	<u>Grade Placement</u>
5	10
10	11
15	12

GRADING

To earn credit in a course, a student must receive a grade of 70 based upon course-level or grade-level standards.

CREDITS

Credits will be determined by semester average. In a one credit course (example-English I) first and second semester grades will be averaged together for a final grade. If the final grade is 70 or

more, one credit will be awarded. In a 1/2 credit course (example-health) credit will be determined by the semester average. 70 or more producing 1/2 credit.

Choice of two grading policies:

Maximum

Homework – 30%
Assessments – 70%

Must have at least 3 assessments in order to use this scale. If less than 3, must use other.

Minimum

Homework – 50%
Assessments – 50%

If only 1 or 2 assessments are given, this scale must be used.

(Both scales require at least 10 homework grades.)

These ranges allow teachers to use an appropriate scale of his/her choice. For example, if a teacher gives 4 assessments, then he/she may change the scale to 40% homework and 60% assessments.

SEMESTER TEST

Six weeks tests would no longer be in practice. However, a TAKS Benchmark test would be given over a two day period during the last week before Christmas break. TAKS Benchmark would only serve as a bonus for students and would not hurt their overall semester grade. No more than 5 points would be awarded to a student's final semester grade.

Performance standards on TAKS tests range from 43% (11th Grade Social Studies) to 63% (6th Grade Math). Therefore, the following scale would be used to determine the number of added points:

100% - 85% -- 5 points
84% - 75% – 4 points
74% - 65% -- 3 points
64% - 55% -- 2 points
54% - 40 – 1 point

The benchmark tests will be developed by teachers and must have administrative approval. All completed tests will be placed in students files in counselor's office.

RETESTING POLICY

Any student scoring below 70% has the opportunity to retest within one week from the day taking the original assessment. A teacher may include added projects, reports, assignments, etc...to constitute a retest. Grading will begin with 100% but no higher than a 70% can be recorded.

GRADUATION REQUIREMENTS

To receive a high school diploma from the District, a student must successfully complete the required number of credits and pass a statewide exit-level examination or end-of -course examination. See the section on TESTING on page 33.

Beginning in 2004-2005, a student-entering grade 9 must complete 24 credits to Receive minimum high diploma and 22 of these 24 credits have to be state credits.

English Language Arts-4 credits (English 1, English 2, English 3, English 4)

Math-4 credits (Algebra 1, Algebra 2, Geometry) Additional

Science-4 credits (Integrated Physics and Chemistry, Choice of Biology, Chemistry or Physics)

Social Studies-3 credits (World History or World Geography, U.S. History, U.S. Government ½ credit)

Economics- ½ credit

Speech- ½ credit

Health- ½ credit

Physical Education- 1 ½ credits (Limit of two credits counting toward state requirements)

Technology Applications- 1 credit

Academic Elective- 1 credit (Selected from World History, World Geography, or a Science Course)

16 ½ credits of required courses

Electives (7 ½ credits of which 5 ½ must be state credits)

Recommended Program

After 1998-1999 School Year-24 State Credits (Guthrie CSD required 24 credits

English Language Arts- 4 credits (English 1, English 2, English 3, English 4)

Math- 3 credits (Algebra 1, Geometry, Algebra 2)

Science- 3 credits (Selected from Integrated Physics & Chemistry, Biology, Chemistry, Physics)

Social Studies- 3 ½ credits (World Geography, World History, U.S. History, U.S. Government ½ credit)

Economics-1/2 credit

Physical Education (1 ½ credits, Limit two credits)

Health- ½ credit

Language other than English-2 credits (Spanish 1, Spanish 2)

Fine Arts-1 credit (Theater Arts)

Speech-1/2 credit

Technology Applications-1 credit

In addition to the above-required credits, a student must choose to select one of the options listed below:

Option 1 (Math, Science, Electives)

Math-1 credit (must be precalculus)

Science- 1 credit (selected from integrated physics & chemistry, biology, chemistry, physics)

Electives-1 ½ credits selected from state approved credits

Option II (Career and Technology)

Three and one-half credits in a coherent sequence of coursed for career and technology preparation. These may be Agriculture and FCS courses.

Option III (Academics)

Three and one-half credits in state approved courses in: language arts, sciences, social studies, mathematics languages other than English, fine arts, or technology applications.

For Students Beginning High School in 2002-2003 school year thereafter the requirements will be the same with the following exception:

Minimum-Speech must be Communication Applications

Recommended-No options II, III, or I. A student may get 3 ½ elective credits from the list of coursed approved by the SBOE. Speech must be Communications Applications.

For Students Beginning High School in 2004-2005 school year thereafter the requirements will be the same with the following exception:

Recommended-Students will be required four science credits to graduate.

HOMECOMING QUEEN

Students in grades 9-12 will nominate four candidates, one from each grade level.. A vote of the students in grades 9-12 will determine the Homecoming Queen. The Queen shall not be able to win two years in a row.

HONOR ROLL

All students are eligible for the all “A” or “A-B” honor roll. The “A-B” honor roll shall be composed of 50% or more “A’s”. The honor roll shall exclude physical education and music.

HALL RULES

Students may enter the building at 7:30 a.m. They will be expected to remain there if they enter that early. Students entering early will be given 2 options:

1. They may go to their locker, pick up their books, etc. and go directly to the Student Commons Area or the hallway by the High School lockers.
2. Students may go to their homeroom, if the teacher is present.
3. During lunch, all Junior High Students are assigned to the student commons area and all High School Students are assigned to the hallway by the high school lockers.

LEAVING THE CAMPUS

Any student leaving a classroom must have the permission of the teacher in charge. Any student leaving the campus must have the permission of the Principal or Superintendent.

Also, all students must sign out in the office before leaving the campus and sign-in when returning to the school.

Any student on a school trip must have the permission of the teacher in charge of that trip in order to leave. Any student leaving the campus on trips without the designated permission is subject to a three-day suspension.

High School students will be permitted to leave campus during the lunch break. Junior High and Elementary students, who live in town, with a note from their parents, may go home for lunch. **NO** Junior High or Elementary student who eats in the cafeteria may leave without permission.

LOST AND FOUND

A lost and found book will be maintained in the Principal's office. Anyone finding property on the campus should return it to the Principal's office; anyone losing property should report it to the Principal's office.

LOCKERS

Lockers remain under the jurisdiction of the school even when assigned to an individual student. The school reserves the right to inspect all lockers. A student has full responsibility for the security of the locker. Searches of lockers may be conducted at any time there is reasonable because to do so, whether or not a student is present.

Each student shall be assigned an individual locker. All personal possessions should be kept in this locker. No articles, which might cause fire or other type of dangers, should be kept in these lockers. Students should never open another student's locker except with permission. At the end of the year, students will be responsible for removing all articles from their lockers.

LOCKER RULES

- 1.** No weapons
- 2.** No alcoholic beverages or tobacco products.
- 3.** No controlled substances or dangerous drugs.
- 4.** No noisemakers, firecrackers, explosives, flammables or other harmful items.
- 5.** No other items which are prohibited by school policy. (Refer to Student Handbook)
- 6.** No material prohibited by Federal, State or Local Law.
- 7.** School officials for student safety must approve all locks.

MAKE-UP WORK

A student should use his/her own initiative in seeking help on work missed because of illness. When a student is ill for several days and is able to do some studying at home, it is recommended that he/she call a classmate for assignments. This work should be handed to the teacher upon returning to class, or the student should request from the teacher a definite day for make-up work to be completed. If a student misses a test but has covered the test material before he/she was absent, he/she must have a minimum of one extra school day to prepare for test. The due date for make-up work will be designated by the number of days absent. The student will be given one day per day absent to make-up work.

MARRIED STUDENTS

All students who are married or who marry while attending school shall report their marital status to the Principal immediately. This is done so that their records can reflect the correct name.

MEDICINE AT SCHOOL

A student who must take prescription [or nonprescription] medicine during the school day must bring a written request from his or her parent, and the medicine, in its properly labeled container, to the office. The office staff will either give the medicine at the proper times or give the student permission to take the medication as directed.

PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

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

1. Encourage your child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
2. Attend Board meetings to learn more about District operations, including the procedure for addressing the Board when appropriate.
3. Review the information in the Student Handbook (including the attached Student Code of Conduct) with your child; and sign and return the acknowledgment form(s). Parents with questions are encouraged to contact Kevin Chisum
4. Become familiar with all of your child's school activities and with the academic programs offered in the District. Discuss with the principal any questions, such as concerns about

placement, assignment, or early graduation, and the options available to your child. Monitor your child's academic progress and contact teachers as needed.

5. Exercise your right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to your child.
6. Review your child's student records when needed. You may review (1) attendance records, (2) test scores, (3) grades, (4) disciplinary records, (5) counseling records, (6) psychological records, (7) applications for admission, (8) health and immunization information, (9) teacher and counselor evaluations, (10) reports of behavioral patterns, and (11) state assessment instruments administered to your child.
7. If an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs, you may temporarily remove your child from the classroom. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by TEA.
8. Become a school volunteer. For further information, contact Nelson Coulter.
9. Participate in campus parent organizations. The activities include the District and campus planning committee-formulating District and campus plans to improve educational opportunities for all students. For further information, contact Nelson Coulter.
10. Grant or deny any written request from the District to make a videotape or voice recording of the child unless the videotape or voice recording is to be used for school safety; relates to classroom instruction or a co curricular activity; or relates to media coverage of the school as permitted by law.

PARTIES AND SOCIAL EVENTS

The rules of good 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 may 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.

PEST CONTROL INFORMATION

The District periodically applies pesticides inside buildings. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact Nelson Coulter.

PHYSICAL EXAMINATIONS

A physical examination is required for participation in extracurricular athletics. Guthrie C.S.D. provides for one physical for incoming sixth grade, incoming freshman and incoming junior students. If a student cannot participate in the group physical and the student must have a

physical, the district will reimburse to the parent the cost of what the district paid for the individual group physical.

Students who have any health problems need to immediately report this condition to the Principal. This allows modifications in schedules and P.E. classes to be made.

POSTERS

The principal must first approve signs and posters that a student wishes to display. Posters displayed without authorization will be removed. Any student who posts printed material without prior approval will be subject to disciplinary action.

PROMOTION AND RETENTION

A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level. If a student's grade average in any subject or course is "borderline" or below 70 at the end of the first three weeks of any grading period, the student's parents will be notified. Elementary and Junior High
Subject to board policy.

PROGRESS REPORTS

Progress reports will be issued to students who are failing or near failing at the mid-point of each reporting period. While these reports usually carry an approximate grade average, their primary purpose is to give the impressions of teachers as to specific attitudes for weaknesses, scholastic or otherwise, which may be determined to progress. It may be possible for a pupil to be passing at the end of the mid-point reporting period and not be passing at the end of the mid-point reporting period and not be passing at the end of the reporting period.

PROTECTION OF STUDENT RIGHTS

Parents have the right to inspect all instructional materials to be used in connection with a survey, analysis, or evaluation of information in any of the areas listed below. In order to ensure that parent and student rights are protected, the school will ask for written parental consent before allowing a student to participate when an educational program requires such information. The areas are:

- Political affiliations
- Mental and psychological problems potentially embarrassing to the student or family
- Sexual behavior and attitudes
- Illegal, anti-social, self-incriminating, and demeaning behavior

- Critical appraisals of other individuals with whom the student or the student's family has close family relationship
- Relationship privileged under law, such as relationships with lawyers, physicians, and ministers
- Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program

RELEASE OF STUDENTS FROM SCHOOL

A student will not be released from school at times other than regular dismissal hours except with the principal's permission or according to the campus sign-out procedures.

REPORT CARDS

Written reports of absences and student grades or performance in each class or subject are issued to parents at least once every 6 weeks. At the end of the first 3 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 are requested to schedule conference with the teacher of that class or subject. Tutorials are required for a student who receives a grade below 70 in a class or subject. Report cards must be signed by the parent and returned to the school within 3 days.

See Grading on page 18.

RETEACH-RETEST

Six-weeks test will not be retested; all other tests, other than daily quizzes, will be retested. Failing grades will be recorded in the grade book. Retest grades will be recorded above the failing grade (70/52). A maximum of 70 will be awarded on retest. If the retest grade is lower than the original grade, the higher grade will be given.

SAFETY/ACCIDENT INSURANCE

Student safety on campus or at school-related events is a high priority of the District. With safety in mind, the District has implemented safety procedures. However, the District can address only part of the challenge; the essential remaining part is the cooperation of students, including:

- Avoiding conduct that is likely to put the student or other students at risk
- Following the Student Code of Conduct and any additional rules for behavior and safety set by the principal or teachers
- Remaining alert to and promptly reporting safety hazards, such as intruders on campus
- Knowing emergency evacuation routes and signals
- Following immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

Parents can assist by keeping emergency care information up to date (name of doctor, emergency phone numbers, allergies to medications, etc.) and by teaching their children safety rules. Please contact the school nurse to update any information. Having current information will be of critical importance should an accident or injury occur that requires medical attention.

The District is not responsible for medical costs associated with a student's injury. The District does, however, purchase a low-cost supplemental accident insurance to assist parents in meeting medical expenses. A parent is responsible for submitting claims through the superintendent's office.

See EMERGENCY MEDICAL TREATMENT, page 16.

SCHOOL BUSES OR OTHER VEHICLES

Students are subject to the following standards when they are on school transportation. Any student who violates these standards of conduct while on school transportation may be denied transportation services and will be disciplined.

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

1. Following the driver's directions at all times.
2. Board and leave the bus in an orderly manner at the designated bus stop nearest home.
3. Keep book, feet, and other objects out of the aisle
4. Do not deface the bus and/or its equipment.
5. Do not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
6. Do not smoke or use any form of tobacco.
7. Upon leaving the bus wait for the driver's signal before crossing in front of the bus.
8. When students ride in a District van or passenger car, seat belts must be used at all times.

When a student violates the rules of conduct on school transportation, parents will be notified and the student will be disciplined as established in the Student Code of Conduct.

Disciplinary sanctions and changes in transportation for a student with a disability will be made in accordance with the student's Individual Education Plan (IEP) or other individually designed program.

The District makes school bus transportation available to all students living two miles or more from school. This service is provided at no cost to students; its cost is reimbursed by the state of Texas. Under some circumstances, such as student safety, the District may permit students who live within two miles of the school to use school transportation. A fee may be charged for this service. Bus routes and any subsequent changes are posted at the school.

See also TRAVEL on page 34.

SENIOR RINGS

Students may order senior rings during their junior year. Rings will be given to students at the end of their junior year if they have been paid for by the student and if the student has enough credits to show that it is possible to graduate in one more year.

SENIOR TRIPS

A senior trip will be allowed (as governed by school board policy FMG Local). Fund-raising activities by seniors must be approved by the school administration. Senior Trips outside the United States **will not** be allowed. All Senior Trips **MUST** be approved by the Guthrie CSD School Board.

SEXUAL HARASSMENT

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 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. See the Student Code of Conduct for information regarding disciplinary sanctions.

The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of all incidents of sexual harassment and sexual abuse by an employee. The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

Student and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the teacher, the counselor, the principal or designee or Nelson Coulter, who serves as the District Title IX coordinator for the students.

A student and/or parent in a conference may present a complaint alleging sexual harassment by another student, or sexual harassment or sexual abuse by a staff member with the principal or designee or with the Title IX coordinator. A person who is the same gender as the student ordinarily will hold the first conference with the student. The conference will be scheduled and held as soon as possible within five days of the request. The principal or Title IX coordinator will coordinate an appropriate investigation, which ordinarily will be completed within ten days. The student or parent will be informed if extenuating circumstances delay completion of the investigation.

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

If the resolution of the complaint is not satisfactory to the student or parent, the student or parent within ten days may request a conference with the Superintendent or designee by following the procedure set out in Board policy FNCJ(LOCAL). If the resolution by the Superintendent or designee is not satisfactory, the student or parent may present the complaint to the Board as provided by policy.

SMOKING

Students may not possess, smoke or use tobacco products on school property or at a school-related or school-sanctioned activity, on or off school property. See the Student Code of Conduct for information regarding disciplinary sanctions

SPECIAL PROGRAMS

The District provides special programs for gifted and talented students, bilingual students, dyslexic students, and for those with disabilities. A student or parents with questions about these programs should contact Nelson Coulter; the coordinator of each program can answer questions about eligibility requirements and programs and services offered in the District or by other organizations.

STUDENT COUNCIL

A student council shall be selected during the first month of each school year. This shall be made up of 4 students. The members of the council will be selected one from each class by the members of each class, grades 9-12. The TENURE of this office is for 1 year.

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 student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separate, 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.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District, of 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 an individually designed program for a student with disabilities under Section 504;
3. compiling statistical data; or
4. investigating or evaluating programs.

The parent's or student's right of access to and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teacher's 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 students.

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. 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 requester has the right to a hearing. If the records are not amended as a result of the hearing, the requester has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. 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 cost of .10 per page, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) 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 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. This objection must be made in writing to the principal within ten school days after the issuance of this handbook. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended

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 and the time established by law has not 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

A student shall take at least 7 units of credit each semester enrolled in grades 9-11 and 5 units of credit in grade 12 (as approved by the administration).

STUDENT'S RIGHT TO PRAY

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt the 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.

TELEPHONE

Students are not to use the office telephone except in case of an emergency. This restriction is necessary because of the tremendous amount of essential business that must be transacted over the phones. A pay telephone is available for the use of the student for routine and non-emergency calls between classes only in the gum foyer.

TESTING

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

- Reading: Each year in grades 3 through 9
- Writing: Grade 4 and grade 7
- English Language Art: Grade 10 and 11
- Social Studies: Grade 8, Grade 10, Grade 11
- Science: Grade 5, Grade 10, Grade 11
- Math: Grades 3 through Grades 11

Prior to receiving 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 GRADUATION on page 19.

Test results will be reported to students and parents.

Certain students, such as students with disabilities and students with limited English proficiency, are eligible for exemptions, accommodations, or a deferment. For more information, see the principal, counselor, or special education director.

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 that fact 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 or guardian. However, a student will be provided textbooks for use at school during the school day.

TRAVEL - SCHOOL - SPONSORED

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. However, the principal may make an exception to this requirement under the following circumstances: (1) the parent personally requests that the student be permitted to ride with the parent; or (2) no later than the day before the scheduled trip, the parent presents a written request that the student be permitted to ride with an adult (21 years of age designated by the parent & approved by administration.

U.I.L. LITERARY CONTESTS

Participation in U.I.L. Literary contest is an excellent opportunity for student development in self-confidence, self-esteem, and school spirit!

*Please be advised that enrollment in college courses can jeopardize U.I.L. eligibility.

All high school students (9-12) may be involved in any or several of the U.I.L. Contests offered: One Act Play, Speaking, Debate, Poetry Interpretation, Prose Interpretation, Journalism, Science, Calculator, Number Sense, Ready Writing, Spelling, Accounting, Literary Criticism, Informative Speaking, Persuasive Speaking, Computer Applications, Computer Science, Current Issues and Events, Mathematics, and Science

VEHICLES ON CAMPUS

Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable cause exists to do so. 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. Searches of vehicles may be conducted any time there is reasonable cause to do so, with or without the presence of the student. See also the Student Code of Conduct.

Students bringing cars or other motor-driven vehicles on campus must obey all rules of automobiles and motor vehicle safety. Vehicles leaving Highways 82 or 83 on any of the access roads within the school zone should be driven with extreme caution and not over 20 MPH. Reckless driving within this zone during the school day will not be permitted, and violators may lose their right to bring a car on campus.

VISITORS

Parents and other visitors are welcome to visit District schools. 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 such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

FOOD AND DRINKS IN CLASSROOM

All food and drinks **are prohibited** in the educational classroom unless they are part of their educational curriculum.

The exception to this will be planned parties done with the approval/involvement of the classroom teacher or state-wide testing days (with teacher approval beforehand).

CELL PHONES

Student cell phones are prohibited on school campus and on all school trips.

NOTIFICATION TO PARENTS OF TEACHER QUALIFICATIONS

As a parent of a student at Guthrie CSD, you have the right to know the professional qualifications of the classroom teachers who instruct your child, and Federal law requires the school district to provide you this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- *Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
- *Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- *The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- *Whether paraprofessionals provide services to your child, and if so, their qualifications.

If you would like to receive any of this information, please contact Dan Pickering, at 806-596-4466.

Drug and Alcohol Testing Procedures
For
Guthrie CSD

Selecting Test Dates

Allied Compliance Services will choose a test date at least each six weeks. The campus principal will be notified two days before each test date to coordinate with any scheduled school activities or two avoid conflict with school activities.

Selecting Students for Testing

1. **Following the return of a signed student acknowledgement and parental consent form, All students in grades 7 through 12 who participate in extracurricular activities or who have consented to the District's Voluntary Drug Testing Program must participate in an initial drug testing at the beginning of the school year before being allowed to practice or participate in any extracurricular activities. After the initial testing, the student will be placed in the random testing pool for the remainder of the school year. A student who moves into the District after the school year has begun shall undergo an initial drug test before he or she will be eligible for participation. The initial test for students who miss the administration at the beginning of the school year shall be the next possible random administration following the completion and return of the required consent and acknowledgement forms. If the student is unwilling to delay participation until the next random testing date, however, the student may travel, at his or her own expense, to the testing laboratory with which the District contracts.**
2. Following initial testing, all students in grades 7 through 12 who participate in extracurricular activities or who have consented to the District's Voluntary Drug Testing Program are eligible for testing at each random testing date. Prior selection for testing will not affect a student's eligibility to be tested again. All eligible High School students will make up one pool and all eligible Junior High students will make up another pool.
3. The principal will gather activity participation and voluntary participation rosters for the Junior High and High School campuses. These rosters will be combined to make up the campus pools from which students will be selected for testing. These students will be assigned student identification numbers that will be forwarded to Allied Compliance Services.
4. Allied Compliance Services will generate a random list of students to be tested from each pool. The lists of random students selected will total 10% of the students eligible for testing. Allied Compliance Services will send the lists of selected students to the Superintendent, so that it is received no later than two (2) days before the test date. The Superintendent will distribute a list of the students to be tested to the School Principal.

School Collection Monitor

The School Principal will assign school staff to serve as collection monitor(s). The monitors will supervise students in the waiting area and escort students to the Collection site. Allied Compliance Services staff will supervise the collection site.

Collecting Samples

1. The School Monitor will escort the selected student from the collection waiting area to a secure restroom on campus (the "Collection Site").
2. The Collection Site will be secured by Allied Compliance Services staff.
3. At no time will the student's privacy be compromised by using an unsecured restroom.
4. A trained Collection Technician from Allied Compliance Services will be present at the Collection Site.
5. The Collection Technician will fill out a chain-of-custody form, with input from the student. The test date and student's identification number will be placed on the chain-of-custody form. This form keeps track of who handles the specimen and where it goes. See copy of the chain-of-custody form attached hereto.
6. The student will enter the restroom and provide a urine sample in a sterile container provided by the Collection Technician.
7. The School Collection Monitor and Collection Technician will remain outside the closed restroom door/stall and listen for signs of tampering. However, neither the School Collection Monitor nor the Collection Technician will be present in the restroom stall with the student while the sample is being produced.
8. If the student is unable to produce a sufficient amount of urine, he/she will be sent back to the waiting area for supervision until a proper sample can be provided. The Collection Technician will report to the Superintendent a student's failure to provide a proper sample within a reasonable time.
9. After the Collection Technician receives the urine sample, it will be sealed and the student will initial the sample to certify that it was properly identified and collected.
10. The sample will be initialed by the Collection Technician and/or the student in accordance with the procedures of Allied Compliance Services to certify that it was properly received from the student.
11. The sample will be placed in a sealed bag for shipment.
12. The student will be escorted back to class by the School Collection Monitor once this process is completed.
13. Any student who fails to provide a proper urine sample may be subject to consequences up to and including those stated in District Policy FNF (LOCAL).
16. If a student selected for drug testing is absent when urine samples are collected, his/her parents will be notified of the absence. The student shall produce a urine sample as soon as deemed possible by the principal upon the student's returning to school or at the next random testing at the principal's discretion.

Testing Procedures

1. The sealed bag containing the sample and the chain-of-custody form will be shipped by the Collector to a testing laboratory and secured as per lab procedure until it is tested. In addition to drug screening, the integrity of the sample may be tested pursuant to the testing lab's protocol.
2. If the screening process produces a negative result, the student will remain in good standing and no further action is required. The student's urine will be discarded as per lab procedure.
3. If the screening process produces a positive result, the test will be confirmed by a second test using gas chromatography/mass spectrometry (GCMS) on the same urine that produced the positive test result.
4. If the GCMS produces a negative result, the student will remain in good standing and no further action is required. The Lab will discard the student's urine as per lab procedure.
5. If the second test confirms the initial positive, the results will be reviewed by a lab Quality Control Officer. The "positive" sample will be retained for an "appeal" re-test, if so requested by the student's parents.
6. Test results will be reported to the Superintendent who will inform the School Principal of any positive results.
7. The Principal(s) will notify the parent(s)/guardian(s) of a student who tested positive.
8. Within 72 hours of being notified of a positive test result, parents/guardians of any student testing positive may schedule a conference with the Principal.

Appeal/Re-Test

1. The parent(s)/guardian(s) of a student testing positive may request that another GCMS drug test (a "re-test") be done on the sample. The re-test will be done by a different lab of the original lab's choosing in accordance with the original lab's procedures. If a parent fails to make a request for a re-test within 72 hours after being notified of a positive test, the appeals process will be waived. The sample will not be re-tested and the urine sample will be discarded according to lab procedure.
2. Parents may have the remaining sample re-tested by submitting a written request on a form provided by the District within 72 hours after being notified of a positive test.
3. By requesting the re-test, the parents acknowledge that they will reimburse the District the cost for the re-test if a previous positive test result is confirmed by the re-test.
4. If the re-test is negative, the student will remain in good standing and the lab will discard the urine sample according to lab procedure, and the parents will not reimburse the District the cost of the re-test.
5. If the re-test is positive, the parent(s)/guardian(s) will reimburse the District the cost for the re-test and the student shall be subject to consequences under District Policy FNF (LOCAL).

Prior Positive Results

Any student who previously tested positive and is required under District Policy FNF (LOCAL) to be tested on each random test date, will be tested as stated herein the same as if he/she were one of the students randomly selected.

Drugs Tested

Drug testing may screen any illegal drugs* that the District, in its discretion may choose, including, but not limited to, the following:

1. Marijuana, cocaine, narcotics, amphetamines, methamphetamines, barbiturates, LSD and PCP;
2. All illegal performance enhancing drugs; and,
3. Alcohol.

*The term “illegal drug” means all drugs that an individual may not buy, use, sell or distribute under Federal or Texas law, including any prescribed medication for which a student does not have a current prescription. The District will pre-determine which drugs it will screen for before Allied Compliance Services identifies the students who are to be tested. The District reserves the right to screen for different drugs on different test dates, but all students will be tested for the same drugs.

Additional Information

For further information see Policy FNF (LOCAL) or call Nelson Coulter, Superintendent of Schools, at 806-596-4466. A copy of the Collection Procedures for Allied Compliance Services is available at the Guthrie CSD Administrative Office.

I have read and fully understand the rules of the Guthrie C.S.D. as presented in the Student Handbook.

Date

Student Signature

Parent Signature