

**IOLA INDEPENDENT SCHOOL DISTRICT  
P.O. BOX 159  
IOLA, TEXAS 77861  
PH: (936) 394-2361  
FX: (936) 394-2132**

**2024-2025  
GENERAL HANDBOOK**

**FOR STUDENTS AND PARENTS**

**This handbook has been adopted by the Iola Independent School District Board of Education as official school policy.**

**Board Members**

Alec Pointer – President  
Sierra Betancourt – Vice President  
Tammy Harvey – Secretary  
Jody “Red” Evans – Member  
Todd Kay - Member  
Cunningham – Member  
Jason Gooch – Member

**Administration**

Jeff Dyer – Superintendent  
Brian Fowler – Secondary Principal  
Hollie Guilbeau – Elementary Principal  
Kristin Sajewski – Special Programs Director  
Jeanne Stautzenberger – Secondary Counselor Mark  
Mandi Jackson - Elementary Counselor  
Andrew Glass – Technology Coordinator  
Jo Baca – Administrative Secretary  
Jan Timm – Business Manager  
Dawn Marks – PEIMS Coordinator  
Kathy Darby – Secondary Secretary  
Annie Fairbanks – Elementary Secretary

The Iola ISD Board of Education meets in regular session on the third Monday of each month at 6:30 p.m.

## Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

● *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships; 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

● *Receive notice and an opportunity to opt a student out of* –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law, and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

● *Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes, and
3. Instructional material used as part of the education curriculum.

Iola ISD has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Iola ISD will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Iola ISD will also directly notify parents and eligible students, such as through U.S. Mail or e-mail, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

● Collection, disclosure, or use of personal information for marketing, sales or other distribution.

● Administration of any protected information survey not funded in whole or in part of ED. ● Any

non-emergency, invasive physical examination or screening as described above. *Parents/eligible students who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
US Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

## **Notification of Rights under FERPA For Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2) The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School Principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

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## PREFACE

### To Students and Parents:

The Iola ISD 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 Iola ISD Student 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 an attachment to this handbook or as a separate document sent home to parents and posted in each campus office and online at [www.iolaisd.net](http://www.iolaisd.net).

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 newsletters and other communications to students and parents will communicate affect student handbook provisions. These changes will generally supersede the provisions found in this handbook and be 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.

### Title IX: Non-discrimination Notice

Iola ISD does not discriminate on the basis of race, color, national origin, religion, age, 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. Iola ISD provides a free, appropriate education consisting of regular or special education and related aids and services in CTE programs that are designed to meet individual educational needs of disabled persons as adequately as the needs of non-disabled persons.

Distrito Escolar de  
Noticia Publica de no Discriminar

El Distrito Escolar de Iola no discriminar por motivos de raza, color, origen nacional, sexo, impedimento, o edad en sus programas o actividades. El Distrito proporciona una educación apropiada y gratis que consiste en la educación regular y especial y servicios y asistencia relacionados en programas de Educación de Carreras y Tecnología, que están diseñados para satisfacer las necesidades educativas de las personas con impedimentos tan adecuadas como aquellos servicios para personas que no tienen impedimentos. Las siguientes personas han sido designadas para contestar preguntas acerca de las normas de no discriminación:

Jeff Dyer, Superintendent  
[jdyer@iolaisd.net](mailto:jdyer@iolaisd.net)

Iola ISD 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**

Mr. Jeff Dyer – Superintendent  
936-394-2361  
P.O. Box 159  
Iola, Texas 77861

**Section 504 Compliance - Secondary**

Mrs. Kristin Sajewski  
936-394-2361  
P.O. Box 159  
Iola, Texas 77861

**Section 504 Compliance – Elementary**

Mrs. Mandi Jackson  
936-394-2361  
P.O. Box 159  
Iola, Texas 77861

## ADMISSION TO SCHOOL

A student (or the student's parent) who wants to enroll in the District should contact the Principal of the school at (936) 394-2361.

## ADMISSION TO ATHLETIC EVENTS

Student athletes are admitted free of charge to all athletic events. Students who do not participate in athletics are required to pay admission.

High School Football Adults \$5.00 Students \$3.00  
Junior High / JV Football No Admission Fee

High School Volleyball Adults \$4.00 Students \$2.00  
Junior High Volleyball Adults \$4.00 Students \$2.00

High School Basketball Adults \$4.00 Students \$2.00  
Junior High Basketball Adults \$4.00 Students \$2.00

Senior Citizens (55 years of age or older) will be admitted free of charge to athletic events held at Iola Schools if they have a Senior Citizen Pass. Passes are available free of charge at the High School office and pre-sale only. Senior Citizen passes may get a reduced admission price at events held at the other schools we play if they have the pass with them.

## ASBESTOS MANAGEMENT PLAN – Issued 8/27/2007

The Iola Independent School District is striving to maintain compliance with Federal and State regulations concerning asbestos. Should you desire to review the Asbestos Management Plan for your child's school, a copy of the plan is available in the Principal's Office as well as the school's Central Administration Office. If you have any questions about the Plan or this federally mandated program, contact Interim Superintendent Jeff Dyer at (936) 394-2361.

## 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 19 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted. A student enrolled in Pre-Kindergarten and Kindergarten are required to attend each school day. A student who enrolls after his or her nineteenth birthday is required to attend each school day. If a student nineteen or older has more than five unexcused absences, the District may expel the student. The student's presence on school property is then unauthorized and may be considered trespassing. School employees must investigate and report violations of the state compulsory attendance law. A student with excessive unexcused absences 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.
- Absences shall be considered excused or unexcused. **Excused** includes those with a medical note signed by the attending physician, a funeral with an obituary, and other reasons as permissible by state laws. **Unexcused** includes truancy, family vacation, lack of proper documentation, etc.
- To receive credit in a class or be promoted to the next grade level, a student must attend at least 90% 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% of the days the class (each class period attendance stands alone) 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:
- 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 family emergency or unforeseen or unavoidable instance requiring immediate attention.

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.

For the purpose of credit, during a semester a student will be allowed nine (9) total absences. When more than nine (9) absences occur, students will be required to make up hour for hour each day or portion of days missed that exceed nine (9). Students will have the opportunity to make up those hours by attending school during times when school is not in session (i.e. before 8:00 am or after 3:30 pm). Saturday School will also be available at the end of each semester. Other requirements will be made available for students in grades 1-4 to make up for excessive absences. Students must adhere to the student dress code policy while attending Saturday School.

If credit is lost due to excessive absences, the Attendance Review Committee may decide how the student may regain credit. The Attendance Review Committee may allow a student with excessive absences to receive credit for a course by passing an examination. However, a student may not use this examination to regain eligibility to participate in extracurricular activities. A student may also be allowed to pay a fee not to exceed \$50 for costs of an educational program outside of regular school hours. The fee will be charged only if the parent or guardian signs a District-provided request form.

If a student has accumulated unexcused absences ten (10) or more days or parts of days within a 6- month period, the school attendance officer is required by law to file a referral in the appropriate court (Justice of the Peace or County Juvenile Probation Department – Texas Education Code 25.094(2b)-- Texas Family Code 51.03(b)(2).

Please note:

- A student absent more than three class periods other than for a documented health care appointment will not be allowed to participate in school-related activities on that day or evening. The Principal will weigh extenuating circumstances on a case by case basis.
- A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth study assigned by the teacher. Each student that is absent will be given the number of days he or she was absent plus one extra day in order to complete assignments he or she missed due to the absence. These assignments are not counted as late work until the designated days have been exceeded. A student who does not make up assigned work within the time will receive a grade of zero for the assignment.

### Tardies & Leave Early Policy

**GRADES PRE-K –5** –Class time is important, and teachers are teaching right up until dismissal time. Doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.

Students will be marked tardy after 8:10am.

Students who are signed out before 3:30 have 3 school days after their return to produce an acceptable excuse. If an acceptable excuse is not produced within 3 days of the leave-early, it will be considered “unexcused.”

Unexcused Tardies & Leave-Earlies	Action
3	Phone call home.
5	Conference with teacher.
7	Conference with principal

**GRADES 6-12** - For each individual class period during the same semester grading period, the discipline policy for tardiness is as follows: 1<sup>st</sup> and 2<sup>nd</sup> - warning, 3<sup>rd</sup> - D-Hall, 4 or more may result in more severe disciplinary action administered by the campus Principal.

- 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 for the withdrawal, the effective date, and the school the student is transferring to.
- Any senior wishing to leave school early to go to work must coordinate through the school counselor.

## **AUDITING A CLASS**

Students taking courses again after already having received credit for the course will be considered to be auditing the course—this does not affect UIL eligibility. The grade received in the audited course is not averaged into the student's GPA.

## **AWARDS, HONORS, AND SCHOLARSHIPS**

The District attempts to recognize all students who achieve some outstanding honor during the school year. [See also Class Rank Awards are given for perfect attendance and honor roll.

## **BACTERIAL MENINGITIS**

Bacterial Meningitis is an inflammation of the covering of the brain and spinal cord—also called the meninges. It can be caused by viruses, parasites, fungi, and bacteria. Viral (aseptic) meningitis is common; most people recover fully. Medical management of viral meningitis consists of supportive treatment and there is usually no indication for the use of antibiotics. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

There are two common types of bacteria that cause meningitis:

- Strep pneumoniae causes pneumococcal meningitis; there are over 80 subtypes that cause illness
- Neisseria meningitidis – meningococcal meningitis; there are 5 subtypes that cause serious illness – A, B, C, Y W-135

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

Children (over 1 years old) and adults with meningitis may have; severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness, joint pains, drowsiness or confusion.

***In both children and adults, there may be a rash of tiny, red-purple spots or bruises caused by bleeding under the skin. These can occur anywhere on the body. They are a sign of blood poisoning (septicemia), which sometimes happens with meningitis, particularly the meningococcal strain.***

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases, it can be fatal or a person may be left with a permanent disability, such as deafness, blindness, amputations or brain damage (resulting in mental retardation or paralysis) even with prompt treatment.

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

The germ **does not** cause meningitis in most people. Instead, most people become **carriers** of the germ for days, weeks or even months. Being a carrier helps to simulate your body's natural defense system.

The bacteria rarely overcomes the body's immune system and causes meningitis or another serious illness.

The risk of getting bacterial meningitis in all age groups is about 2.4 cases per 100,000 populations per year. However, the highest risk group for the most serious form of the disease, meningococcal meningitis, is highest among children 2 to 18 years old.

The diagnosis is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood. Spinal fluid is obtained by a lumbar puncture (spinal tap).

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

Vaccines against pneumococcal disease are recommended both for young children and adults over 64. A vaccine against four meningococcal serogroups (A,C,Y,W-135) is available. These four groups cause the majority of meningococcal cases in the United States. This vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 – 10 days after the vaccine is given and lasts for up to 5 years.

For more information, please contact your school nurse, family doctor, and the staff at your local or regional health department office. They 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 for Disease Control and Prevention: [www.cdc.gov](http://www.cdc.gov) and the Texas Department of Health: [www.tdh.state.tx.us](http://www.tdh.state.tx.us).

## **BUSES OR OTHER SCHOOL VEHICLES**

The District provides school bus transportation to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school and online. State law requires that a Student Request for Bus Transportation form be completed in order for a student to ride the bus. Further information may be obtained by calling the Transportation Director at 394-2361 ext. 122 or visiting [www.iolaisd.net](http://www.iolaisd.net).

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 standards established in this handbook and the Student Code of Conduct. A Student Code of Conduct is available for viewing on the school's website.

Misconduct has disciplinary consequences in accordance with the Student Code of Conduct and/or the extra-curricular standards of behavior per team organization.

## 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 about this program can be obtained from Linda Evans at 394-2361 ext. 116.

Cafeteria Prices for this year are as follows:

Lunch: Breakfast:  
PK – 5<sup>th</sup> grade \$2.70 PK - 12<sup>th</sup> grade \$1.85  
6<sup>th</sup> – 12<sup>th</sup> grade \$2.95 Adult \$2.50  
Adult \$5.00 Reduced Price \$0.30  
Reduced Priced \$ .40 Milk \$ .50

## CLASS RANKING

All graduates who have a four-year weighted academic average of 95 or above and meet the stipulations below shall be considered honors graduates. They shall be recognized at commencement exercises.

The graduate with the highest grade point average based on the stipulations below shall be declared valedictorian of the graduating class. The graduate with the second highest grade point average based on the stipulations below shall be declared the salutatorian of the graduating class.

In the event of a tie for valedictorian, co-valedictorians shall be recognized and the position of salutatorian shall be vacant. In the case of a tie for salutatorian, co-salutatorians shall be recognized.

The stipulations are as follows:

1. A student shall have been enrolled at Iola High School his or her last two years preceding graduation. In the event that a student with the highest or second highest grade point average does not meet the two year requirement, he or she shall be ranked third in the class.
2. Grade averages shall be based on courses taken for high school credit in Junior High and Freshman, Sophomore, Junior, and Senior grades. Grades earned in Physical Education, Band and courses given local credit will not be counted in determining the GPA.
3. The student must have completed English I-IV, four units of Mathematics (including Algebra 1), four units of Science (including Biology), four units of Social Studies and two units of the same foreign language.
4. Courses taken by correspondence or credit by exam shall **not** be counted for class ranking purposes.
5. High School courses taken in Junior High will be counted for purposes of class ranking.
6. Summer school grades are to be calculated in class standings (current and/or past participation), if a current contracted teacher of Iola ISD teaches a class. Grades of advanced classes taken in summer school will be weighted if a current contracted teacher of Iola ISD teaches the class.
7. A student taking a designated upper level course such as Dual Credit or Advanced Placement Courses, shall receive Grade Point Averages based on the charts below. The grading scales shall be used in determining class standings only and will not show on official transcripts.

For students in the graduating classes of 2021, 2022, and 2023, the District shall convert semester grades earned in eligible courses to grade points and shall calculate a weighted grade point average (GPA) in accordance with the following chart:

Grade	Dual Credit/AP	Honors	Regular
100	5.0	4.5	4.0
99	4.9	4.4	3.9
98	4.8	4.3	3.8
97	4.7	4.2	3.7
96	4.6	4.1	3.6
95	4.5	4.0	3.5
94	4.4	3.9	3.4
93	4.3	3.8	3.3
92	4.2	3.7	3.2
91	4.1	3.6	3.1
90	4.0	3.5	3.0
89	3.9	3.4	2.9
88	3.8	3.3	2.8
87	3.7	3.2	2.7
86	3.6	3.1	2.6
85	3.5	3.0	2.5
84	3.4	2.9	2.4
83	3.3	2.8	2.3
82	3.2	2.7	2.2
81	3.1	2.6	2.1
80	3.0	2.5	2.0
79	2.9	2.4	1.9
78	2.8	2.3	1.8
77	2.7	2.2	1.7
76	2.6	2.1	1.6
75	2.5	2.0	1.5
74	2.4	1.9	1.4
73	2.3	1.8	1.3
72	2.2	1.7	1.2
71	2.1	1.6	1.1
70	2.0	1.5	1.0
Below 70	0	0	0

Beginning with students in the graduating class of 2024, the District shall convert semester grades earned in eligible courses to grade points and shall calculate a weighted grade point average (GPA) in accordance with the following chart:

Grade	Dual Credit/AP	Honors	Regular
100	6.0	5.0	4.0
99	5.9	4.9	3.9
98	5.8	4.8	3.8
97	5.7	4.7	3.7
96	5.6	4.6	3.6
95	5.5	4.5	3.5
94	5.4	4.4	3.4
93	5.3	4.3	3.3
92	5.2	4.2	3.2
91	5.1	4.1	3.1
90	5.0	4.0	3.0
89	4.9	3.9	2.9
88	4.8	3.8	2.8
87	4.7	3.7	2.7
86	4.6	3.6	2.6
85	4.5	3.5	2.5
84	4.4	3.4	2.4
83	4.3	3.3	2.3
82	4.2	3.2	2.2
81	4.1	3.1	2.1
80	4.0	3.0	2.0
79	3.9	2.9	1.9
78	3.8	2.8	1.8
77	3.7	2.7	1.7
76	3.6	2.6	1.6
75	3.5	2.5	1.5
74	3.4	2.4	1.4
73	3.3	2.3	1.3
72	3.2	2.2	1.2
71	3.1	2.1	1.1
70	3.0	2.0	1.0
Below 70	0	0	0

Students are advanced to the next grade at the conclusion of the semester they complete the requirements to advance.

## Early Graduates

All students are expected to graduate at the conclusion of their fourth year in high school. A student wishing to graduate in fewer than four years shall:

1. Submit a written request to the counselor prior to the end of the sophomore year that includes an explanation and a parent signature.
2. Make an academic plan showing how they will meet the graduation requirements and include local classes needed, correspondence courses or credit by exams to be taken and dates of EOC tests, etc.

For early graduation, the student shall complete all course work and EOC testing required of other students in his or her freshman class.

Early graduates will be eligible for all honors positions and are eligible for a scholarship through the State of Texas if they graduate under the recommended or distinguished program. See the counselor for details.

## **CLOSED CAMPUS**

Once students arrive on campus they are to remain until school is formally dismissed or they have checked out of school through the office with verbal confirmation by the parent/guardian.

All students, regardless of their age, must have verbal parental permission to check out of school. All student vehicles are to be parked on campus in designated parking areas, and students may not take their vehicles off campus during break or lunch.

### **Open-Campus for Lunch: *Seniors only***

12th grade students will be allowed to leave campus for lunch without requiring a parent to sign them out.

#### **Requirements:**

- Only 12th grade students are allowed to leave campus for lunch.
- 12th grade students are allowed to leave only during their scheduled lunch period.
- 12th grade students who are not currently in ISS, DAEP, or lunch detention will be allowed to leave campus for lunch.
- 12th grade students must return to campus in time for their 6th period class. The tardy policy will continue to be in effect.
- 12th grade students who do not return to campus from open lunch, will be considered skipping school, and those consequences will also continue to be in effect.
- 12th grade students will not be allowed to check out before or after lunch in order to extend their lunch period unless they are leaving for the remainder of the day, or if they have a medical appointment. If leaving for a medical appointment, a doctor's/dentist's excuse must be submitted to the HS office when the student returns to school.

Open-campus is a privilege extended to our seniors, and will be mainly based on students following the rules; that includes being respectful and responsible when visiting local eating establishments. Iola ISD can discontinue open-campus if problems arise.

## **CLUBS AND ORGANIZATIONS**

Each student is encouraged to be involved in all activities of the school. Each club has its own set of membership rules. You may find out the requirements of membership by contacting the school sponsor. The following clubs are currently

active at Iola High School: Student Council, National Honor Society, FFA, FCCLA, UIL Athletics, UIL Academics, Cheerleading, Yearbook, Campus Crime Stoppers and Band.

- Student clubs and organizations may establish codes of conduct and consequences that are more strict than those for students in general. If a violation is also a violation of school rules, the consequences specified by the school will apply in addition to any consequences specified by the organization. Extra-curricular standards of student behavior must be on file and signed by both the student and parent as a condition of participation in an extra-curricular event.

## COLLEGE VISITATIONS

College visitations are provided so students may visit colleges that they are interested in attending. A student may take 2 days either their Junior or Senior year or 1 each year. The following stipulations will apply:

- An appointment with the college must be made prior to the visit
- Student must notify the Counselor two days prior to the college visit
- Written documentation from the college visited must be presented to the office upon returning to Iola High School. The absence will be counted as an extra-curricular day only if proper documentation is received by the office.
- No college visitation days may be taken during major testing dates.

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

## COMPLAINTS BY STUDENTS / PARENTS

The District has adopted a standard complaint policy, FNG. In general, a parent or student should first discuss the complaint with the teacher, and if unresolved, the campus principal. If the problem is still unresolved, a written complaint and a request for a conference should be sent to the Superintendent. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees.

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's 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 36.]
- 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 the section on Special Programs on page 37]
- Instructional materials: policy EFA.

- On-campus distribution of non-school materials to students: policy FMA.
- Complaints against District peace officers: policy CKE.

## COMPUTER RESOURCES

District resources have been invested in technology to broaden instruction and to prepare students for an increasingly technological 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 an acceptable user agreement regarding appropriate use of these resources; violations of this agreement (including by-passing filtration) may prompt termination of privileges and other disciplinary action. ***Students who bring personal devices to school are bound by the Acceptable Use of The Electronic Communications System Policy.***

## 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 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 the 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, classwork, test answers, etc.—as one's own. Cheating also includes allowing others to copy your work and to use it as their 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 of credit for the work in question, as well as disciplinary penalties, according to the Student Code of Conduct.

### Bullying

See FFI(LOCAL)-A

### 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.
- Only the Principal may administer the punishment.
- 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.
- In administering corporal punishment, the maximum number of swats to be given to a student is three per offense at any one time.

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

## Electronic Devices

No electronic devices are allowed without the teacher's permission at the elementary or junior high/high school campuses. This includes electronic games, radios, MP3 players, walkmans, iPods, CD players, etc. Headphones and ear buds are for instructional use only.

## Laser Pointers

Students are not permitted to possess or use laser pointers while on school property, while using District transportation, or while attending school-sponsored or 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.

## Personal Communication Devices

Students may possess a personal communication device during the day as long as it is not on. All cell phones must be off. A student may use their phone with permission from the office during break, lunch, and before and after school, or at the teacher's or administrator's discretion. Students may also use their personal device for instructional activities with teacher approval. If a student is using their phone/device without permission, the phone/device will be taken from the student and turned in to the office. The student may pick up their phone/device at the end of the day for a \$10.00 fee.

## 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.

## 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]

## 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. See FNCD(LEGAL)-P.

### Disruptive Activities —

State law prohibits a student from participating in disruptive activities. This 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.
- Use force, violence, or threats to cause disruption during an assembly.
- 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 a student 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 in grades 9-12 may earn credits toward high school graduation by these means. For further information and specific District policy (EHDE) in this regard, contact the counselor.

## **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 grades 7 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 career and technical education opportunities.

The District offers career and technical programs in Agriculture, Human Services and Business. Admission to these programs is based on student interest and the graduation endorsement selected.

Please be aware that not all courses are offered every year. A student who desires to take a course not offered should contact the counselor about a transfer or other alternatives.

Students, who are interested in attending a college, university, or technical 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.]

### Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, or substance abuse issues. The counselor may also make available information about community resources to address these concerns. Students who wish to meet with the counselor should contact the counselor. Small group settings may be arranged by the counselor as a means of assisting students with their concerns. If you do not wish for your child to participate in such settings, please refer to the Acknowledge of Handbook Receipt page.

Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent.

## **CREDIT BY EXAMINATION**

### **With Prior Instruction**

A student who has received prior instruction in a course or subject—but failed the course or subject with a grade of no less than 60—may be permitted by the District to earn credit by passing an examination on the essential knowledge and skills defined for the course or subject. To receive credit, a student must score at least 70 on the examination. The Attendance Review Committee may allow a student with excessive absences to receive credit for a course by passing an examination. However, a student may not use this examination to regain eligibility to participate in extracurricular activities. The date on which examinations are scheduled during the school year will be arranged by the counselor. The student is responsible for the cost of the 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 district shall give a student in grades 6-12 credit for an academic subject in which the student has received a score of 90% or above on a criterion referenced examination for acceleration for the applicable course. (EHDC) The dates on which examinations are scheduled during the school year will be arranged by the counselor. The student is responsible for the cost of the examination.

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 honor a request by a parent to administer, on some other date, a test purchased by the parent from a State Board-approved university.

The District reserves the right to test any student to determine the student's placement. The test administered may vary depending on the course/grade level.

### **Spanish for Native Speaking Students**

Native speakers of Spanish may take an exam to be placed in an upper level course of Spanish based on their ability. After successful completion of the upper level course of Spanish, the student will receive credit for the lower level course(s).

## **DISTRIBUTION OF MATERIAL**

### **School Materials**

The principal must approve school publications distributed to students. All school publications are under the supervision of the teacher, sponsor, and principal.

### **Non-school Materials**

Written materials, invitations, gifts, 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. Disapproval 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 in accordance with policy FMA (LOCAL). Any student who posts material without prior approval will be subject to disciplinary action. Materials displayed without this approval will be removed.

The Principal will designate a specific area to display approved non-school materials.

## DRESS AND GROOMING

The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents need to refer to the Student Code of Conduct for specific dress code guidelines.

## DRILLS—FIRE, TORNADO, AND OTHER EMERGENCIES

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

Emergency bells/siren: siren - leave the building  
1 bell - halt, stand at attention  
2 bells - return to the classroom  
1 long bell - duck/cover

## DRUG TESTING

Students participating in extracurricular activities, as well as those who wish to park on campus will be subject to random drug testing. Additionally, parents may voluntarily opt their student into the random drug testing program if they are not otherwise required to participate.

This policy was adopted to improve student health and safety, serve as a deterrent to drug use, offer credible means to resist peer pressure, and provide a source of information for parents.

Students and parent/guardians are required to sign a consent form annually agreeing to be subject to the rules and procedures of the drug testing program.

For further information, see FNF(LOCAL). Also see the Drug Testing Policy on the Iola ISD website under the For Students tab.

## DUAL CREDIT COURSES / COLLEGE COURSEWORK

Dual credit may be available for students who wish to enroll in college courses while still in high school. They must also meet the requirements for enrollment at Blinn College. The criteria for enrollment is as follows:

\* Overall GPA of 3.0

\* Pass all EOC tests

\* Pass the required TSI Assessment subjects

\* Course Grade Requirements:

1. Student must be enrolled in Honors English and have an 85 average or above. **OR**
2. Student must be enrolled in Honors English and have an 80 average with successful completion of TSI Assessment no more than 1 retake. **OR**
3. If the student is not enrolled in Honors English they must have a 90 average in Regular English to be considered with successful completion of TSI Assessment with no retake.

## **EMERGENCY MEDICAL TREATMENT**

If a student has a medical emergency at school or a school-related activity, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc., or the school will exercise its own judgment to make whatever arrangements necessary or transport the student to a hospital emergency room. 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, and allergies, etc.). Please contact the school nurse to update any information.

The District is not responsible for medical expenses associated with a student's injury. The District does make available, however, an optional, low-cost student accident insurance program to assist parents in meeting medical expenses. A parent who desires coverage for his or her child will be responsible for paying insurance premiums and submitting claims through the superintendent's office.

## **EMERGENCY SCHOOL CLOSING INFORMATION**

If it becomes necessary to close the school for any reason, information is reported to KBTX-TV channel 3 in Bryan and many of the Bryan/College Station radio stations such as (KAGG-96 FM). Please listen to these stations rather than calling the school office. If weather deteriorates after school has begun, the school will remain open unless it interferes with the safety of the school or staff. An automated message will also be sent to the phone number designated by the parent or guardian of each student.

## **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)—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, concurrent credit course 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 school 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, concurrent credit course or advanced, and (2) completed the three weeks of ineligibility.
- A student is allowed absences from a class during the school year for extracurricular activities or public performances. Students who are participating in a school sponsored activity or event are required to travel to and from the event with a school sponsor or parent. All UIL activities and other activities approved by the Board are subject to restrictions. A student who misses a class because of participation in a non-approved activity will receive an unexcused absence.
- Any restrictions on participation related to discipline are set out in the Student Code of Conduct. Extra-curricular standards of student behavior must be on file and signed by both the student and parent as a condition of participation in an extra-curricular event.
- Students who have a debt with the school for any reason (i.e. books, fines, dues, equipment not turned in, and cafeteria charges) will not be allowed to participate in any extracurricular activity until said charges are paid.

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.

## 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 and dual credit classes.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc. • Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when the District provides uniforms. • Personal apparel used in extracurricular activities that becomes the property of the student. • Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on District premises.
- Summer school courses that are offered tuition free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See the section on Buses on page 13.]
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit due to absences and whose parent chooses the program in order for the student to meet the 90% attendance requirement. The fee will be charged only if the parent or guardian signs a District-provided request form.

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 Superintendent.

## **FITNESS ASSESSMENT**

School districts are required to assess the physical fitness of students in grades 3-12 in a course that satisfies the curriculum requirements for physical education under Section 28.002(a)(2)(C). The purpose is to gather physical fitness data from Texas students for analysis to determine the relationship between student academic achievement, attendance, obesity, disciplinary problems, and school meal programs. You can obtain a copy of your student's physical fitness assessment by contacting your child's teacher or coach.

## **FOREIGN LANGUAGE PROGRAM**

Iola currently offers Spanish as the only foreign language. All students are required to take a minimum of 2 levels of the same foreign language in order to graduate in the State of Texas. Levels 1 and 2 are offered to all students. Levels 3 and 4 are offered as Honors courses due to the complexity and difficulty of the material. Please refer to the Honors Program section to see the criteria needed to continue to levels 3 and 4.

Students are not allowed to sit out an entire school year from a foreign language and then return. Unless they can pass a proficiency exam to earn re-entrance at the discretion of the teacher.

In order to begin Spanish I during a student's 8<sup>th</sup> Grade year, these criteria must be met: \* Pass

ALL STAAR tests from previous year **AND**

\* Maintain a 90 average for the 7<sup>th</sup> grade year in both Math and English

\* Teacher recommendation can override criteria in extenuating circumstances

If a student is failing at the semester, they will be removed from the course.

## **FUND-RAISING**

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fundraising drives for approved school purposes. An application for permission must be made to the principal prior to the event.

Unless approved by the principal, fundraising is not permitted on school property. In most cases classes and organizations are permitted to have two fundraisers annually.

## **GRADE CLASSIFICATION**

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

Listed below is a summary of the minimum number of course credits required for grade level classification:

Freshman (Grade 9) Promotion from 8th grade

Sophomore (Grade 10) 5 credits (including 1 cr. in English)

Junior (Grade 11) 10 credits (2 cr. in English, 1 cr. in math)

Senior (Grade 12) 15 credits (3 cr. in English, 2 cr. in math)

## **GRADING GUIDELINES FOR THE ELEMENTARY CAMPUS**

Kindergarten -1st grade -2nd grade (1st semester) will report grades every 9 weeks using standards-based report cards and progress reports every 3 weeks 4 1/2 weeks. Standards-based grading and reporting provides detailed information about how a child is doing in each subject area. ~~During the 2nd semester, Grade 2 will follow the same grading guidelines as grades 3-5.~~

### **Kindergarten - 1st grade 2nd grade (1st semester):**

A = Above grade-level standards

M = Meets grade-level standards

P = Approaching grade-level standards

I = Needs improvement on grade-level standards

### **2nd grade (second semester) – 5th grade**

Grade reporting every 9 weeks and progress reports at 3 weeks 4 ½ weeks

**Major grades 60%** (examples: tests, unit assessments, special projects, writing assignments, research projects, presentations, lab reports, compositions, etc...).

**Daily grades 40%** (examples: journals, lab activities, notebooks, quizzes, writing assignments, etc...).

Core classes (math, reading, writing) require 3 major grades per 9 week grading period and 9 daily 12 daily grades. Science & Social Studies will require 2 major grades per 9 week grading period and 9 daily 10 daily grades. Elective courses (PE, art, music) will be graded as S = satisfactory or U = Unsatisfactory.

Grade Equivalents:

A = 90 - 100

B = 80 - 89

C = 70 - 79

F = Below 70

### **Regrade/Retake Policy:**

PK - 1st grade 2nd grade (1st semester) students will continue to work toward mastery of grade-level skills during each grading period in an effort to meet standards by the end of the school year. 2nd grade (2nd semester) - 5th grade: All students have the opportunity to make corrections or retake an assignment in an attempt to show mastery with a revised grade up to a 70%. Students who score below a 70 on academic achievement assignments (tests) will be given ONE opportunity to correct or retake that assignment for a revised grade up to a 70%. Retakes must be completed by the end of the 9-week grading period.

Student progress reports will be provided at 3 weeks 4 ½ weeks of the 9-week grading period.

### **Retention**

A student who is failing math and/or reading with a yearly average grade of less than 70 will be eligible for retention. A student with a second semester average in Math and/or Reading with a grade of less than 70 will also be eligible to retain.

## **GRADING GUIDELINES FOR THE SECONDARY CAMPUS**

### **Terminology and Procedures**

**Daily Grades:** The purpose of daily grades is not to evaluate a student's final achievement of a topic, but to determine where a student is in the learning process, diagnose any problems and aid in getting the help need to learn the material. Students' grades shall not be penalized for disciplinary reasons.

**Major Grades:** The purpose of major grades is to evaluate student mastery of the information or skills. Major grades evaluate mastery of TEKS, concepts, and understanding. Students' grades shall not be penalized for disciplinary reasons.

Examples of Daily Grades	Examples of Major Grades
Class discussion	Compositions
Homework	Lab reports
Journals	Performances
Lab activities	Portfolio
Learning Centers/Stations	Presentations
Notebooks	Research projects
Oral assessment	Special projects
Practice items	Tests
Quizzes	Unit Assessments
Writing Process	Writing process

### Calculating Progress Report and Six Weeks Averages

Grades for all courses at Iola Secondary School will be determined by:

1. A minimum of 8 daily grades per six weeks grading period. At least one daily grade shall be given each week.
2. A minimum of 3 major grades shall be given each six weeks.
3. The following percentages apply for report card grade calculation: 40% daily, 60% major.
4. No grade over 100 will be given for a six weeks grade or semester grade.
5. The final course grade is the average of all the six weeks grades and the final exam. Final exams are equal to one-seventh of the cumulative semester grade.  $(S1 + S2 + S3)2 + E$  divided by 7 = semester grade.

The district will report progress to parents as numerical scores. Numerical grades will be reported on a scale of 0 to 100 with 70 as the passing standard.

### Grade equivalents:

A = 90 to 100 indicates excellent work  
 B = 80 to 89 indicates good work  
 C = 70 to 79 indicates average work  
 F = 69 & below indicates failure

E = Excellent  
 S = Satisfactory  
 U = Unsatisfactory  
 I = Incomplete  
 M = modified

### Retesting

Students who score below 70 on any major test will be given the opportunity to retake the test of a suitable alternative test covering the same material. **If a student receives a “0” due to academic dishonesty, there will not be an opportunity to retake the test or assignment for credit.**

Retesting guidelines are as follows:

1. Two tutorial sessions are required before a student is allowed to retake a test.
2. Only one retake per test.
3. Only students who score below a 70 may request a retake.
4. One school day to request a retake upon notification of failure.
5. Three school days to retake the test.
6. 70 is the highest score possible on the retake.
7. Semester exams may not be retested.

### Late Work Guidelines

If a student does not turn in an assignment on time, he/she will be given until 8 am the next school morning to turn in the assignment for the opportunity for full credit (100%). If the assignment is not received by 8 am, the resulting grade will be a zero.

Note: This late work guideline does not apply to any Honors course.

### Exemptions

Freshmen may be exempt from one semester exam per semester if they meet the following conditions for final exam exemptions.

Sophomores may be exempt from two semester exams per semester if they meet the following conditions for final exam exemptions.

Juniors and Seniors may be exempt from all semester exams for both fall and spring semesters if they meet the following conditions for final exam exemptions.

However, Freshmen and Sophomore students may not be exempted from a subject's exam more than once in an academic year. For example, if a student is exempt from his/her math and English finals in the fall, then he/she may not be exempt from the math or English final in the spring. Additionally, students may not exempt a STAAR tested final exam the first semester. The terms and conditions pertaining to exemptions will be as stated in the conditions for final exam exemptions below.

Conditions for Final Exam Exemptions:

Attendance requirement: no more than two absences during the semester in any one class. All absences will count against exemptions unless the absence is school-related.

Academic requirement: 85% or above average in the class.

Behavior requirement: No discipline referrals to the office at any time during the semester resulting in ISS or DAEP placement.

Any exempted student may opt to take the final exam in any class. If the exam is taken, it will count in the final semester average.

For non-attendance at a final exam, a student **will receive a zero**. If a student is exempt from taking the final exam, his/her presence at school and at the final exam is required for the first two exams of every day. Exceptions can ONLY be made by the campus principal.

Students will only be exempt from exams in the classes for which they meet all three of the above requirements. If a student is exempt from a semester final being taken during first period, the student must be present during that test period. That student must remain in school attendance until completion of the second test period to avoid being marked absent for either/or both test periods.

Students who are required to complete a third semester final must remain in school attendance until completion of the

third testing period. The cumulative semester grade for exempt students will be determined by averaging the three six week grades (S1 + S2 + S3) divided by 3.

There will be no re-testing of six weeks or semester exams. On any other tests, re-testing will be left up to the teacher's discretion. If a class is given a retake, the average of the two grades will be recorded.

Daily assignments shall be recorded as a daily grade and averaged according to local policy. Teachers' grades will be posted as submitted.

## **GRADUATION**

### **Requirements for a Diploma**

To receive a high school diploma and participate in graduation ceremonies at the District, a student must successfully complete the required number of credits and pass a statewide exit-level examination or End of Course Exams as required by the Texas Education Agency. [See the section on Testing]

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

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).

[See the sections on Academic Counseling and Graduation Requirements]

### **Graduation Programs**

A student is entitled to complete a graduation program offered to ninth graders during the student's 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. A student is required to pursue the foundation coursework plus the coursework for an endorsement. The plan may not be changed until they complete their sophomore year.

All high school diplomas are the same; the academic program is reflected in the academic achievement record (transcript). The transcript indicates courses completed, individual achievements/performance acknowledgements, grade point averages, endorsements earned. Legislative action could possibly change requirements. Iola ISD will notify students, parents, and staff as changes occur.

Students wishing to graduate on other plans should look at the course catalog for specific details.

### **Graduation Plan: Distinguished Level of Achievement**

Required coursework includes:

**English** (4 credits):

- English I
- English II
- English III
- English IV or Dual Credit

**Math** (4 credits):

- Algebra I
- Geometry
- Algebra II
- Advanced Math Course\*

**Science** (4 credits):

- Biology
- IPC or Chemistry
- Physics or other Advanced Science Course\*
- Advanced Science Course\*

**Social Studies** (4 credits):

- World Geography
- World History
- US History
- Government/Economics

**2 Foreign Languages** - Spanish 1, Spanish 2

**1 Fine Arts Course** – Band or Art

**1 PE or Athletics**

**½ Professional Communications**

**½ Health Education**

**5 electives gained thru endorsement specific coursework**

\*Advanced courses will be approved by SBOE.

**Total 26 credits**

Additionally, students can earn **Performance Acknowledgments** for their transcripts by achieving outstanding performance in one of the following:

- Spanish III
- Dual Credit courses
- PSAT, ACT Plan, SAT or ACT
- Earning a national certification/license
  - SBOE determines the scores needed.

## **HIGHLY QUALIFIED TEACHER STATUS**

In accordance with federal regulations for Title 1, Part A schools, parents have the right to request and receive information regarding the qualifications of their children's teachers. If you would like to obtain this information, please contact the superintendent's office.

## **HOMEWORK / CLASS WORK**

### **PK-5<sup>th</sup> Grade**

The purpose for assigning homework is to give students the opportunity to extend lessons, practice skills, engage in critical thinking and develop good work habits. Homework can also serve as one form of communication between the teacher and the family. It is important that homework does not add stress to family life. Therefore, it is up to the student, family, and teacher to share the responsibilities for homework. ~~The elementary campus will NOT grade homework.~~ Homework may be given as practice to reinforce what is learned in the classroom. Homework may only be given twice a week and a student should not expect to spend more than 20 minutes on homework. A student will NOT be penalized for not completing or returning homework at the elementary level. All grades will be taken in the classroom.

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The National Education Association endorses the 10-minute rule, which states that the maximum amount of homework (all subjects combined) should not exceed 10 minutes per grade level per night (not including nightly reading.) For example: 1st grade would be 10 minutes, 2nd grade would be 20 minutes, and so on.

Children differ in the amount of time it takes them to complete homework. The teacher may think he or she has given a 20-minute assignment, but one child may finish it in 20 minutes while it takes another child an hour. If homework seems excessive and your child is having a hard time completing it, let the teacher know the amount of time your child spends on each assignment so she can adjust as needed.

**Rationale:** Homework should not add stress to a family's life. We understand that family time and other activities in our students' life is also important. By having homework that students can master in a reasonable amount of time, it will increase the likelihood of them doing it. Please direct questions or concerns to your child's teacher or to the campus principal.

### **Secondary Campus**

Homework policies are at the teacher's discretion.

If a student is absent they will be given the number of days he or she was absent plus one extra day in order to complete

assignments he or she missed due to the absence. These assignments are not counted as late work until the designated days have been exceeded.

## **HONOR PROGRAM**

Students can only enter the Honors Program at the beginning of the school year. Criteria

### of Honor Program

- \* 90 yearly average from the previous year in the content area
- \* Pass ALL STAAR test from previous year
- \* Teacher recommendation can override criteria in extenuating circumstances

### Continuation of Honor Program Criteria

- \* Maintain an 85 average for the year
- \* Pass ALL STAAR
- \* Teacher recommendation can override criteria in extenuating circumstances

If at the end of the semester, a student is failing, the student will be moved to a regular class. No late work will be accepted and retesting policy does not apply to Honors courses.

Transfer Students who were in the Honors Program at their previous school can continue in Iola's Honor Program but must maintain the same standards in order to remain in the program.

### Spanish Honors Program Exception

Students can continue on to Spanish 3 Honors only by meeting these criteria:

- \* Pass ALL STAAR tests from previous year **AND**
- \* Maintain a 90 average for the year **OR**
- \* Maintain an 85 average for the year with teacher approval and a parent waiver.

The Parent Waiver includes the understanding that the student must maintain an 85 average at the first semester or they will be withdrawn from the course.

- \* Teacher recommendation can override criteria in extenuating circumstances

Students will not be able to continue into Spanish 4 with the same exception.

## **IMMUNIZATION**

A student is required to be fully immunized against disease as required by the Texas Board of Health. However, a student may be provisionally admitted if the student has begun the required immunizations and continues to receive the necessary immunization as rapidly as medically feasible. A student who is not fully immunized and has not begun the required immunizations may not attend school. However, a child who is fully immunized or has begun the required immunizations has thirty days from the date of enrollment to produce the required immunization documentation.

The immunizations required by the District are: diphtheria, tetanus/diphtheria/pertussis (DTAP), measles, mumps, rubella (MMR), Haemophilus influenzae type B (HIB - Pre-K), poliomyelitis (polio), hepatitis A, hepatitis B, varicella (chicken pox), (Pre-K - pneumococcal conjugate). 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) stating 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 stating 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 condition.

## **LAW ENFORCEMENT**

### Questioning of Students

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

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

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

Before a student is 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 parent 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.

## **LOCKERS**

Lockers are school property and remain under the control and 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. Each student is assigned a locker and is responsible for keeping it clean and neat. Students may not write or place stickers on or in the lockers and may not put belongings in a locker other than the one assigned to the student. Students should lock lockers for the protection of property. Any student who vandalizes the lockers is subject to a minimum ten-dollar charge and disciplinary action.

## **MEDICINE AT SCHOOL**

A student who must take prescription medicine during the school day must bring a written request from his or her parent and the medicine, in its original, properly labeled container. The medicine must be given to the nurse or school designee. The nurse or school designee will either administer the medicine at the proper times or give the student permission to take the medication as directed.

## **NON-TRADITIONAL ACADEMIC PROGRAMS**

[See Graduation Requirements]

## **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) and the Directory Information notice. Parents with questions are encouraged to contact the Principal of the school.
- Become familiar with all of the child's school activities and with the academic programs, including special programs offered in the District. Parents should discuss with the Counselor or Principal any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child. Parents should also 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 (936) 394-2361 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. [See the section on Protection of Student Rights]
- Review the child's student records when needed. A parent 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) other medical records, (10) teacher and counselor evaluations, (11) reports of behavioral patterns, and (12) state assessment instruments that have been administered to his or her child. [See also Student Records]

- 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 (1) is to be used for school safety; (2) relates to classroom instruction or a co-curricular or extracurricular activity; 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 in 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. Furthermore, the child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency (TEA).
- Become a school volunteer. For further information, contact the school Principal.
- 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: Bulldog Band Boosters and Future Farmers of America Booster Club.
- Offer to serve as a parent representative on the District-level or campus-level planning committees in formulating educational goals and plans to improve student achievement. For further information, contact the campus principal.
- Attend Board meetings to learn more about District operations, including the procedure for addressing the Board when appropriate.

### Parental Involvement Policy

Each campus and the district has a written parental involvement policy and the document is available online or at request from the school office. Parent input is sought annually and the policy is updated accordingly.

## **PHYSICAL EXAMINATIONS / HEALTH SCREENINGS**

The school nurse periodically conducts vision, hearing, and scoliosis screening. Students who wish to participate in athletics will need to have a physical examination each year performed by a physician at their expense.

### Student Health Insurance

Iola ISD has purchased a **LIMITED** student accident insurance policy that covers all our students PK-12. This policy covers the student while participating in any school sponsored activity, including sports, FFA, and recess.

This policy is **NOT designed to pay all medical expenses**. The benefits should help offset an individual's co-insurance and their deductible. There is a Special Network of hospitals and physicians that will take an individual's insurance coverage and the student insurance on FULL ASSIGNMENT. This does not apply to HMO covered individuals. HMO participants must use their own HMO.

An injured student must be examined by a physician within 90 days of injury and a completed claim form must be submitted to the claims office. **The student's primary insurance must be filed and processed before the student insurance will begin payment.**

The school offers VOLUNTARY plans with the same company for those parents that do not have personal insurance. These plans are considered PRIMARY and will pay regardless of other insurance. Their 24-hour plans are very reasonable and are also available to school employees.

Any questions concerning our coverage should be directed to Calvin Martin, Health Special Risk, Inc. His number is 806-670-5553.

**FOR PARENT OR GUARDIAN  
STUDENT INSURANCE INFORMATION  
PLEASE PROVIDE COPY TO YOUR MEDICAL PROVIDER**

**IT IS A LIMITED BENEFIT PLAN. IT WILL NOT PAY 100% OF THE BILLS.** A NETWORK OF PROVIDERS ARE AVAILABLE THAT WILL TAKE MOST BENEFITS ON FULL ASSIGNMENT.

If the student is covered by an HMO, you must obtain treatment through your required provider. You may submit your deductible and co-payments to American Bankers life c/o O.I.A. Claims Office, PO Box 5004, Thousand Oaks, California 91359. You will be reimbursed up to the policy limits.

When your health care provider is a PPO and you wish to use their network of providers, please have them file all claims with your insurance carrier first. The hospital, clinic, or doctor can then file the E.O.B.'s (Explanation of Benefits) with American Bankers Life along with the itemized bills. The providers will be paid the balance due up to the policy limits. After both policies have paid there could be some additional expenses, which will be the responsibility of the parent or guardian.

**IF YOUR PERSONAL POLICY REQUIRED PRE-CERTIFICATION – PLEASE DO SO IMMEDIATELY.**

A special Texas Athletic Network of providers has been established for those individuals who are not covered through an HMO. These providers have agreed to accept your insurance and the district's student accident coverage on FULL ASSIGNMENT. This special network consists of orthopedic specialist and other health care providers that take care of the NBA, NFL, and other professional athletes. A list can be obtained from your district coach or trainer.

PROVIDER INFORMATION CAN BE FOUND BY CALLING (800) 900-9750, 24-HOURS A DAY.

For those students that do not have personal insurance, the student athletic network will accept the school student insurance on FULL ASSIGNMENT.

NOTE: CERTAIN ITEMS ARE NOT COMPLETELY COVERED ON FULL ASSIGNMENT WITHIN THE NETWORK, I.E., NEUROSURGERY, ANESTHESIA EXPENSES, PHYSICAL THERAPY AND A FEW MISCELLANEOUS ITEMS.

If the district has a deductible on the student athletic plan, the parent or guardian will be responsible to pay this deductible at the time of service. This deductible will be waived if the parent has purchased the student voluntary plan.

## **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, RETENTION and PLACEMENT**

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. Any student wishing to be promoted or accelerated during the summer is required to have the necessary coursework completed prior to July 5<sup>th</sup>. The student will then be required to take the STAAR End-of-Course Test associated with that course before the school can award credit. The testing date for the summer is in mid July.

Retention does not require parental or guardian permission in cases where academic or demonstrated proficiency has not occurred. To earn credit in a course, a student must receive a grade of 70 based on course-level or grade-level standards.

A middle school (or junior high) student must have an overall average of 70 or above, as well as an average of 70 or above in a least three of the following subjects: language arts (including reading improvement if required), mathematics, social studies and science. If a student's grade average in any subject or course is below 70 at the end of the first three weeks of any grading period, the student's parents will be notified.

Retention will be considered for elementary students (K-3) who are failing reading and/or math for the second semester and/or for the year. Students in the 5<sup>th</sup> and 8<sup>th</sup> grade must pass the math and reading portions of the State of Texas Assessments of Academic Readiness (STAAR) tests in order to advance to the next grade. Students will be given 3 opportunities to pass the test. Retention will be considered for elementary students (4-6) who are failing two or more of the following subjects for the year: reading, English, spelling, math, science, or social studies.

No student shall be retained more than once in grades 1 – 4 nor more than once in grades 5 – 8 unless the parents, teacher and the school administrator agree that the student should be retained a second time because of some special circumstances.

Students that have been retained previously, but have not met promotion criteria, will be placed.

## **PROTECTION OF STUDENT RIGHTS**

No student will be required to participate without parental consent in any survey, analysis, or evaluation— funded in whole or in part by the U.S. Department of Education—that concerns:

- Political affiliations.
- Mental and psychological problems potentially embarrassing to the student or family.
- Sexual behavior and attitudes.
- Illegal, antisocial, self-incriminating, and demeaning behavior.
- Criticism of other individuals with whom the student or the student's family has a close family relationship.
- Relationships 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.

Parents shall be able to inspect any teaching materials used in connection with such a survey, analysis, or evaluation.

## **RELEASE OF STUDENTS FROM SCHOOL**

A student will not be released from school at any time other than at the end of the school day except with permission from the Principal or designee. Sign-out procedures must be followed. 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, regardless of age, must have verbal confirmation from their parent/guardian. 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.

## **RESOLUTION OF THE BOARD REGARDING EXCLUSION FROM EXTRACURRICULAR ACTIVITIES AND ELECTIVE COURSES**

WHEREAS, Texas Education Agency (TEA) guidance authorizes school districts to develop local policy that would exclude students who are receiving all-remote instruction from participating in extracurricular activities and elective courses open only to students in a particular University Interscholastic League (UIL) activity;

WHEREAS, the TEA guidance states that the policy may apply to all students who are learning remotely or only to inter-district transfer students who are learning remotely and that the exclusion policy must otherwise be applied equally to all students and to all extracurricular activities;

WHEREAS, TEA guidance provides that if a parent chooses remote instruction for their child, the District may limit the student's return to an on-campus setting to occur only at the end of a grading period if the District believes it is in the student's educational interest;

WHEREAS, the UIL has clarified that students participating in remote learning offered by their school district, whether synchronous or asynchronous, may participate in UIL activities if they meet all other UIL eligibility requirements in accordance with the UIL *Constitution and Contest Rules* but that districts may develop local policies with additional requirements for participation; and

WHEREAS, Texas Education Code 11.151 gives the Board of Trustees the exclusive power and duty to govern and oversee the management of the public schools of the District.

NOW, THEREFORE, BE IT RESOLVED that for the 2020-2021 school year, the Board of Trustees of Iola ISD School District approves the following provision:

A student or an inter-district transfer student who is voluntarily participating in an all-remote instructional method, whether synchronous or asynchronous, shall not be permitted to participate in any extracurricular activity, practice, or performance for the grading period in which the student is receiving all-remote instruction or any elective course open only to students participating in a particular UIL activity.

The authority granted by this resolution shall only apply for the 2020-2021 school year unless the Board takes further action.

Adopted this 6<sup>th</sup> day of August, 2020, by the Iola ISD Board of Trustees.

### **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 or nine weeks.

**GRADES K-5** - At the end of the 3rd and 6th week of each grading period, all students will receive a progress report. Progress reports indicating a course grade average of 79 or below must be signed by the parent and returned to the school within three days.

**GRADES 6-12** - 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 are encouraged to schedule a conference with the teacher of that class or subject.

Achievement or progress shall be reported to parents as numerical grades.

Parents can review grades at any time through the Parent Portal.

## **SAFETY / ACCIDENT PREVENTION**

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

- Avoid conduct that is likely to put the student or other students at risk.
- Not bring backpacks with wheels to the Elementary campus without special permission from the Principal.
- Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the Principal, Teachers, or Bus Drivers.
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

[See the section on Emergency Medical Treatment]

## **SATURDAY DETENTION**

Saturday Detention will be assigned to students as an alternative to ISS in cases of minor discipline reports filed in the office. These actions include, but are not limited to, misbehavior in class, excessive tardiness, dress code violations, and missed D-Hall. Saturday Detention will be held 2 Saturdays per month and will begin at 8:00 a.m. and end at 12:00 noon. Students will be notified of the specific dates prior to their assignment to Saturday Detention. It is the student's responsibility to relay the assignment to the parent/guardian of Saturday Detention and ensure that the student is present on the assigned Saturday Detention. If a student does not attend Saturday Detention, the student will be assigned 5 days of ISS.

## **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 the 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.

### **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(ren)'s school assignment area may contact the superintendent.

## **SEARCHES BY TRAINED DOGS**

The District will conduct periodic searches of the facilities, parking lots and grounds using trained drug dogs.

## **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 or concerns about the expectations in this area with a Teacher, Counselor, Principal or Designee, or Superintendent 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. 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, but no later than seven calendar days of receipt of the complaint. The Principal [Principal's designee] or 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 [Principal's designee] or 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 (1) a complete statement of the complaint, (2) any evidence supporting the complaint, (3) a statement about how the matter should be resolved, (4) 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 or designee 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, 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.

### **English as a Second Language Program**

Students whose Home Language Surveys reflect a home language other than English will be given a LAS (Language Assessment Scale) within 20 school days of enrollment. If the student is fluent in English, the LPAC (Language

Proficient Assessment Committee) will meet to determine placement in general education classroom settings.

If the student is limited in English speaking, LPAC will meet to determine eligibility of the student for ESL (English as a Second Language) instruction for a minimum of 20 minutes a day. This placement is dependent upon parental approval. LPAC will meet at the end of each school year to determine continued eligibility and placement for the upcoming year.

At the time the student is determined to be English proficient, he/she will be exited from the ESL program and criterion referenced tests will be monitored for 2 years to ensure the success of the student.

### State Assessments

State Assessments are administered annually in accordance with state law. Results of the assessments are distributed with the report card immediately following the receipt of results. If you have questions or concerns about your child's testing results, please contact the campus principal.

## **STUDENT OFFICES AND ELECTIONS**

Students wishing to participate in student body elections and organizations should contact the organization's sponsors for eligibility requirements and procedures.

## **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. This 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 records. "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:

- Working with the student;
- 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;
- Compiling statistical data; or
- 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 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 court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the 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. 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 postsecondary education; (3) if the parent fails to follow proper procedures; 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. The opportunity to exercise such an objection is provided on the Directory Information Notice Form signed by the parent. 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 and 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**

Student schedules will be planned in consultation with the parent and Counselor when optional courses are available. Schedule changes will be made during the first ten school days during each semester with no loss of credit for that class. A change of schedule beyond the first ten school days of each semester will be at the discretion of the principal on an individual case-by-case basis.

## **TESTING**

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

- Mathematics: Grades 3-8, Algebra I EOC
- Social Studies: Grades 8, US History EOC
- Science: Grades 5, 8, Biology EOC
- English: English I EOC, English II EOC
- Reading: Grades 3-8

To receive a high school diploma, students must successfully pass End of Course Assessments. [See the section on Graduation]

Test results will be reported to students and parents; parents may review a local assessment that has been given to their child. [See the section on Protection of Student Rights]

Certain students, such as students with disabilities and students with limited English proficiency may be eligible for accommodations or alternative assessments. For more information, see the Principal, Counselor, or Special Education Director.

Juniors and Seniors will be allowed one extra-curricular absence to take the school sponsored Quick THEA.

By signing the handbook acknowledgement form, parents attest to their understanding that due to the enactment of HB4545, and updated with the passage of HB1416, students who did not participate in or perform satisfactorily on any STAAR exam in grades 3 through EOC, the school district in which the student attends school shall provide to the student accelerated instruction (TEC 28.0211 (a-1)). In accordance with 28.0211 (a-2), a student may be required to participate in accelerated instruction.

Parents also acknowledge their understanding that accelerated instruction may take place before or after the regular school hours (TEC 28.0211 (a-2)). When providing accelerated instruction outside of regular school hours, the school district shall provide transportation (TEC 28.0211 (j)). Furthermore, in providing accelerated instruction during regular school hours, the school district may not remove a student from instruction in the foundation curriculum and enrichment curriculum adopted under Section 28.002 for the grade level in which the student is enrolled, or recess or other physical activity that is available to other students enrolled in the same grade level (TEC 28.0211 (a-3) (1) (2)).

## **TEXTBOOKS**

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

## **TRANSFER STUDENT**

The District has the right to revoke the transfer of a student for violating the District's Student Code of Conduct, poor attendance or failing grades.

## **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.

## **TRAVEL – SCHOOL SPONSORED ELEMENTARY UIL**

If a student is a disciplinary problem and is placed in ISS, he/she will not participate in UIL and will not travel on field trips during the semester the student is placed for disciplinary reasons.

## **TRUANCY PREVENTION PLAN**

Iola ISD will take the following measures to prevent truancy:

When a student reaches 3 unexcused absences within a four week period-

- The School Resource Officer (SRO) will conference with the students at Iola Secondary School.
- The SRO will contact the parent by phone for students at Iola Elementary School and Iola Secondary School.
- The PEIMS Coordinator will send a first warning letter to the parents of students at Iola Elementary School and Iola Secondary School.

When a student reaches 5 unexcused absences within a six month period-

- The SRO will conference with the student's parents at Iola Elementary & Iola Secondary School.
- The PEIMS Coordinator will send a second warning letter to the parents of students at Iola Elementary School and Iola Secondary School.

When a student reaches 7 unexcused absences within a six month period-

- The SRO will conduct a home visit with the student's parents of Iola Elementary & Iola Secondary School.
- The PEIMS Coordinator will send a third warning letter to the parents of students at Iola Elementary School and Iola Secondary School.
- Secondary School students will be subject to disciplinary measures including community service

When a student reaches 8 unexcused absences within a six month period-

- The SRO will make contact with the parents
- The PEIMS Coordinator will send a final warning letter to both parents
- Secondary School students will be subject to disciplinary measures including community service

When a student reaches 9 unexcused absences within a six month period-

- The SRO will make contact with the parents
- Secondary School students will be subject to disciplinary measures including community service

When a student reaches 10 unexcused absences within a six month period-

- The SRO will make contact with the parents
- The SRO may file on both parents. (Criminal charges for students ages 5-11 and civil charges for students ages 12-18. Criminal charges can also be filed against parents for students ages 12-18 at the discretion of the administration.)
- Secondary School students will be subject to disciplinary measures including community service.

## **VEHICLES ON CAMPUS**

A student must be a licensed driver in order to park on campus. 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. Students are required to park their vehicles in designated parking areas only. A Parking Permit (hanging tag) will be issued to each student at which time a copy of their driver license will be made. Permits are required to be turned back in to the office at the end of the school year. A student will be charged \$5.00 for lost permits or to replace a permit. [See also the Student Code of Conduct.]

## **VISITORS**

### Parents and officials:

Iola ISD uses the Raptor Technology Visitor Management System (commonly called “Raptor”). The overall goal of this system is to increase the safety of our schools. The system produces visitor badges with the picture of the individual after the visitor has been checked against a database of registered sex offenders. Visitors to Iola ISD must check in with the office and present photo identification. Visitors without photo identification will be required to meet with a campus administrator to determine the nature of the visit. Parents and other official visitors are welcome to visit Iola ISD. For the safety of those within the school, all visitors must first report to the principal’s office and register at the campus. A visitor’s tag will be issued and must be worn while on campus. Parents and guardians must have a current driver’s license or photo ID. Visits to individual classrooms during instructional time by a parent are prohibited unless prior approval from the principal and teacher has been obtained. Visits with teachers need to be scheduled in advance.

### Student visitors:

Students from other districts or former Iola ISD students may not visit Iola ISD during school hours without prior approval from a principal. Due to security concerns, identification will be required from any person on school property. Students must first report to the principal’s office and register at the campus. A visitor’s tag will be issued and must be worn while on campus. A current driver’s license or photo ID is required. Persons without legitimate business may be asked to leave. Criminal trespass charges may be filed against violators.

### Lunch visitors:

All visitors must check in at the front office. Only parents, grandparents, siblings or other family members as determined by campus administrators may eat lunch with students unless prior approval from a principal has been obtained. Campus administrators have the discretion to disallow lunch visitors.

Parents and guardians may bring lunch for their child, but not for other students.

Revised 7/31/2024



## **Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services**

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider 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 districts and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

### Special Education Referrals:

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district or charter school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply. Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the district or charter school in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

Contact Person for Special Education Referrals:

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

Contact Person: Elementary: Hollie Guilbeau ~~Dianne Luna~~, Secondary: Brian Fowler

Phone Number: 936-394-2361

Section 504 Referrals:

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

Contact Person for Section 504 Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Contact Person for elementary: Mandi Jackson ~~Jennifer Cherry~~, Elementary Counselor

Contact Person for secondary: Kristin Sajewski

Phone Number: 936-394-2361

Additional Information:

The following websites provide information and resources for students with disabilities and their families.

- [Legal Framework for the Child-Centered Special Education Process](#)
- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)
- [HB 3928 The Beckley Wilson Act for Dyslexia](#)

## USE OF IOLA ISD TECHNOLOGY RESOURCES

The school's technology resources, including email and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources:

### Students must

#### Respect and protect the privacy of others.

- o Use only assigned accounts.
- o Not view, use, or copy passwords, data, or networks to which they are not authorized.
- o Not distribute private information about others or themselves.

#### Respect and protect the integrity, availability, and security of all electronic resources.

- o Observe all network security practices, as posted.
- o Report security risks or violations to a teacher or network administrator.
- o Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
- o Conserve, protect, and share these resources with other students and Internet users.

#### Respect and protect the intellectual property of others.

- o Not infringe copyrights (no making illegal copies of music, games, or movies!).
- o Not plagiarize.

#### Respect and practice the principles of community.

- o Communicate only in ways that are kind and respectful.
- o Report threatening or discomfoting materials to a teacher.
- o Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
- o Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- o Not use the resources to further other acts that are criminal or violate the school's code of conduct.
- o Not send spam, chain letters, or other mass unsolicited mailings.
- o Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

**Consequences for Violation.** Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources. Other consequences may also occur under the Student Code of Conduct and appropriate Discipline Plan and/or other legal action may be taken in accordance with applicable laws.

**Supervision and Monitoring.** School and network administrators and their authorized employees monitor the use of technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

**Parent Acknowledgement for System Use.** I understand that the District utilizes Internet Access Filters to block inappropriate sites, but that it is absolutely impossible to totally prevent access. Because the District takes reasonable steps to restrict such access, I hereby release the District, its operators, and any institution with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system, including, without limitation, any damage as identified in the District's policy and administrative regulations. I understand that my child's permission to use these systems is a right which may be removed for violation of these procedures and policies.

*(Acknowledgement and signatures required on next page)*

Student Name \_\_\_\_\_ Campus \_\_\_\_\_

### **BRING YOUR OWN DEVICE POLICY**

Iola ISD students may utilize personal electronic communication devices and personal computers at school and at school activities. Students may utilize their devices in the classroom when the teacher deems appropriate for education purposes. These devices include, but are not limited to: personal computers, cell phones, smart phones, iPods, iPads, iPhones, mp3 players and electronic tablets. The District encourages students and staff to use these devices for education purposes during the school day.

District employees have the authority to secure any electronic communication device or personal computer belonging to a student if it is not being used as an educational device in the classroom. If a device is secured by a teacher, it will be handed over to the campus administration. Parents shall be notified. The device may be returned to either the parent or the student. Students who violate this policy shall be subject to the disciplinary measures outlined in the Student Handbook and the Student Code of Conduct.

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### **PARENT ACKNOWLEDGEMENT FOR PUBLICATION OF STUDENT WORK OR VIDEOS**

Iola ISD often publishes a wide variety of student videos and student projects on the Iola ISD website ([www.lolaisd.net](http://www.lolaisd.net)) and the newspaper. Please indicate below your permission for us to display these items.

	Media Outlets	IISD Website
Videos of my child	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
My child's work	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

### **I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS FOR USE OF IOLA ISD TECHNOLOGY RESOURCES:**

_____	_____
Student	Date
_____	_____
Parent/Guardian	Date