

2009 – 2010

STUDENT HANDBOOK



Tivy High School

Mission Statement

**As we enter Tivy with dreams,
Let us grow in honor;
As we go forth,
Let it be with excellence.**

"Tivy Fight Never Dies"

STUDENT HANDBOOK

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Tivy High School Office Support Team

Principal	Bobby Templeton	Ext. 226
Dean of Instruction	Heather Engstrom	Ext. 255
Asst. Principal (A—G)	Chris Cook	Ext. 253
Asst. Principal (H—O)	Jane Harris	Ext. 243
Asst. Principal (P—Z)	James Harmon	Ext. 225
Athletic Director	Mark Smith	Ext. 247
Counselor (A—E)	Denise Hall	Ext. 237
Counselor (F—Le)	John Milner	Ext. 236
Counselor (Li—Re)	Kendall Young	Ext. 232
Counselor (Ri—Z)	Micaela Perez	Ext. 233
Diagnostician	Cathy Barkley	Ext. 240
Nurse	Anne Goette	Ext. 271
School Resource Officer	Larry Sanchez	Ext. 330
Instructional Support	Shirley Leifeste	Ext. 264

Additional Contact Information

Tivy High School	257-2212
Fax #	895-0411
Fax #	895-3575
Attendance Office	Ext. 227
Assistant Principals' Office	Ext. 239
Band	Ext. 270
Choir	Ext. 283
Cafeteria	Ext. 284
Career/Technology	Ext. 238
Counseling Office	Ext. 235
Fax #	257-3828
Registrar	Ext. 248
In-School Suspension (ISS)	Ext. 329
Principal's Office	Ext. 226
Disciplinary Alternative School	257-1332
Hill Country High School	257-2232

It is the policy of the Kerrville Independent School District to make the employment, programs, services, facilities, activities and accommodations in the district accessible to all people. The Kerrville ISD does not discriminate on the basis of race, color, national origin, sex or disability in the employment, programs, services or activities offered by the district.

Superintendent Dan Troxell has been designated the compliance coordinator for Title IX requirements. He is located at 1009 Barnett Street, Kerrville, Texas, and may be reached by telephone at 257-2200, ext. 227.

Ron Chew has been designated the district coordinator for Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. He is located at 729 Tivy Street, Kerrville, Texas, and may be reached by telephone at 257-2203.

I. Academics

a. Report Cards

At least once every six weeks, the District shall give written notice to parents of students' grades in each class or subject. The report shall include the number of times the student has been absent. Report cards will be distributed to students the week following each grading period. The notice shall provide for the signature of the parent and must be returned to the District.

If in any class or subject a student receives a grade equal to or less than 70 on a scale of 100, the grade notice shall state the need for a conference between the appropriate teacher and the parent. Teachers shall advise parents in the grade report whether students are recommended or required to attend tutorials in the subsequent six weeks grading period. (EI-R)

b. Grading Overview

- When letter grades are transferred in, the following conversion table shall be in effect:
≥98 = A+ ≥95 = A ≥92 = A-
≥88 = B+ ≥85 = B ≥82 = B-
≥78 = C+ ≥75 = C ≥72 = C-
- The teacher shall record a 50 for any average numerical grade earned that is lower than 50 for grading periods 1, 2, 4 and 5. In all other grading periods and on the final examination, the actual grade earned shall be reported.
- Grades recorded shall not exceed 100.
- The semester grade will be derived by averaging equally the three six weeks grades or the six weeks and/or the semester exams (where applicable).
- No single grade can count more than 25% of the 6-week average. A minimum of 3 major and 5 minor assignments is required for each grading period. (EI-R)

c. Exam Exemptions

- Students must fall within the following behavioral expectations, grade range and aligned attendance to be eligible for either fall or spring exemptions:
90 – 100 (4 absences)
80 – 89 (3 absences)
70 – 79 (2 absences)
- Absences will start from 1st day of enrollment and from the 1st day of the second semester. All transfer records (behavior, grades, attendance) will apply for exemption purposes. No suspensions (OCS, ISS); no removals to DAEP; no expulsions.
- Fall Exemptions are as follows:
Seniors must take 2 core finals.
Juniors must take 2 core finals.
Sophomores must take 3 core finals.
Freshmen must take 3 core finals.
Students must take Dual exams.
- Spring Exemptions are as follows:
Seniors exempt from all final exams.
Juniors must take 1 core final.
Sophomores must take 2 core finals.
Freshmen must take 2 core finals.
Students must take Dual exams.
- AP Exams

For spring semester only, AP students may take the AP Exam and be exempt from teacher-made final exam as long as they have no more than four absences during the spring semester and no suspensions (OCS, ISS), removals to DAEP, or expulsions.

- College Days
Two college days are allowed for Seniors and one college day for Juniors. Students may use those days either 1st or 2nd semester.
 - GPA
GPA points are figured into average to determine exemptions. (ELA-R)
- d. Homework
- Homework shall not be assigned as punishment.
 - No student should fail a grading period solely on the basis of homework related grades. (EI-R)
- e. Make-up Work (*Due to student absence*)
Students have 2 days to make up missed work for each day absent, unless other arrangements are made with the teacher. Assignments made prior to the absence are due upon return to school, unless other arrangements are made with the teacher. (EI-R)
- f. Late Work (*NOT due to student absence*)
Each department's policy and each AP course policy will be approved by the Principal or designee and filed in the office and with the department chair. (Extenuating circumstances will be handled on a case-by-case basis.) (EI-R)
- g. TAKS Testing
- Every student receiving instruction in the essential knowledge and skills shall take the appropriate criterion-referenced tests.
 - To be eligible to receive a high school diploma, a nonexempt student must demonstrate satisfactory performance on the exit-level test.
 - A student may not receive a high school diploma until the student has performed satisfactorily on the secondary TAKS exit-level assessment for English language arts, mathematics, social studies, and science. A foreign exchange student who has waived in writing his or her intention to receive a Texas high school diploma may be excused from the exit-level testing requirement. (EKB—LEGAL)
- h. National Honor Society
Membership in the National Honor Society is by an application/acceptance process. Successful candidates become members when inducted at a special ceremony. An NHS member who transfers from another school and brings a letter from the principal or NHS advisory stating that the individual is a member in good standing shall be accepted automatically as a member. Transfer members must meet the Tivy chapter standards within one term (18 weeks) in order to retain membership. Members who resign or are dismissed are permanently removed from membership.
- i. Principal's Team
The Principal's Team is made up of students who have made all A's through the first five six-weeks grading periods and have no suspensions (off-campus or in-school), or Alternative School actions for infractions of the Student Code of Conduct. These students will be treated to a special outing (usually in May) by the principal.
- j. Honor Rolls
There are two honor rolls at Tivy High School. One is an "A" honor roll (all A's) and the other is an "A-B" honor roll (85 average). A student with a failing grade is not eligible for the "A-B" honor roll. Weighted grade points will be added each grading period to determine honor rolls. To be eligible for either the "A" honor roll or the "A-B" honor roll, students must receive "Satisfactory" in citizenship for all courses.

- k. Credit by Exam (*With Prior Instruction*)
 - To be eligible to earn credit by examination, a student shall have had prior instruction in the subject or course, as determined by the District on the basis of a review of the student's educational records. A student must have received a grade of at least 60 in the course failed in order to gain credit by such an examination.
 - On approval of the attendance committee, a student who has excessive absences may be permitted to earn or regain course credit through credit by examination. Credit by examination is one of several available options for a student to regain credit. When credit by examination is selected by the student for this purpose, cost of the examination shall be paid by the student. This fee may be waived for those students unable to pay.
 - To receive credit, students shall score a grade of 70 or above on the examination. (EEJA—LOCAL)
- l. Credit by Exam (*Without Prior Instruction*)
 - The Superintendent or designee shall be responsible for development or selection of tests to be used to grant credit to students without prior instruction in a subject area or grade level. Whether tests are developed by the District or purchased from a source approved by the State Board of Education, each examination shall thoroughly test the essential knowledge and skills in the applicable grade level or subject area.
 - Approval of credit or advancement on the basis of an examination for acceleration shall be by the Superintendent or designee, in accordance with State Board rules. (EEJB—LOCAL)

m. Conferences

Parents are welcome to contact their student's teachers, counselors and administrators at any time. In particular, if there are any changes or concerns regarding their student the parent is encouraged to contact school personnel immediately. The Tivy High School telephone number is 830-257-2212.

Additional contact information may be found at:

www.kerrvilleisd.net/tivy/directory.

II. Attendance

a. Compulsory Attendance

The state compulsory attendance law requires that: A student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. However, if a student 18 or older has more than five unexcused absences in a semester, the District may revoke the student's enrollment. The student's presence on school property is then unauthorized and may be considered trespassing. A student with unexcused absences from any class, from required special programs, or from required tutorials may be considered truant and subject to disciplinary action. Truancy may also result in assessment of penalties by a court of law against the student and/or parent. A truancy complaint (against the student and/or parent) may be filed in the appropriate court if the student has unexcused absences: on ten or more days or parts of days within a six-month period in the same school year, or on three or more days or parts of days within a four-week period, (missing three class periods).

b. Attendance for Credit

- A student shall not be given credit for a class unless the student is in attendance 90 percent of the days the class is offered.

- An attendance committee may give class credit to a student because of extenuating circumstances. (FEC—LEGAL)
 - Petitions for credit may be filed at any time the student receives notice but, in any event, no later than 30 days after the last day of classes.
 - The attendance committee shall review the student's entire attendance record and the reasons for absences and shall determine whether to award credit. The committee may also, whether a petition is filed or not, review the records of all students whose attendance drops below 90 percent of the days the class is offered.
 - Students who have lost credit because of excessive absences may regain credit by fulfilling the requirements established by the attendance committee. (FEC—LOCAL)
- c. Excused Absences
- School-related absences are considered excused.
 - Two college days for seniors and one college day for juniors per year are considered excused with appropriate documentation submitted to the Attendance Office within three days after the absence.
 - Full day absences for medical reasons or illnesses are considered excused with appropriate documentation from the medical professional or business submitted to the Attendance Office within three days after the absence.
 - A student missing part of a day due to a medical, dental or mental health related appointment who is in attendance for part of the school day will not be marked absent for any part of the day if a note from the medical, dental or mental health provider is submitted to the Attendance Office within three days after the absence.
- d. Unexcused Absences
- All absences (except school-related) are considered unexcused unless proper documentation is provided to the Attendance Office within three days of the absence.
- e. Extracurricular Activity Absences
- A student shall be allowed in a school year a maximum of ten extracurricular absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two absences for state competition. Following a review of a student's attendance record, up to three additional extracurricular absences may be granted, with administrative discretion. (FM—LOCAL)
- f. Attendance Appeal Process
- Questions regarding student attendance may be directed to the Attendance Office or to the student's Assistant Principal. A formal attendance appeal for purposes of credit recovery will be handled as outlined in the above section, *Attendance for Credit*.
- g. Leaving from and Returning to School
- Tivy High School is a closed campus. No student may leave campus without documented permission from a parent and administrator. Upon approval to leave, the student must be signed out through the Main Office. When arriving at school after the beginning of the instructional day the student must sign in at the Main Office.
- h. Perfect Attendance
- Perfect attendance is based on a student being present in each class period for each day through the 5th six weeks. Any absence, excused or unexcused (except for school-related absences), in any class period during the first five six weeks will count against perfect attendance.

- i. **Withdrawal and Enrollment**
Both procedures are initiated in the Main Office. Both procedures will require the presence and signature of a parent, except in certain cases of students 18 or older or students declared as emancipated by a court.
- j. **Tardies**
Students are considered tardy if they are not present in their designated classroom at the sounding of the tardy bell. Teachers will mark students tardy as they enter the classroom. Tracking of tardy students and assignment of consequences for being tardy will be handled through the Assistant Principals office.

III. **Counseling**

- a. **Types of Counseling**
The counseling staff at Tivy High School is available for Academic, Personal and Group counseling.
- b. **Graduation Plans**
Students will graduate under the Recommended or Distinguished graduation plans unless the parent and counselor or administrator agree to allow the student to graduate under the Minimum graduation plan. A complete description of all academic requirements for graduation may be received from the Counseling office.
- c. **Graduation Requirements**
A student may graduate and receive a diploma only if the student successfully completes: The curriculum requirements identified by the State Board of Education and has performed satisfactorily on the exit-level assessments. (EIF—LEGAL)
- d. **Grade Classifications**
Classification standard for 2006-2007 incoming Freshmen and following:
 - 9th 0—5 credits
 - 10th 5.5—10 credits
 - 11th 10.5—15 credits
 - 12th 15.5—24 credits (EI-R EXHIBIT)
- e. **Class Rank**
The following class rank provisions shall apply to students graduating in 2003 and thereafter. Graduating seniors shall be ranked within the graduating class on the basis of weighted grade averages computed for designated high school courses taken during grades 9–12 on completion of the fifth grading period of the second term of grade 12. Class rank shall be computed on courses in the categories of English, mathematics, science, social studies, and foreign language, as identified by TEA. Grade weights shall be assigned to grades earned in identified courses for purposes of class ranking in accordance with the following scale:
 - Advanced Placement (AP) +10
 - Dual Enrollment +10
 - Pre-AP +10
 - Regular +0
To be chosen as valedictorian or salutatorian, a student shall have:
 1. The highest grade point average based on identified courses to be valedictorian.
 2. The second highest grade point average based on identified courses to be salutatorian.
 3. Been continuously enrolled in the District for at least two school years prior to graduation and must be enrolled at the time of graduation. Early graduates will

be assigned class rank but will be ineligible for valedictorian/salutatorian designation. If a tie remains after calculation of class rank to the fourth decimal place, the students with identical class rank shall share the honor.

An average of all courses taken by each student, except student service, correspondence courses, credit by examination, community service, and TAAS/TAKS remediation classes, shall be reported to colleges and universities on the student's transcript as well as class rank. (EIC—LOCAL)

f. Schedule Change Guidelines

Schedule change request forms may be picked up from the student's counselor in the Counseling office. Student initiated requests will be considered during the first week of school and during the week of semester exams prior to the beginning of the second semester. Some schedule changes may be made in special instances by the student's counselor or administrator.

IV. Discipline

a. General Conduct Expectations

Students will be held accountable for controlling behavior according to the Student Code of Conduct (www.kerrvilleisd.net/resources/code) and for exhibiting considerate and appropriate behavior at all times while at school or at school-related activities. In order for students to take advantage of learning opportunities and to be productive members of our campus community, each student is expected to:

- Demonstrate courtesy;
- Behave in a responsible manner;
- Attend all classes, regularly and on time;
- Be prepared for each class;
- Meet district or campus standards of grooming and dress;
- Obey all campus and classroom rules;
- Respect the rights and privileges of other students, teachers, and staff;
- Respect the property of others, including district property and facilities;
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.

b. General Misconduct

A student who chooses to violate the District's Student Code of Conduct will be subject to disciplinary consequences. The District's disciplinary options may include using one or more discipline management techniques: removal to an alternative education program, suspension, removal from participation in the graduation ceremony and/or expulsion. Disciplinary measures are applied depending on the nature of the offense. When a student commits drug or alcohol-related offenses or any reportable criminal act, the student may also be referred to legal authorities for prosecution. A student may be assigned to attend alternative school for engaging in behavior punishable as a felony. A campus administrator can provide more information about the Student Code of Conduct or provide a copy if requested.

c. Disciplinary Consequences

The following may be used as consequences when students choose to act unacceptably. In cases involving discipline referrals, consequences are determined by an administrator according to severity, age and frequency of misbehavior using the administrative "disciplinary ladder" as a guide.

- Detention - A detention may be assigned by a teacher or administrator. Detention assignments issued by a teacher will be served at a time determined the teacher. Failure to serve d-hall will result in further disciplinary action by an administrator.

- Saturday School – Saturday school/detention is assigned by an administrator. Saturday school/detention will be served in the cafeteria from 8:30 AM until 11:30 AM.
 - In-School Suspension (ISS) – In-School Suspension is in Room F 200. All students must turn in work assigned to them during on-campus suspension. Students are responsible for bringing books and necessary materials. Unless released by an administrator, students will not be released from ISS until they have completed assigned work.
 - Loss of privilege to participate in the graduation ceremony.
 - Suspension - A student suspended from school has the opportunity to do the work assigned to him during suspension. It is the student's responsibility to make sure all missed work is completed and submitted to each teacher. Students suspended from campus are not permitted on any KISD property or at any school sanctioned event for the duration of the suspension unless specific permission is granted by an administrator.
 - Alternative School - Texas Education Code 37.006 defines certain conduct which mandates student assignment to an Alternative school setting. Additionally, discretionary assignment to Alternative School normally results when a student's behavior choice(s) are frequently unacceptable or of a severe nature. Disciplinary consequences are detailed in the District's Student Code of Conduct. The website for this code is www.kerrvilleisd.net/resources/code. Students assigned to the KISD Alternative School may attend the Alternative School Campus only. During the assignment they are not permitted on other KISD campuses or at other KISD school events.
 - *In the absence of a written policy, the Principal or Designee shall have final decision-making authority.*
- d. Discipline Referrals
When possible, teachers will submit an electronic referral via the "Skyward" student management computer system to the office for disciplinary action. Students must sign-in on the office sign-in sheet. All discipline referrals will be addressed as quickly as possible, however it may be necessary to have the student called back in the office at another time to address the disciplinary action.
- e. Discretionary Removal from Class
General misconduct and classroom disruption choices may result in a routine disciplinary referral. The consequence of this referral may result in a period or periods removed from the class in which the infraction occurred.
- f. Formal Removal from Class
If persistent misconduct or a major disturbance occurs, a teacher may make a formal request to have a student removed from the class. At that point a formal hearing process lead by an administrator will proceed.
- g. Cheating and Plagiarism
Teachers who have reason to believe a student has engaged in cheating or other unacceptable academic behavior or performance will determine the academic penalty to be assessed. The use of academic penalties is not governed by district disciplinary policies. Repeated academic dishonesty, however, may result in consequences including both academic and disciplinary penalties.
- h. Disruption of Classes
A person commits a Class C misdemeanor if the person, on school property or on public property within 500 feet of school property, alone or in concert with others, intentionally disrupts the conduct of classes or other school activities. Disrupting the conduct of classes or other school activities includes:

- Emitting noise of an intensity that prevents or hinders classroom instruction.
- Enticing or attempting to entice a student away from a class or other school activity that the student is required to attend.
- Preventing or attempting to prevent a student from attending a class or other school activity that the student is required to attend.
- Entering a classroom without the consent of either the principal or teacher and, either through acts of misconduct or use of loud or profane language, disrupting class activities. (FNCF—LEGAL)

i. Fighting or Violence

Tivy High School prohibits acts of physical aggression or violence at school or any school-related activity or function. Students who choose to use physical means to solve conflicts will be suspended, subject to a full range of disciplinary consequences and may receive a citation.

j. Buses and Transportation

School buses and school sponsored transportation are considered school grounds. All legal and school rules apply; all disciplinary consequences for misconduct may be applied.

V. Dress Code

The District's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. The District prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal school operations. The District prohibits pictures, emblems, or writings on clothing that:

1. Are lewd, offensive, vulgar, or obscene.
2. Advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited under FNCF(LEGAL). (FNCA—LOCAL-A)
 - Hair must be clean and neatly groomed. Only natural (in humans) hair colors are acceptable. Any hair styles which disrupt the business atmosphere are prohibited (for example, shaved patterns, asymmetrical designs, horns, or spikes).
 - Chains as part of a wallet or watch or as a visible or decorative part of any clothing are prohibited.
 - Pierced jewelry may be worn only in ears; no other visible pierced jewelry/decoration (or portions/pieces of such) is allowed. Visible tape or other coverings of pierced jewelry or jewelry parts do not allow the pieces to be worn during the school day. Jewelry and earrings may not be noisy or distracting.
 - Inappropriate visible tattoos are prohibited.
 - Clothing may not contain holes; clothing may not be torn, cut, or frayed (unless frayed edges are hemmed).
 - Shirts with split or sagging armpits or sides, crop tops, tank tops, and clothing with spaghetti straps are prohibited as sole outer garments.
 - Shoulder straps on shirts and blouses must be at least 3" in width (about 4 finger-widths).
 - Proper undergarments must be worn at all times and must not be visible at any time.
 - The torso (waist section) of the body must be covered while standing.
 - Pants, shorts, shirts and sweaters must be an appropriate size and length. Extremely oversized or baggy clothing is prohibited. Baggy pants are defined

as pants which have seams that touch at the knee when pant seams are pulled to the front.

- Shirts and T-shirts that visibly extend below the bottom of the buttocks may not be worn--regardless of the number of shirts worn.
- The WAISTBAND for pants, shorts, skirts, and skorts must be worn at the top of the hipbone. Sagging pants and shorts are prohibited. The test of acceptable length of shorts, skirts, and skorts at the high school is at the fingertips with arms extended and hands at the side. Any slits in skirts or shorts may not extend up past the fingertips.
- Spandex shorts or other SKIN-TIGHT, lower body coverings are not allowed as outer garments.
- Cut-offs (short pants with un-hemmed legs) is not permitted.
- Students must wear shoes or boots— house-shoes, metal-toed boots or shoes, roller shoes, or any foot coverings that would damage school surfaces are prohibited.
- Caps, headgear and hoods may not be worn in buildings or in enclosed areas.
- Bandanas may not be worn or carried.
- Transparent clothing is prohibited as a sole outer garment.
- Clothing that is gang-related is prohibited. "Gang-related" is determined by the school administration and may include caps (color, style, position), logos, jewelry, artifacts, slogans (words), symbols, colors, shapes, or any other signal that identifies gang affiliation.
- Clothing and accessories that advertise or hint at alcoholic beverages, tobacco, drugs, violence, that are sexually explicit, or that exhibit suggestive pictures or statements are prohibited. Any clothing exhibiting crude, vulgar, profane, or occult pictures, words, signs, or symbols is prohibited. "Word play" or double-entendre slogans, pictures, drawings, or jokes that hint at sex, sexuality, sexually transmitted diseases, profanity, or school-prohibited substances are not permitted. Any clothing containing elements that disparages, criticizes, or otherwise promotes negative attention to/toward any race, religion, nationality, age group, gender, or sexual orientation is prohibited.
- Students inappropriately dressed will be asked to correct the violation (wear clothing that is provided by the school or call home for appropriate clothing). If the violation cannot be corrected, students will be assigned to OCS for the remainder of the school day.
- Dress/grooming code violations will be documented, and repeat offenders will be subject to progressive disciplinary action (and may be required to wear a prescribed uniform for a period of time, i.e. white T-shirt, blue jeans, belt, and foot-covering shoes).
- The school administration at the campus has the right to determine whether a student's dress is acceptable if this dress code does not specify applicable guidelines. School sponsors of school or school-related events, with administrative approval, have the right to regulate dress and grooming at their on-campus or off-campus events.
- Final decisions regarding dress and grooming acceptability rest with the campus administration.

VI. General Information

a. Tivy Traditions

School Colors: Royal Blue and Gold

School Mascot: Antlers

School Motto: Tivy Fight Never Dies

School Song:

*We are from Tivy, from Tivy are we,
True to each other, as students should be,
Our dear old high school the good and the best,
Our dear old high school in the west.
After we've conquered all the rest,
We shall come and join the best.
For we are from Tivy, from Tivy are we,
We're from the school where you should be.
(Tivy Fight Never Dies!)*

b. Family Access

Parents may view many aspects of their student's current school status by signing up for *Family Access*. The internet based program allows parents to view their student's grades and attendance; class schedule and assignments; Food Service account and on-line payments. District *Family Access* registration forms may be picked up at any KISD campus or by going to www.kerrvilleisd.net and clicking on the *Family Access* icon.

c. Parental Involvement

The school asks parents to:

- Monitor their children's progress and contact teachers as needed.
- Update school records as required (by law) when moving or changing telephone numbers. To ensure a contact in case of an emergency, Tivy High School requires that a change of address and/or telephone number be provided to the school within seventy two (72) hours. This will allow up-dates of emergency data and demographic information. Note: It is a crime in the state of Texas to fail to provide public school officials with an accurate, up-to-date address and phone number.
- Sign and return to the school the written statement that the parent understands and consents to the responsibilities outlined in the Student Code of Conduct. Parents with questions are encouraged to contact the attendance office, 257-2212.
- Become a school volunteer. For further information, contact the Counseling Office, 257-2213.
- Encourage their children to put a high priority on education and to commit themselves to making the most of the educational opportunities the school provides.
- Participate in campus parent organizations and events.

d. Visitors

All visitors on campus must report to the main office to secure a visitor's badge. Visits to classes are permitted with the principal's and teacher's approval. Any "student visitors" must have an administrative permit (arranged for 24 hours in advance) and obtain a visitor's badge upon arrival on campus. All visitors must wear visitors' badges while on campus.

e. Gifts and Celebration Items

Flowers, gifts or celebration items will not be delivered to students at school.

f. Cafeteria Services

The District participates in the National School Lunch Program and recognizes the need for a nutrition program for all students. The school lunch program provides free or reduced price meals for those students qualifying based upon financial need. Non-qualifying students and staff must pay for all meals. Charging of meals is not allowed. Students and staff must prepay meals. All students and staff have been assigned an ID number that must be used to

obtain meals or to place money in accounts. For students on the lunch assistance program, student ID numbers issued by the Child Nutrition Office must be used for all transactions. Under no circumstances will a student utilize another student's ID number. This will be considered theft and disciplinary actions will be taken.

Students who qualified for the KISD free or reduced price meal program during the previous school year will be allowed to extend that benefit for the first thirty (30) days of school. Parents or guardians must submit a new application to retain benefits. All family members attending KISD may be placed on one application. New students must submit an application for processing and approval before benefits may begin, and applications may be hand delivered to the Child Nutrition Office, 1313 Stadium Drive.

Parents are encouraged to prepay accounts as far in advance as possible. Although students without funds in their account will not be allowed to charge a meal, they will be provided milk and fruit. A printout of all account transactions may be obtained from the cafeteria manager or from the Child Nutrition Office. Questions may be directed to the cafeteria manager at 257-2212, ext. 284, or to the Child Nutrition Office at 257-2215.

g. Assemblies

Students who have religious reasons or who do not wish to take part in a specific assembly should contact an assistant principal for instructions. Students that do not attend an assembly will be required to remain in an area designated by an assistant principal until the assembly is concluded.

h. Verification of Enrollment

Proof of enrollment verification for driving license and other purposes may be obtained from the Main office. To obtain a driver's license, a student between the ages of 16 and 18 must annually provide a signed Verification of Enrollment form to the Texas Department of Public Safety. A Verification of Enrollment form can be obtained from the school verifying that the student has met the 90 percent attendance requirement for the semester preceding the date of application. To obtain a certificate, a student must make up all hours assessed from the previous semester regardless of whether or not courses were passed or failed. The student may request this form from the assistant principals' office and pick up the verified and signed form after school.

i. Fees

The school MAY NOT charge fees for the following.

- Textbooks, workbooks, laboratory supplies, or other supplies necessary for participation in any instructional course, except as authorized under this code.
- Field trips required as part of a basic educational program or course.
- Any specific form of dress necessary for any required educational program or diplomas.
- Instructional costs for necessary school personnel employed in any course or educational program required for graduation.
- Library books required to be used for any educational course or program. However, fines may be assessed for lost, damaged, or overdue books.
- Admission to any activity the student is required to attend as a prerequisite to graduation.
- Admission or examination in any required educational course or program.
- Lockers.

For a complete list of fees that may be charged you may contact your assistant principal. (FP—LEGAL)

j. Parking

Student Parking Permits. Permits may be purchased at registration for \$20 per year at the time of registration. To obtain a permit a student must present a valid driver's license, proof of insurance, and a completed parking permit application. Only one permit per student will be provided. All permits must be hung from the rearview mirror. If a registered vehicle is sold, wrecked, etc., a student must move the permit from the previous vehicle to the new vehicle. Application/registration details on the new vehicle must be submitted to the Assistant Principals' secretary as soon as possible. Students who lose their permits will be required to purchase new ones, and no temporary permits will be issued.

Vehicle Use By Students. Students are not allowed to sit in or on vehicles or otherwise linger in the parking lots before school, after school, or during any part of the school day or at school events. Upon arrival on campus, student must park cars and leave the parking lot. All cars must be locked. Students that need to be in the parking lot for any reason must have a note signed by an administrator.

Student Parking Spaces. All students must park in the north parking lot (white stripes) in front of the gym, except as determined by the principal.

Prohibited Travel. Only school district vehicles, athletic official's vehicles, and athletic buses are permitted to travel in the athletic complex behind the school.

Violations and Consequences. Students parking or driving on campus without a permit during the school day, vehicles improperly parked, or students driving in a prohibited area will be subject to monetary fines as well as disciplinary consequences. Reckless driving, safety violations, unlocked cars, or loitering in the parking lot may also result in disciplinary action or suspension of parking privileges.

k. Textbooks

State approved textbooks are provided to students free of charge for each subject or class. Books must be covered by the student and treated with care. A student who is issued a damaged book should report that fact to the teacher. It is the student's responsibility to control the textbooks received. Students shall be responsible for the care and return of state owned textbooks and will be charged for replacement of lost or damaged textbooks. A student who changes classes and no longer requires an issued textbook must return it immediately to the textbook coordinator.

l. Lockers

Students are issued a new locker at the beginning of each school year. Students are responsible for everything in their assigned lockers. Search of lockers may be conducted by school or legal officials at any time. Charges will be filed if prohibited, illegal, or contraband materials are found in a student's locker. Locker doors and lockers may not be altered by stickers, paint, ink, or any other defacing. Students will be charged for damages to lockers at the end of each year.

m. Library

Hours 7:35 A.M. - 3:55 P.M. on school days.

Books will be checked out for 2 weeks.

Magazines and pamphlets must be used in the library.

Five cents per day will be charged for each piece of overdue material.

A pass from classroom teacher MUST be presented to library personnel when using the library during class time.

Library rules include:

No more than 4 students from each class without teacher.

No food or drinks.

Immediately notify librarian or library aide if a book is lost or damaged.

Be quiet, orderly, and considerate of others who are using the library/media center.

n. Hall Passes

Students who need to be in the hall for any reason during class time must have a hall pass, student ID or documentation issued by a teacher or other school employee. It is the responsibility of the student to return the hall pass to the teacher.

o. Clubs and Organizations

All students are encouraged to join in Tivy clubs, organizations, groups, or teams that add to the students' interests while in high school.

p. Fundraising

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the assistant principal at least one week before the event. Except as approved by the superintendent, fund-raising by non-school related personnel or agencies is not permitted on school property.

q. Distribution of Posters and Materials

Non-school literature shall not be distributed by students on District property if:

- The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.
- The materials endorse actions endangering the health or safety of students.
- The materials promote illegal use of drugs, alcohol, or other controlled substances.
- The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person.
- The materials contain defamatory statements about public figures or others.
- The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
- The materials are hate literature or similar publications that scurrilously attack ethnic, religious, or racial groups or contain content aimed at creating hostility and violence, and the materials would materially and substantially interfere with school activities or the rights of others.
- There is reasonable cause to believe that distribution of the non-school literature would result in material and substantial interference with school activities or the rights of others.

All non-school literature intended for distribution by students on school campuses or other District premises under this policy shall be submitted to the principal or other appropriate administrator for prior review.

Each campus principal shall designate times, locations, and means by which non-school literature that is appropriate for distribution, may be made available or distributed by students to students or others at the principal's campus. (FNAA—LOCAL-A1)

r. Lost and Found

Unclaimed items should be turned in to and searched for in the Main Office.

VII. Health and Safety

- a. Emergency School Closing
The Kerrville ISD web site (www.kerrvilleisd.net) and local radio and TV stations will be notified in the event of unscheduled school closings.
- b. Fire Drills
Fire and Emergency Drills are practiced once a month. Students and staff are instructed in emergency procedures at those times.
- c. Bus Evacuation Drills
All students will participate in two bus evacuation trainings and drills during the school year.
- d. Crimestoppers
The Crimestoppers program is a county-wide effort to respond to criminal activity. Cash incentives are paid when responsible citizens alert authorities to crimes. To report illegal activity on the Tivy High School Campus, on school transportation, or at school events, students should call 896-2355. All calls are confidential; school officials will not be given the caller's name.
- e. Law Enforcement Procedures on Campus
 - The following guidelines shall apply when law enforcement officers or other lawful authorities desire to question or interview a student at school:
 1. The principal shall verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school.
 2. The principal ordinarily shall make reasonable efforts to notify the student's parents or other person having lawful control of the student. If the interviewer raises what the principal considers to be a valid objection to the notification, parents shall not be notified.
 3. The principal or a designee ordinarily shall be present during the questioning or interview. If the interviewer raises what the principal considers to be a valid objection to a third party's presence, the interview shall be conducted without that person's presence.
When the event is part of child abuse investigations conducted by the Department of Protective and Regulatory Services or other lawful authority, the principal shall cooperate fully with the officers' requests regarding the conditions of the interview or questioning.
 - Before a student at school is arrested or taken into custody by a law enforcement officer or other legally authorized person, the principal shall verify the official's identity. To the best of his or her ability, the principal shall verify the official's authority to take custody of the student [see GRA], and then shall deliver over the student. The principal shall immediately notify the Superintendent and ordinarily shall notify the parents or other person having lawful control of the student. If the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents at that time, the principal shall not notify the parents. (FNF—LOCAL)
 - Notification of Law Violations
The school 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.

f. Clinic Procedures

All students must have a clinic pass from a staff member to leave class and be seen in the clinic. If a student becomes ill or sustains an injury at school, that student must be checked in with the nurse.

- Medicine At School:

Students may not possess prescription or non-prescription drugs or medications at school. If a prescription or over the counter medication must be taken by a student at school, the medication must be kept in the school clinic and be administered by specified school personnel according to established procedures:

- All medications must be brought to the school clinic by the parent or guardian.
- The medication must be FDA approved, in the original container, labeled with the student's name, with directions for the dosage to be administered.
- A medication permission form, signed by the parent or guardian, must be received by the school prior to school personnel giving any medication to a student.
- Any medication not used by the student should be picked up by the parent or guardian. Medication not picked up will be destroyed at the end of the school year.
- See Board Policy FFAC (LEGAL, (LOCAL), (REGULATION) for additional information, including self-administration of asthma or anaphylaxis medication.

- Communicable Diseases:

Students infected with certain contagious/communicable diseases or conditions, as outlined by the Texas Department of State Health Services, will not be allowed to attend while contagious. Parents of a student with a communicable or contagious disease should call the school nurse so that the other students who have been exposed to the disease or illness may be alerted.

- A student should be kept at home if the student has diarrhea, vomiting or a fever of 100 or above. A febrile student should not return to school until the student is fever free for 24 hours.

g. Bacterial Meningitis

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.

For more information your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or

Regional 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.cio.v and the Texas Department of Health: www.tdh.state.tx.us.

h. Immunizations

The District requests that all immunizations that would become due during an upcoming school year be completed no later than the first day of that school year. The responsibility for providing immunization records of students entering school for the first time or transferring from another district rests solely with the parent or guardian. If the school has not been furnished complete records of required immunizations within 30 days after the child's birthday, the student shall be excluded from attendance until such records are complete and current.

(FFAB—LOCAL)

i. Human Sexuality Instruction

The instruction must:

- Present abstinence as the preferred choice of behavior for unmarried persons of school age;
- Devote more attention to abstinence than to any other behavior;
- Emphasize that abstinence is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, infection with HIV or AIDS, and the emotional trauma associated with adolescent sexual activity;
- Direct adolescents to a standard of behavior in which abstinence before marriage is the most effective way to prevent pregnancy, sexually transmitted diseases, and infection with HIV or AIDS; and
- Teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates, if instruction on contraception and condoms is included in the curriculum. (EHAA—LEGAL)

VIII. Policy and Legal

a. Access to Student Records

- Access to the education records of a student who is or has been in attendance at a school in the District shall be granted to the parent of the student who is a minor or who is a dependent for tax purposes.
- Whenever a student has attained 18 years of age or is attending an institution of postsecondary education, the rights accorded to, and consent required of, parents transfer from the parents to the student.
- Student records will be made available upon verbal request by the student, the student's parents, legal guardian, spouse, or school personnel. All other requests must be in writing, signed by the student, the student's legal guardian or spouse, with the reason for the request being stated. Information may be requested for official audits and evaluation, provided the law authorizes such audits and the information does not identify students. (FL—LEGAL)

b. Student Code of Conduct

The Kerrville ISD Student Code of Conduct is available online at www.kerrvilleisd.net/resources or upon request from the Tivy High School Office.

c. Telecommunications and Cell Phones

- Students shall not display, turn on, or use a cellular telephone or other telecommunications device on school property during the academic school day. Telecommunication devices generally include, but are not

limited to, cellular telephones, camera/video phones, and pagers/beepers. *Personal music devices and earphones of any kind shall be included in this directive.*

- Academic school day is generally defined as any time students are under the supervision of a Kerrville ISD employee between the sounding of the campus opening tardy bell to the final dismissal bell inclusive of riding the bus to and from school.
- A telecommunications device is considered turned on if the device is capable of sending or receiving telephone calls, sending or receiving electronic data/images/text, or set to silent/vibrate mode.
- Students displaying, using, or turning on a telecommunications device during the academic school day will have that device picked up by school personnel. The telecommunications device will then be put into the possession of the appropriate campus administrator who will notify the parent or guardian.
- Telecommunications devices may be returned to the student after 24 hours. Should the device be confiscated on a Friday, administrative discretion may be applied as to whether the school retains possession of the device(s) for 24 hours.
- Second, third, and fourth violations will result in the school retaining possession of the device for 48 hours. After 48 hours, the device may be released to the student, parent, or guardian with payment of a \$15.00 fine.
- On the fourth occurrence, the violation also becomes a behavioral referral. Consequences may consist of any range of discipline management techniques described in the Student Code of Conduct. (FNCE—R)

d. Non-Instructional Items

Students are not permitted to possess (on campus) tape recorders, camcorders, or laser-lights. Staff members will collect these items and turn them over to a principal. (See Student Code of Conduct)

e. Internet Acceptable Use Policy

Access to the District's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. (CQ—LOCAL) (See Student Code of Conduct)

f. Prohibited Organizations and Hazing

- A "public school fraternity, sorority, secret society, or gang" means an organization composed wholly or in part of students of public primary or secondary schools that seeks to perpetuate itself by taking in additional members from the students enrolled in school on the basis of the decision of its membership rather than on the free choice of a student in the school who is qualified by the rules of the school to fill the special aims of the organization.
- A person commits a Class C misdemeanor if the person: Is a member of, pledges to become a member of, joins, or solicits another person to join or pledge to become a member of a public school fraternity, sorority, secret society, or gang.
- "Hazing" means any intentional, knowing, or reckless act occurring on or off the campus of an educational institution directed against a student,

by one person alone or acting with others, that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students.

- A person commits an offense if the person:
 1. Engages in hazing.
 2. Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing.
 3. Recklessly permits hazing to occur.
 4. Has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or first-hand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the principal, Superintendent, or designee.(FNCC—LEGAL)

g. Tobacco Use and Possession

The Board shall prohibit students from smoking, using, or possessing tobacco products at a school-related or school-sanctioned activity on or off school property.

The Board shall ensure that District personnel enforce the policies on school property. (FNCD—LEGAL)

h. Alcohol and Drug Use

- The Board shall prohibit the use of alcoholic beverages at school related or school-sanctioned activities on or off school property.
- A person commits an offense (a Class C misdemeanor) if the person possesses an intoxicating beverage for consumption, sale, or distribution while:
 1. On the grounds or in a building of a public school; or
 2. Entering or inside any enclosure, field, or stadium where an athletic event sponsored or participated in by a public school is being held.
- A person commits a criminal offense (enhanced) if the person knowingly or intentionally possesses a controlled substance listed in the Health and Safety Code, chapter 481:
 1. In, on, or within 1,000 feet of any real property that is owned, rented, or leased to a school district; or
 2. On a school bus. (FNCF—LEGAL)

i. Sexual Harassment

Sexual harassment of students is conduct that is so severe, pervasive, and objectively offensive that it can be said to deprive the victim of access to the educational opportunities or benefits provided by the school. (FFH—LEGAL) Any concerns of a harassment nature should be brought to the immediate attention of a staff member or administrator. (Please see KISD Policy FFH—LOCAL in regards to reporting and investigating harassment issues.)

j. Complaint and Grievance Procedures

All concerns should be brought first to the staff member with whom there is an issue. If the results of this contact are not satisfactory the concern should be brought to the immediate attention of a school administrator. If the results of this contact and other measures to resolve the issue are not satisfactory, a formal complaint may be initiated. (Please see KISD Policy FNG—LOCAL or an administrator on how to initiate a formal grievance procedure.)

k. Pest Control

This school periodically applies pesticides as part of an integrated pest management program. All persons applying pesticides at this school are

required to receive special training in pesticide application and pest control. In addition, this school has a policy that requires use of non-chemical pest control tactics whenever it is possible that pesticides may periodically be applied. Should you have questions about pesticide use, including the types and timing of treatments, you may contact: Billy Taylor, Kerrville ISD IPM Coordinator, 1313 Stadium Drive, Kerrville, Texas 78028, (830) 257-2216.