

PHILOSOPHY

It is the intent of Sundown High School to provide every high school student who is enrolled with the best education possible.

It is our goal that every student learns to be a functional literate, to respect the feelings and property of others, and to discipline his/her mind, body and emotions.

Courtesy to teachers, school employees, other students, and visitors is a tradition at Sundown High School. Each of us should strive to be considerate of all others, despite racial, religious or economic background.

Respect and obey the judgment of teachers. They are not only teachers and adults, but are also considered your parents during the school day. Treat all other adult employees of the school with courtesy. Follow any request or directive given by any school official.

SUNDOWN INDEPENDENT SCHOOL DISTRICT

VISION STATEMENT

Inspire Lives – Transform the Future

MISSION STATEMENT

Instilling Knowledge – Empowering Learners – Strengthening our Tradition

VALUES STATEMENT

Love Others – Work Hard – Embrace Excellence

Notice to parents: Pursuant to the Sundown Independent School District's Board Policy (FL Legal and FL Local), the Sundown ISD forwards education records, including records for bilingual and special education students, at the request of other school districts.

The Sundown Independent School District does not discriminate on the basis of race, religion, color, native origin, sex, or disability in providing education or providing access to benefits of education services, activities, and programs, including Career and Technical Education programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.

Sundown 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 Coordinator:

Adam Cummings, Athletic Director
806.229.3021
P.O. Box 1110
Sundown, Texas 79372

Section 504 Coordinator:

Scott Marshall, Superintendent
806.229.3021
P.O. Box 1110
Sundown, Texas 79372

ATTENDANCE

The state compulsory attendance law requires that a child between the ages of 6 and 18, depending on when the child's birthday falls, is required to 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 school each day. However, if a student 18 or older has more than five (5) unexcused absences in a semester, the District may revoke the student's enrollment. The student's presence on school property thereafter is then unauthorized and may be considered trespass.

School employees must investigate and report violations of the state compulsory attendance law. A conference between the parents and the campus principal will be held to discuss non-attendance issues. These attendance requirements also apply to any District-required tutorial sessions.

To receive credit in a class, a student must attend at least **90 percent** of the days the class is offered. The actual number is for a semester or a full year. A student who attends fewer than 90 percent of the days the class is offered cannot receive credit for the class unless the attendance committee finds that the absences are the result of extenuating circumstances. A student must then meet any and all requirements set forth by the attendance committee in order to re-gain any lost credit. Usual methods assigned for re-gaining lost credit include, but are not limited to:

1. Saturday School
2. Homework Pipeline
3. After school time
4. Summer School

In all cases, the Principal will assign the appropriate method for re-gaining credit.

Absences

There are three types of absences:

1. Excused Absence: When the student misses because of:
 - a. Illness (Principal may require a note from doctor)
 - b. Serious illness or death in the family
 - c. Serious family emergencies
 - d. Scheduled religious activities
 - e. Unavoidable medical or dental appointments
 - f. Impassable roads
2. Parent Requested Absence: A parent requested absence **must be planned ahead**. The parent must contact the principal, or the principal's designee in the principal's absence, **prior to the absence**. **If the parent chooses not to make the request for the absence in advance, the absence may not be excused**. The maximum number of consecutive days is five.
3. Unexcused Absence: An unexcused absence is one that is not excused or parent requested. A grade of zero is recorded for each class missed, but assignments will be completed in order for

the student to keep up.

When a student is absent from school, it is the student's responsibility to have a parent contact the office by note or telephone prior to the absence or on the day of the absence. (Telephone calls are acceptable only in those cases where confirmation of identity is possible.) **If circumstances do not allow for one of these first two options, a note is required at least two days after the absence.**

Determination of whether the absence is excused, unexcused, or parent requested, will be made based on the stated criteria, and will be made by the principal and/or the attendance committee.

If contact by note or telephone is not made by the parents or guardian of a student under the above stated guidelines, the absence will be unexcused regardless of the reason for the absence, and it will become a permanent part of the attendance record.

A student gone on an extra-curricular trip or field trip is not considered absent.

A student who has been absent any period of the previous day, must come by the high school office before 8:00 a.m. and check the status of his/her absence. If his/her parents have not called, the student should have a note stating the reason for the absence. If a note or phone call has not been received within two days of the absence, the absence will be unexcused.

Students that enter school during the school day should come by the office and get a blue slip before going to class. **This is the only time a student will need a blue slip to enter class.**

It is the student's responsibility to obtain any assignments to be missed during an upcoming absence. The teacher may ask for completed assignments before you leave or upon your return. The student is responsible for making up all work missed during any absence.

A student who has been ill during the day will use the evening and night to recuperate from his/her illness, and will not receive an excused absence for the illness if he/she attends a school function that evening or night. Students are required to attend school 1/2 day in order to participate in extra-curricular events or any other school function in the evening or unless preapproved by the principal or due to extenuating circumstances.

Students with absences exceeding the maximum allowable will not be permitted to participate in extra-curricular activities, or represent the school as cheerleader, homecoming court, or in any other manner, until such time as those absences have been made up to the specifications set forth by the attendance committee, and all applicable UIL regulations are satisfactorily met. If the attendance committee determines that the student is not permitted to make up the absences, the student is prohibited from participation in the aforementioned activities for the remainder of the academic year.

Parents will be notified when a student is approaching the point of having absences in excess of the allowed number.

Leaving School During The School Day

In order for a student to leave school during the school day **the student (parent in elementary school) must first check through the office.**

If a student leaves school at any time during the day except during an emergency, a parent or guardian must have made contact with the office by note or telephone prior to his/her leaving, stating the exact time the student needs to leave. 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 parents.

When students arrive on campus, they are considered in attendance for the entire day under the supervision of the school and may not leave the campus without authorization from the office. Students who leave for any reason without proper authorization and/or without signing out through the office will be considered non-attending/truant.

Leaving the school campus without permission at any time after arrival is considered a Code of Conduct violation, and the student is subject to disciplinary action.

Non-Attendance (Truancy)

The student is considered truant:

1. When he/she is absent from school without the approval of his/her parents or of school officials.
2. When he/she leaves school without proper authorization.
3. When he/she fails to be in the proper class or fails to get permission from the teacher before he/she leaves that class.

Truancy absences for academic class periods are automatically unexcused absences. Because truancy is a serious infraction of school policy, strict action will be taken against those who are out of school or a class activity without legitimate reason.

Any student who chooses to be truant for one or more class periods, tutorials or assemblies will be subject to one of the following disciplinary actions:

1. Warning.
2. Detention(s).
3. Corporal punishment.
4. Re-direction
5. In-School Suspension.
6. Saturday detention.

Consequences will escalate according to the Student Code of Conduct with increased incidents. Truancy may also result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student:

1. is absent from school on ten or more days or parts of days within a six-month period in the same school year, or
2. is absent on three or more days or parts of days within a four week period.

Tardies

All tardies are unexcused unless a teacher detains the student, and that teacher writes a note excusing the student for being late to class.

1. Consequences will start on the fourth cumulative tardy of the semester.
2. The fourth and fifth tardy will result in one hour of detention.
3. On the sixth tardy a student will receive one day of in-school suspension for each subsequent tardy. After two assignments to ISS the student will be assigned to Saturday detention so that he/she will not miss any more instructional time.

ACADEMICS

Credit by Examination

Students who have had prior instruction in a semester course or in a full-year course (and who have failed the course with a grade of no less than 60) may gain credit for the course by passing an examination of the Texas Essential Knowledge and Skills for the course. Students who have more than the maximum number of absences allowed by law or school policy in a course may not use credit by examination to receive credit for this particular course, or to be eligible to participate in extra-curricular activities. The credit-by-exam tests will be given during the time period from January to September.

Grades

Six weeks grades shall be determined by each individual classroom teacher based on a variety of academic activities and assignments. Teachers may assign different weight to tests, projects, independent practice and other instructional activities in computing six weeks grades. All grading policies will be communicated to students at the beginning of the school year.

Graduation Requirements – Foundation High School Program

All entering 9th grade students must complete coursework for the Foundation High School Program along with coursework that will earn them one or more of the 5 endorsements listed below:

- ❖ STEM – Science, Technology, Engineering, and Mathematics
- ❖ Business and Industry
- ❖ Arts and Humanity
- ❖ Public Service
- ❖ Multi-disciplinary Studies

(Information regarding endorsement courses provided by SHS is available in the high school and counselor's offices. More specific information regarding Foundation High School Program Graduation plans is available in the high school and counselor's offices.)

FOUNDATION / DISTINGUISHED HIGH SCHOOL PROGRAM with one endorsement (26 credits)

ENGLISH –(4 credits) - English I, English II, English III*, English IV*

* (English III and IV can be replaced with approved dual credit courses: 1301, 1302, 2332 and 2333)

MATH – (4 credits) - Algebra I, Geometry, *Algebra II*, 1 additional Math course

SCIENCE – (4 credits) - Biology, *Chemistry and/or Physics*, 2 advanced or lab-based courses

SOCIAL STUDIES – (3 credits) - W. Geography, US History, US Gov/Econ

LOTE – (2 credits) - Spanish I, Spanish II

P.E. – (1 credit)

SPEECH – (.5 credit) **

FINE ARTS – (1 credit)

ELECTIVES – (6.5 credits) – with 2 Endorsement specific courses; and BIM I

TOTAL = 26 credits

** *SPEECH credit can be waived based on a demonstration of proficiency, as determined by the district.*

FOUNDATION HIGH SCHOOL PROGRAM without an endorsement (26 credits)

Graduation under the foundation program without an endorsement shall be permitted only as authorized under state law and rules and with prior approval.

ENGLISH –(4 credits) - English I, English II, English III*, English IV*

* (English III and IV can be replaced with approved dual credit courses: 1301, 1302, 2332 and 2333)

MATH – (3 credits) - Algebra I, Geometry, Algebra II

SCIENCE – (3 credits) - Biology, Chemistry and/or Physics, 1 advanced or lab-based course

SOCIAL STUDIES – (3 credits) - W. Geography, US History, US Gov/Econ

LOTE – (2 credits) - Spanish I, Spanish II

P.E. – (1 credit)

SPEECH – (.5 credit) **

FINE ARTS – (1 credit)

ELECTIVES – (4.5 credits) – with BIM I

TOTAL = 26 credits - The District requires completion of 4 credits in addition to the number required by the state for graduation under the foundation program without an endorsement.

(Qualifying students may request to opt out of courses italicized above. Opt out information and forms are available in the high school office.)

** *SPEECH credit can be waived based on a demonstration of proficiency, as determined by the district.*

Up to three credits of reading improvement may be earned for state graduation credit. Students shall be identified as eligible to earn reading improvement credit based on a Teacher or Counselor recommendation and scores on assessment instruments or achievement tests.

EOC Assessments (STAAR EOC assessments)

In order to graduate students will be required to meet the passing standards on five STAAR EOC assessments (English I, II, Algebra I, Biology, and U.S. history).

Advanced Courses (Advanced Placement, pre-AP, Honors, and Dual Credit courses)

AP, pre-AP, honors and dual credit classes are designed to challenge students with a more rigorous curriculum. It is assumed that participants in these courses have acquired a level of proficiency beyond basic reading, writing, computation and study skills; therefore, the instructional emphasis in these courses is on higher level thinking skills as well as on more complex levels of structure and style in composition.

In order to preserve the integrity of each advanced course the following guidelines will be used:

- Acceptance into courses will be based on prior grades, STAAR mastery and/or other qualifying exam scores (TSI, THEA, etc.), teacher recommendation, and attendance.
- Removal from advanced courses will be based on current course grades, teacher recommendation, and attendance.

All students and parents of students placed in advanced courses will be required to sign a “Course Contract” which explains policies and expectations regulating those classes.

Class Rank / Weighted Grade Point Average Calculation

The District shall include in the calculation of class rank semester grades earned in high school credit courses taken in grades 9-12 only, unless excluded below.

The calculation shall include failing grades.

Exclusions – The calculation of class rank shall exclude grades earned in physical education, any course substituted for physical education, athletics, band, and course for which credit is earned outside the regular school day or regular school year, any distance learning course, a dual credit course taught by anyone other than a District teacher, an assigned remediation or tutoring course, any local credit course, any course for which a pass/fail grade is assigned, or through credit by examination, with or without prior instruction.

Transferred Grades – When a student transfers semester grades for courses that would be eligible under the Regular category and the District has accepted the credit, the District shall include the grades in the calculation of class rank.

When a student transfers semester grades for courses that would be eligible to receive additional weight under the District’s weighted grade system, the District shall assign additional weight to the grades based on the categories and grade weight system used by the District only if the same course is offered to the same class of students in the District.

Course Offerings and Weighted Grading System (Class of 2019)

<u>Courses</u>	<u>Grade</u>	<u>Grade Point</u>
Resource	90+	3

	80-89	2	
	70-79		1
	< 70	0	
Regular	90+		4
	80-89		3
	70-79		2
	< 70	0	
Advanced Placement / Honors	90+	5	
	80-89	4	
	70-79	3	
	60-69	2	
	< 60	0	

Advanced Placement / Honors Courses:

Trigonometry, Statistics, Pre-Cal, Calculus AP, College Algebra (if taken as a semester course), Honors Algebra II, Honors Geometry, Honors Algebra I, Honors Physics, Chemistry I Pre-AP, AP Chemistry, AP Biology, Honors English I & II, and Dual Credit English III & IV.

Course Offerings and Weighted Grading System (Class of 2020 and beyond)

<u>Courses</u>	<u>Grade</u>	<u>Grade Point</u>	
Resource	90+		3
	80-89	2	
	70-79		1
	< 70	0	
Regular	90+		4
	80-89		3
	70-79		2
	< 70	0	
Honors	90+	5	
	80-89	4	
	70-79	3	
	60-69	2	
	< 60	0	
Advanced Placement	90+	6	
	80-89	5	
	70-79	4	
	60-69	3	
	< 60	0	

Honors Courses:

Trigonometry, Statistics, Pre-Cal, College Algebra (if taken as a semester course), Honors Algebra II, Honors Geometry, Honors Algebra I, Honors Physics, Chemistry I Pre-AP, Honors

English I & II, and Dual Credit English III & IV.

Advanced Placement Courses:

AP Biology, AP Calculus, and AP Chemistry

Local Graduation Honors

For the purpose of determining honors to be conferred during graduation activities, the District shall calculate class rank in accordance with this policy and administrative regulations by using grades available at the time of calculation at the end of the fifth six-weeks grading period of the senior year. The average of the fourth and fifth six-weeks grades shall be used as the semester grades for this purpose.

For the purpose of applications to institutions of higher education, the District shall also calculate class rank as required by state law. The District's eligibility criteria for local graduation honors shall apply only for local recognitions and shall not restrict class rank for the purpose of automatic admission under state law.

Valedictorian and Salutatorian

The valedictorian and salutatorian shall be the eligible students with the highest and second highest ranking as determined by the District's class-ranking procedure. To be eligible for such recognition, a student must:

1. Have been continuously enrolled in Sundown High School for the four semesters preceding graduation, beginning no later than the last day of the first six weeks of his or her junior year;
2. Be graduating in exactly eight semesters of enrollment in high school; and
3. Have completed the Foundation High School Program with the Distinguished Level of Achievement graduation plan.

Conduct – To qualify to give the valedictorian or salutatorian speech, a student shall not have served any time in the Disciplinary Alternative Education Program (DAEP or AEP) during any point of his/her senior year.

Breaking Ties - In case of a tie in weighted GPAs after calculation to the thousandths place, the District shall recognize all students involved in the tie as sharing the honor and title.

Highest-Ranking Graduate – *The student meeting the local eligibility criteria for recognition, as the valedictorian shall also be considered the highest-ranking graduate for purposes of receiving the honor graduate certificate from the state of Texas.*

Honor Graduates

Honor graduates will be the valedictorian, salutatorian, and all others whose weighted grade point average is 3.5 or better as calculated by campus/district policy.

Semester Exam Exemptions

Students will not be able to exempt from STAAR tested classes (English, math, science, and/or social studies) during the *fall* semester. These classes will continue during the semester exam week

and students may be given a midterm or major benchmark test during this time.

Students can exempt STAAR tested classes in the *spring* with the following grade averages and attendance records.

<u>YEAR AVERAGE</u>	<u>ALLOWED ABSENCES</u>
90 & Above	Five Absences
85 & Above	Three Absences
80 & Above	Two Absences
75 & Above	One Absence

(Advanced course averages are based on the class average without any extra weighting applied.)

Juniors and seniors with the following grade averages and attendance records are exempt from taking a semester exam in the courses in which they qualify. **Freshmen and sophomores** with the following grade averages and attendance records are exempt from taking a semester exam in a maximum of 3 subjects per semester. Freshmen and sophomores may not exempt the same course(s) more than once per school year.

<u>SEMESTER AVERAGE</u>	<u>ALLOWED ABSENCES</u>
90 & Above	Three Absences
85 & Above	Two Absences
80 & Above	One Absence
75 & Above	Zero Absences

(Advanced course averages are based on the class average without any extra weighting applied.)

Any student having to stay in Saturday detention, re-direction or ISS during a semester, having lost his/her privilege to participate in extra-curricular activities due to conduct problems, having been a frequent visitor to the office due to discipline problems (no more than two infractions), having been involved in a major discipline problem (fighting, etc.), or having money and/or equipment owed to the school will not be eligible for semester test exemptions. Students with an unexcused absence in a class will not be exempt in that class. Any student who misses a class due to injuries sustained while participating in a school activity (includes surgery, rehab, and recuperation days) will not have those absences counted when figuring the student's exemption status; however, once a student is released by a doctor to participate this exception no longer applies. The same exception applies to a student who has experienced the death of an immediate family member and missed classes due to that circumstance (Up to two days will be allowed). Students who make documented college visits will not have this absence counted against them when figuring their exemption status. Each junior and senior student is given two college visit days a year.

A final year grade for all students will be obtained by averaging the two semester grades.

Credit is earned with a 70 average or better.

For any final grade below 70, no credit will be earned in the course except in those courses recognized as Advanced Courses, as noted on page 8, these courses will require a final grade of at least 60 for credit to be earned in the course.

Correspondence / On-line / Summer School / Dual Credit Courses

The principal must approve any enrollment decision for any correspondence, on-line, summer school and dual credit courses **before the student enrolls.**

All grades from correspondence, on-line, and dual-credit on-line courses must be in the high school office no later than 10 days prior to graduation.

It is the student's and the teacher's responsibility to see that all incomplete grades must be complete within 7 days after the grading period, or it will become a failing grade.

Summer school and correspondence courses cannot count toward graduation unless it is makeup for work the student failed to pass in the classroom, or due to special circumstances, indicating a real need, as determined by the principal.

Classification

Students will be classified according to the number of accumulated credits:

Sophomore	5
Junior	11
Senior	18
Graduation	26

National Honor Society

The National Honor Society chapter of Sundown High School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a campus Selection Committee.

Students in the 10th, 11th, or 12th grades are eligible for membership. For the scholarship criterion, a student must meet the campus minimum cumulative average set by the Selection Committee. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Committee with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is also required.

To evaluate a candidate's character, the selection committee uses two forms of input. First, school records (i.e. – disciplinary records, attendance, etc.) are reviewed. Second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, and leadership. These two forms of input and the Student Activity Information Forms are carefully reviewed by the committee to determine membership. A majority vote of the Committee is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all four criteria that led to their selection. This obligation includes, but is not limited to, attendance at chapter meetings and participation in chapter service projects. Students or parents who have questions regarding the selection process or membership obligations can contact the chapter advisor, Mr. Lacy.

Class Schedules and Schedule Changes

Students will be given class schedules during registration in August.

Seniors are allowed to take up to three courses their senior year that will not count toward their GPA. Exceptions would require principal approval.

A student may request a class schedule change the last two days of the first semester and/or the first four days of the first semester, unless otherwise specified/authorized by the principal.

Computer Access - Acceptable Use and Code of Conduct

Only students who have been authorized by the District and who are under direct supervision of designated District employees are permitted to use a District computer or to access any local network or outside tele-communications resources such as the Internet. Prior to such authorization, the student and the student's parent must sign and return the District's Acceptable Use Policy.

Students are expected to observe network etiquette by being polite and using appropriate language. Students are prohibited from pretending to be someone else; transmitting obscene messages or pictures; revealing personal addresses or telephone numbers, either their own or another person's; or using the network in a way that would disrupt use by others. Students are prohibited from participating in any social media accessed on the Internet unless under the direct supervision of a teacher and only with prior consent of the appropriate administrator.

Access to the Internet is a privilege, not a right, and as such can be revoked as a result of inappropriate use. Inappropriate use would include, but not be limited to the following:

- 1) violating copyright laws;
- 2) using the District's network for commercial activity or any illegal activity;
- 3) the transmission or receipt of offensive or sexually explicit materials;
- 4) sending or posting messages that are abusive, impolite, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal;
- 5) violation of the policies and procedures of other networks encountered on the Internet; and
- 6) attempting to illegally enter any other computer system by "hacking" passwords of authorized users.

Inappropriate use of the District's electronic network system and/or the Internet will result in discipline measures in accordance with the *Sundown ISD Student Code of Conduct*. (Please see SISD Acceptable Use Policy for details.)

Awards Assembly

In order to give proper recognition to the students who excel in academics, UIL competition, attendance, or any other area in which a teacher wants to recognize a student for outstanding work, an awards assembly will be held during the last six weeks of the school year.

Weekly Failure Report & Suspension from Extracurricular Participation

In order for a student to become alerted to the fact that they are doing poorly, a weekly Failure Report will be generated and shared with the student. This report will be available to parents upon request. In addition, a student on the weekly failing list shall be required to attend daily tutorials for the class(es) he/she is failing. The tutorials will be for a minimum of one week, and will be discontinued when a passing grade is recorded on the next grade report.

Students whose grades are less than 70 in any class (less than 60 in advanced courses) shall not miss the class(es) in which he/she is failing to participate in school extra-curricular activities, unless the contest has a bearing on the district, area, regional, state and/or (post season) competitions.

Progress Report

A student who has an average of a 74 or lower at the mid-six weeks period, will receive a Progress Report. Students who have a failing grade recorded on the Progress report are required to attend daily tutorials for that particular class. The tutorials will be for a minimum of one week, and will only be discontinued when a passing grade is recorded on either the report card, the next progress report, or the next weekly grade report.

Extracurricular Eligibility

If any student is failing a class (grade below 70 in regular courses or grade below 60 in advanced courses) at the end of the six-week grading period, that student will be ineligible to participate in any extra-curricular activity. The eligibility will be checked again in three weeks. If the student is certified eligible by the principal and each of the student's teachers at the end of the three week grading period, then that student will regain his/her eligibility seven days later at the end of the school day. Students may practice during their time of ineligibility.

Students who pass all courses for the grading period remain eligible throughout the next six weeks grading period.

Tutorials

Sundown High School will conduct tutorials from 7:30-7:55 each morning. All students who are on the current failing list will be assigned a specific tutorial teacher. Those students who aren't failing, yet needing assistance are also encouraged to take advantage of this opportunity for help. Students assigned an incomplete grade ("I") will be added to the weekly tutorial list and will be required to attend tutorials to make up and/or complete their work. Students may also be added to the tutorial list as a "TRT", which is a Teacher Requested Tutorial. When a TRT is assigned the student will be required to attend tutorials with the assigning TRT teacher.

Failing students will be assigned every three weeks to the class they are failing. **Attendance in tutorials for class failures is mandatory.** Failure to attend mandatory tutorials will result in violation of state attendance laws and disciplinary consequences will be administered.

STUDENT ACTION AND ACTIVITIES

Announcements

Announcements will be made on the school public address system in the first 5 minutes of second period. Anyone having an announcement to be made should submit it in written form to the principal by 8:45 a.m.

Assemblies

During assemblies, the pride of each student at Sundown High School is on display. This is one of the few times all of the student body is congregated; therefore, misbehavior by a small number directly reflects upon Sundown High School as a whole. For this reason, misbehavior at assemblies is a serious offense, and will result in disciplinary action.

Bullying

Sundown ISD prohibits bullying on school property, at school-sponsored or school-related activities, or in any vehicle operated by the district. Sundown ISD is committed to protecting students from bullying, harassment, or discrimination for any reason and of any type. Sundown believes that all students are entitled to a safe, equitable, and harassment-free school experience. Bullying, harassment, or discrimination will not be tolerated by the district and any student or parent of a student who believes that the student or another student has experienced bullying or that a student has engaged in bullying is encouraged to immediately report the incident. A substantiated complaint against a student will result in disciplinary action, according to the nature of the offense. Retaliation against anyone involved in the complaint process is a violation of district policy and is prohibited.

Bullying may be verbal or written expression or expression through electronic means, or physical conduct. Bullying occurs when a student or group of students inflicts physical hurt or psychological distress on one or more students. It is further defined as direct purposeful written, verbal, nonverbal, physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture that has the potential to create an intimidating, unfriendly or abusive educational environment; cause long term damage; cause discomfort or humiliation; results in harm to the student or the student's property; places a student in fear of harm to himself/herself or his/her property; or unreasonably interferes with the student's school performance or participation, is carried out repeatedly and is often characterized by an imbalance of power.

Bullying may involve, but is not limited to:

- Unwanted teasing
- Threats

- Intimidation
- Stalking
- Cyberbullying (texting on cell phones, social websites, etc.)
- Physical violence
- Theft
- Sexual, religious, or racial harassment
- Public humiliation (rumors or spreading gossip)
- Destruction of school or personal property
- Social exclusion

Students or parents may report an alleged incident of bullying, orally or in writing, to a teacher, counselor, principal or other district employee. At this point, the appropriate campus administrator will follow up on the reported incident/complaint and any other matters pertaining to the complaint. We encourage you to communicate with your child's campus administrator during this time.

Cafeteria

In order to keep the cafeteria clean and attractive, the following rules must be observed:

1. Keep milk cartons, food, and waste paper on the tray while at the table.
2. Dispose of trays, dishes and plastic ware in appropriate garbage receptacles.
3. Keep tables, chairs and floors clean.
4. Push chairs back under the table after eating.
5. Talk in a low voice.
6. Keep the cafeteria lines orderly.
7. Never push or run.
8. Pick up and clean up any food you drop or spill.

Meal Payment Guidelines

Parents are encouraged to contact the cafeteria manager and pay student meals in advance.

Parents are strongly encouraged to continually monitor their child's meal account balance. Parents can set up an online account in order to monitor their child's balance, make payments, and/or deposit money into the child's cafeteria account. In order to set up an account, go to the Sundown website (www.sundownisd.com) and click "Guide to Online Payments" on the home page.

When a student's meal account is depleted or has a zero balance, the district will notify the parent every Monday and Friday through email (if there is a current email address available) or through a notice mailed to the home.

If the student's account is allowed to reach a negative balance of \$10 or more, the campus principal will contact the parents to set up a payment plan.

Students with a negative balance in their account will be served a meal, but will not be allowed to purchase or charge "seconds" or get any "extra" food items from the serving line during breakfast or lunch. The meal will be charged to their account.

If your child has a positive credit in their account and you do not wish for them to charge extra items or receive “seconds,” please communicate this with your child.

The best time to call or come to the cafeteria in order to check or add money to your child’s account is between 7:00 a.m. and 10:30 a.m. An online account allows parents to check their child’s balance at any time, and make deposits or payments.

Meal Prices (See Cafeteria; Meal Payment Guidelines)

- Family payment plans are available. Please contact lunchroom office.

	<u>Breakfast</u>	<u>Lunch</u>
Student	free	\$1.50 (Elem) \$1.75 (MS/HS)
SISD Staff	\$2.00	\$2.50
Visitor	\$3.00	\$3.50

All students, regardless of age, will receive the same portion for seconds on the listed items. Please notice that the meal price is different for elementary and secondary students, and serving sizes are according to government guidelines.

- Seconds on Regular Meal Line

* Juice	\$.50	* Milk	\$.50
* Lunch Entrée	\$1.25	* Muffin	\$.75
* Vegetable; Fruit	\$.50	* Cookie	\$.50
* Pizza	\$1.25	* Pudding	\$.50
* Chips	\$.50	* Yogurt	\$.50
* Breakfast Entrée	\$1.00	* Cereal	\$.50
* Cheese stick	\$.50	* Toast	\$.25

- ALL students who receive second servings or a la carte item will be charged for those second servings and for the a la carte items.

Cell Phones & Other Electronic Devices

Students are prohibited from bringing on the campus any electronic paging devices or laser pointers.

Students are allowed to carry and/or use their electronic games, walkmans, CD Players, MP3 players, walkie talkies, Nooks, Kindles, ear phones, laptops or other similar electronic devices in class when given specific permission and instructions from a teacher, sponsor, coach or administrator. Otherwise, these devices are expected to stay in the student’s locker.

The devices mentioned above can be used in common areas such as the locker area, break room, and hallways so long as they are used before school, after school, at break, and during lunch time. Students choosing not to adhere to these guidelines will be warned to follow such guidelines or they will have their device(s) confiscated and returned at the discretion of the principal. Repeated violations of such guidelines will result in further disciplinary action.

If a student brings a cellular telephone to school, it must be put away and turned off or in airplane mode between the hours of 7:30am to campus dismissal, with the exceptions of break and lunch. During these designated times students can listen to music, play games, read an e-book, etc. but not call others. Violation of this rule will result in the phone being confiscated immediately. If a student has a need to use his or her cellular phone during the school day, prior permission must be obtained from the campus principal or teacher. In the event of an emergency where a student needs to contact a parent, school officials will make certain the student has access to a telephone.

Consequences will be implemented per semester for violation of the cell phone policy:

1st offense – confiscation of phone; parent must be contacted before the phone can be picked up or released to the student; 2 Lunch Detentions

2nd offense – confiscation of phone; parent must be contacted before the phone can be picked up or released to the student; 2 After/Before School Detentions

3rd offense – confiscation of phone; parent must pick up phone from principal; 3 After/Before School Detentions

4th offense – confiscation of phone; parent must pick up phone from principal; 3 days of Re-direction

5th and subsequent offenses – confiscation of phone; parent must pick up phone from principal; 2 days of In-School Suspension

Special note: Improper use of social media will be addressed according to the Student Code of Conduct and/or to “consequences for violation of cell phone policy” as mentioned above.

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

Cheating

Students determined to be cheating will receive a zero on the work, and disciplinary consequences.

Cheerleaders

Cheerleading is an extra-curricular activity and is considered by the school as a privilege. Cheerleaders will meet the following guidelines: (Additional guidelines for cheerleaders may be found in the *Sundown High School Cheerleading Handbook*.)

1. Must be physically able to perform.
2. Must be prompt in attendance to all practices and performances.

3. Must not participate in activities that conflict with cheerleading.
4. Must be cooperative and a positive leader.
5. Eligibility during the year will be governed by UIL eligibility rules.
6. *Must have limited number of absences and tardies for the school year.
7. *Must have limited number of office referrals.

*Cheerleading candidates will have points deducted for tryouts for issues in these areas.

Election to a cheerleading position is a one-year commitment. A cheerleader who chooses to quit before the school year concludes will not be eligible to try-out the following year for the cheerleading team. A cheerleader who is dismissed after having attended cheer camp will not be able to tryout the following year. Additional guidelines for cheerleaders may be found in the *Sundown High School Cheerleading Handbook*.

Discipline

Student conduct: If students choose to vary from the Student Code of Conduct, they will find themselves confronted with immediate and consistent discipline.

Students are expected to:

1. Attend school promptly and regularly.
2. Develop self-control and self-discipline.
3. Respect the rights of others.
4. Practice clean speech.
5. Respect public property and the personal property of others.
6. Achieve in accordance with ability.
7. Exhibit pride in Sundown High School.

If a student prevents others from learning in the classroom he/she will be brought or sent to the Principal.

If a student becomes a discipline problem as determined by the principal, the student will lose all right to hold a leadership position in school.

A senior student that has become a discipline problem as determined by the principal may not be allowed to participate in graduation exercises.

Discipline Management Techniques

Among its options, Sundown ISD will use the following disciplinary measures to insure that all students receive an appropriate education free from the encumbrances of distraction:

Counseling
Lunch Detention
Corporal punishment*
In-School Suspension

Detention
Restitution
Expulsion
Saturday Detention

This is not intended to be an all-inclusive list of disciplinary procedures, nor does it limit the use of other disciplinary procedures.

*The District shall honor a parent request that corporal punishment not be administered to his or her child; however, the District shall impose other disciplinary measures consistent with the offense.

Re-direction

Re-direction may be used as an alternative method of punishment. The student will be isolated from his/her peers unless a teacher(s) request(s) for him/her to attend the class activity/lecture for the day. The student can then attend class but they must go from the re-direction room to class and back without spending time in the hallways visiting with students. All work is due the first day back into the class, unless stipulated to be due sooner. Students will not return to the classroom until all assigned work is completed.

In-School Suspension

In-School suspension may be used as an alternative method of punishment. The student will be isolated from his peers for the complete time. All work is due the first day back into the class, unless stipulated to be due sooner. Students will not return to the classroom until all assigned work is completed.

Saturday Detention

Saturday detention may be used as another alternative method of punishment. The student will be on task for the entire time. The day will be broken down as follows:

8:00 a.m. - 11:30 a.m. - morning session

11:30 a.m. - 12:00 noon - lunch **(bring your own and eat alone)**

12:00 noon - 3:00 p.m. - afternoon session

The detention keeper will require that students remain quiet and on task during the entire time. Any deviation from this will warrant added time, and/or dismissal for the day.

Dress Code and Personal Grooming

The Sundown Independent School District supports the belief that there is a close relationship between high standards of dignity and pride with proper grooming and hygiene. Personal appearance is most important. We are consciously and unconsciously judged by our dress, hygiene and personal appearance. The dress code must be adhered to at all times during the school day, including on trips and at any school activity.

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

Due to ever-changing fashions and fads, it is impossible to foresee all clothing alternatives or options. Therefore, the administration reserves the right to determine acceptability regarding items that may not be specifically addressed in this handbook.

The following modes of dress or grooming are prohibited:

1. Students shall be fully clothed and covered. No excessively ripped, torn, cut, or frayed clothing shall be worn if the material has holes/cuts/tears/or fraying above the appropriate length for skirts and shorts that exposes the skin or any inappropriate type of undergarment.
2. Excessively tight and/or revealing clothing (includes but not limited to: stretch pants, yoga pants, jogging pants, etc.), visible underwear, underwear showing through outer garments, or no underwear. Excessively tight clothes, leggings in particular, may be worn as long as they are covered with skirts or shorts of appropriate length, which is four inches above the kneecap.
3. Pajama or lounge pants.
4. Exposed midriff or cleavage. If exposed in any activity (sitting, standing, walking, leaning over), then the clothing is prohibited.
5. Spaghetti straps, tank tops, and basketball jerseys (unless worn over an appropriate garment, such as an acceptable t-shirt). Sleeveless shirts for girls are permitted as long as the fabric covering the shoulder is at least two inches in width and armholes are not large enough to expose under garments. Doubled tank tops may not be worn to meet the two-inch requirement. Muscle shirts or shirts that have sleeves cut out of them are not allowed. Boys may not wear sleeveless shirts.
6. Skirts or shorts shorter than 4 inches above the kneecap. The principal will determine acceptability in all cases. Umbros, athletic shorts and windshorts are not acceptable. Exceptions to this rule will be made for outdoor activities and approved extra-curricular activities. The principal will determine the acceptability in these situations.
7. Clothes and any personal items displaying or representative of vulgar logos or obscene connotations, sex, violence, hate slogans or pictures, portrayal of cults, gangs, wrestling, musicians or music groups or their insignias, alcohol, tobacco, drugs, blood, depictions of death or the macabre (gruesome, horrifying, and ghastly).
8. Pants, shorts, and skirts worn below the waist ("sagging" garments are not acceptable). In general, pants should be worn at the natural waistline and worn with a belt if needed. Pants that are excessively baggy or that drag the floor are not acceptable.
9. Blouses or shirts of see-through material, i.e. thin or mesh (no portion of any undergarment shall be exposed).
10. Backless, strapless, or off-the-shoulder blouses/dresses are not allowed unless covered by an appropriate vest or jacket.
11. Boys' shirttails designed to be tucked in or any shirttail, regardless of cut, that drops below the buttocks shall be tucked inside the pants.
12. No going bare-footed or wearing house shoes. Shoes must be worn at all times.
13. All types of headwear (hats, caps, toboggans, bandannas, skull caps), athletic type headbands, and sunglasses are prohibited in the building during regular school hours unless the administration approves a special activity (hat day, cap day, etc.)
14. Chains of any type.
15. No body piercing, with the exception of girls wearing earrings. This prohibition on body piercing includes, but is not limited to, facial studs, facial rings, clear spacers, or tongue bars. Boys are not permitted to wear earrings or any type of ear ornament.
16. No disruptive or distracting type of makeup or contact lenses of unnatural color. Males shall not wear makeup.

17. Tattoos, writing on body, or any other body markings, whether permanent or temporary, may not be visible (exception: spirit tattoos sold by SISD cheerleaders on game days).
18. Hair should be combed and trimmed and should not interfere with vision or be a distraction to others. Hair should not have drastic or unnatural coloring (green, blue, pink, purple, orange, cherry-red, etc.); including hair extensions or hair clips of unnatural color. It must not call attention to gang identities, drug culture, or otherwise be a distraction. Boys' hair should not be below the top of the eyebrows in front, below the bottom of the ears, nor touch their tee shirt collar in the back. It should be uniform in length in back, with no shaved designs or patterns cut into the hair. Ponytails of any kind for boys are prohibited. Dreadlocks for boys and girls are prohibited.
19. No facial hair – except mustaches trimmed no lower than the corners of the mouth. Sideburns shall not be worn lower than the bottom of the ear lobe.
20. Feather hair accessories will be allowed for girls, but limited to no more than four.

Exceptions: a) Cheerleaders are allowed to wear sponsor-approved uniforms on game days. b) Sponsors may use discretion inside hotels and non-public areas, on fieldtrips, etc. c) When caps or hats are allowed, they may not be worn backwards, crooked, or sideways.

*Students participating in an extra-curricular activity are also subject to any additional requirements set forth by the sponsor or coach.

Students who violate the dress code shall be given an opportunity to correct the problem at school. Generic clothing may be provided by the school for students to wear when they are in violation of the school dress code until a parent or designee brings an acceptable change of clothing to the school.

Dress Code violations will result in the following disciplinary action:

1st offense: Warning

2nd offense: Warning

3rd offenses and beyond: Lunch detentions with a loss of exemptions on the 6th offense

Refusal to correct a dress code violation will result in further disciplinary action other than lunch detentions.

Consequences start over at the beginning of each semester.

Drug/Alcohol Use

Sundown ISD will continue a drug testing program for the coming school year. Consequences of a positive test or possession of drugs will be outlined in the Student Code of Conduct and the Drug Deterrent Policy. If a student is found to be under the influence of alcohol or drugs at school, away from school or at a school sanctioned activity, the consequences will be outlined in the Student Code of Conduct and Drug Deterrent Policy.

Fighting

Students fighting will be suspended for the remainder of the school day, with zeros in all classes,

return to school the next day with a parent or guardian, and receive disciplinary consequences.

Hazing

Hazing includes any willful act done by a student, either individually or with others, to another student for the purpose of subjecting him/her to indignity, humiliation, intimidation, physical abuse or threats of abuse, social or other ostracism, shame or disgrace. No student shall engage in any form of hazing, nor shall any student encourage or assist any other person in hazing.

Students must not participate, either individually or in a group, in bullying or taunting behaviors toward another student. Such behaviors may include repeated teasing or ridicule, name-calling, threats, theft, gossip and rumors, or physical intimidation of any kind. A substantiated complaint against a student will result in disciplinary action, according to the nature of the offense and the Student Code of Conduct.

Public Display of Affection (PDA)

Public display of affection (PDA) is physical contact that could lead to embarrassment to the school, fellow classmates, the faculty, or parents. Public display of affection at school will not be allowed and will be handled according to the Student Code of Conduct.

Tobacco and Other Products

Students in all grades shall not possess or use tobacco/nicotine products and/or dispensing devices, including but not limited to cigarettes, electronic cigarettes, any vaporizing devices, cigars, pipes, snuff or chewing tobacco, on school premises or at school-related functions.

Weapons

A student shall not enter the school premises with a firearm, explosive weapon, or knife, unless pursuant to written regulations or written authorization of the district. The student shall not interfere with normal activities, occupancy, or use of any building or portion of the campus by exhibiting, using, or threatening to exhibit or use a firearm, explosive weapon, or knife.

Students are also prohibited from bringing to school or a school-related activity any other weapons. This prohibition will not normally apply to school supplies such as pencils, compasses, and the like, unless they are used in a menacing or threatening manner.

School premises shall include the parking area of the school.

Weapons include, but are not limited to:

1. Fireworks of any kind.
2. Clubs or night sticks.

3. Razors.
4. Metallic knives.
5. Chains.
6. Any other object used in a way that threatens to inflict bodily injury on another person.
7. Knives of any size (including pocket knives).

The possession or use of articles not generally considered weapons may be prohibited when, in the principal's or designee's judgment, a reasonable suspicion of danger exists to the student in possession, other students, staff, or school property by virtue of possession or use.

ADMINISTRATIVE DETAILS

Bacterial Meningitis

WHAT IS MENINGITIS?

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

WHAT ARE THE SYMPTOMS?

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

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

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

HOW SERIOUS IS BACTERIAL MENINGITIS?

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

HOW IS BACTERIAL MENINGITIS SPREAD?

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

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

HOW CAN BACTERIAL MENINGITIS BE PREVENTED?

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

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

WHAT YOU SHOULD DO IF YOU THINK YOU OR A FRIEND MIGHT HAVE BACTERIAL MENINGITIS?

Seek prompt medical attention.

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.gov and the Texas Department of Health: www.tdh.state.tx.us.

Meningitis Bacteriana

¿QUÉ ES LA MENINGITIS?

La meningitis es una inflamación de las membranas que recubren el cerebro y la médula. Puede ser causada por virus, parásitos, hongos y bacterias. La meningitis viral es la más común y la menos grave. La meningitis bacteriana es la forma más común de una infección bacteriana grave con la posibilidad de complicaciones graves a largo plazo. Es una enfermedad poco común, pero requiere de tratamiento inmediato con antibióticos para prevenir daño permanente o la muerte.

¿CUÁLES SON LOS SÍNTOMAS?

Las personas con meningitis se sienten muy enfermas. La enfermedad se puede desarrollar en uno o dos días, pero puede progresar rápidamente en cuestión de horas. No todos los que tienen meningitis tienen los mismos síntomas.

Los niños (mayores de 1 año de edad) y los adultos que padecen de meningitis pueden tener un fuerte dolor de cabeza, fiebre alta, vómito, sensibilidad a las luces brillantes, rigidez en el cuello, dolores en las articulaciones, somnolencia o confusión. Tanto en los niños como en los adultos se puede presentar un sarpullido de pequeños puntitos rojos o morados. Pueden aparecer en cualquier parte del cuerpo.

El diagnóstico de la meningitis bacteriana se basa en una combinación de síntomas y resultados de análisis de laboratorio.

¿QUÉ TAN GRAVE ES LA MENINGITIS BACTERIANA?

Si se diagnostica y se sigue un tratamiento a tiempo, la mayoría de las personas se recuperan por completo. En algunos casos puede ser fatal o algunas personas pueden resultar con alguna discapacidad permanente.

¿CÓMO SE CONTAGIA LA MENINGITIS BACTERIANA?

Afortunadamente ninguna de las bacterias que causan la meningitis es tan contagiosa como las que causan enfermedades tales como un resfrío o gripe común, y no se contagian por contacto casual o por estar respirando el aire en donde ha estado una persona con meningitis. Los microbios viven por naturaleza en la parte de atrás de nuestra nariz y garganta, pero no pueden vivir mucho tiempo fuera de nuestros cuerpos. Se contagian cuando la gente intercambia saliva (por ejemplo al besarse, usando un mismo vaso, cubierto o cigarrillo).

A la mayoría de las personas el microbio **no les causa** meningitis. En cambio, la mayoría de la gente se convierte en **portadora** del microbio durante varios días, semanas o incluso meses. Es muy raro que la bacteria supere el sistema inmunológico del cuerpo y cause meningitis u otra enfermedad grave.

¿CÓMO SE PUEDE PREVENIR LA MENINGITIS BACTERIANA?

No comparta las comidas, las bebidas, los utensilios, los cepillos de diente o los cigarrillos. Limite el número de personas a las que besa.

A pesar que hay vacunas para algunas otras cepas de la meningitis bacteriana, sólo se usan en circunstancias especiales, por ejemplo cuando hay un brote de la enfermedad en una comunidad o para las personas que van a viajar a un país donde hay un alto riesgo de contagiarse esta enfermedad. También, algunos grupos recomiendan esta vacuna a los estudiantes universitarios, particularmente a los estudiantes de primer año que viven en residencias universitarias. La vacuna es segura y efectiva (85-90%). Puede causar leves efectos secundarios, como enrojecimiento y dolor en el lugar donde se colocó la inyección que pueden durar hasta dos días. Hay que esperar de 7 a 10 días después de recibida la vacuna para desarrollar inmunidad y ésta dura por 5 años.

¿QUÉ TIENE QUE HACER SI CREE QUE TIENE MENINGITIS BACTERIANA O PIENSA QUE ALGÚN AMIGO LA PUEDE TENER?

Hágase ver por un médico lo antes posible.

PARA MÁS INFORMACIÓN

La enfermera de su escuela, su médico de familia y el personal de la oficina del departamento de salud local o regional tienen mucha información sobre las enfermedades contagiosas. También puede llamar a su departamento de salud local o a la Oficina Regional del Departamento de Salud de Texas para preguntar sobre la vacuna contra el meningococo. En los sitios de la red mundial (Web) también se puede encontrar más información sobre los Centros para el Control y Prevención de Enfermedades: www.cdc.gov y el Departamento de Salud de Texas: www.tdh.state.tx.us.

Cameras (Security)

Video cameras and equipment are in use throughout the building and outside for safety and security purposes. The recordings are stored and may be reviewed by the administration. Should disciplinary action be necessary, it will be used in accordance with the Student Code of Conduct. Parents may request to view a videotape of the incident pertaining to the discipline of their child in accordance with SISD policy FL.

Career and Technology Education

Sundown ISD CTE Mission Statement

The mission of Career and Technical Education (CTE) is to empower students to be successful citizens, workers, and leaders in a global economy. CTE programs are designed to contribute to the board of educational achievement of students, including basic skills, as well as their ability to work independently and as part of a team, think creatively and solve problems, and utilize technology in the thinking and problem-solving process.

Concerns and Questions

Students or parents that have concerns or questions regarding the classroom should first bring the matter up with the teacher.

If no satisfactory resolution is agreed upon, a request for a conference with the principal should be made.

If no satisfactory resolution is reached during this meeting, a request for a conference with the

superintendent should be made.

If a satisfactory resolution is not reached with the superintendent, a request for an appeal to the board should be made to the superintendent at least seven days prior to the regular scheduled board meeting.

Fire and Tornado Drills

Fire and tornado drills at regular intervals are required by law and are an important safety precaution. When the first signal is given, it is essential that everyone obey orders promptly.

During fire drills, everyone should clear the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions.

During tornado drills, everyone should proceed to the basement by the prescribed route.

Food Allergies

The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

The district has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The district's food allergy management plan can be accessed through the school nurse.

Gifted & Talented Program

The Sundown ISD has initiated an innovative and comprehensive program to enhance general intellectual ability, creative/productive thinking and leadership ability of the students in grades K-12. Implementation of this program is a result of the district's continuing dedication to provide educational experiences that enable all students to realize their greatest potential.

Recognizing that a small percentage of the national population has been designated as gifted and talented, the district has created a differentiated curriculum program to meet the needs of this population. The program has been given the name **Apollo**.

Philosophy

Those special gifts, which qualify an individual to be considered for the Apollo Program, must be valued as irreplaceable natural resources. Recognizing this, educators, parents and community leaders must ensure that these special gifts are not ignored. To this end, experiences must be provided that are consistent with the abilities and potential of the student.

Goals

The long range goal of the **Apollo** Program of Sundown ISD is to identify all students with enhanced general intellectual abilities, creativity and outstanding leadership abilities in grades K-12, and provide opportunities to meet the educational, psychological, and social needs of the student.

Information: If interested in obtaining more information on the **Apollo** Program, please see the high school principal.

Guidance and Counseling

Counseling is a situation in which the counselor assists the student in reaching a decision or a solution. Counseling may assist the student in his social, educational, vocational, and personal development.

Counseling includes assistance with educational planning, interpretation of test scores, career information, study helps, help with home life, school and/or social concerns, or any questions the student may feel he would like to discuss with the counselor.

A student should make a request to see the counselor if the student feels the need. This can easily be accomplished by leaving the counselor a note in her box in the high school office.

Health-Related Matters

For information regarding the District's School Health Advisory Council, including the number of meetings scheduled or held during the year, please contact High School Principal, Brent Evans. Information regarding vending machines in District facilities and student access to the machines is available from the Superintendent, Scott Marshall.

Homework and Late Work Policy

Homework is a vital part of education. The administration and teachers at Sundown High School believe that the completion of homework is necessary for success in all classes. Therefore:

1. If a student is assigned to homework detention and the student chooses not to attend then their time will double and should be served on the next consecutive days.
2. If a student chooses not to serve his time as stated in #1 above, he will be assigned to re-direction or in-school suspension. The student must complete that day's assignments and the missing homework assignments before he is dismissed from re-direction or in-school suspension.

3. Work that is not turned in on time will have 30% taken off. If the work is not turned in on the next day of school, the grade will be a zero. The student is still responsible for turning in the assignment.

Lettering Policy

The criteria for earning a letter shall be up to the coach, director, or sponsor of the activity the student is participating in.

Lockers

All materials must be placed inside the student's assigned locker. Each student will also be allowed one bag of materials / equipment underneath the assigned locker and one bag of materials / equipment on top of the locker. **No loose articles (papers, books, notebooks, etc.) will be allowed on the top of the locker.** Students who place loose articles (books, papers, folders, etc.) on the top of the lockers will be assigned to a school detention.

Lockers remain under the jurisdiction of the school, notwithstanding the fact that they are assigned to individual students. The school reserves the right to inspect all lockers. Searches of lockers may be conducted at any time there is reasonable cause to do so.

Locks will be allowed on lockers. Locks may be checked out in the office. Only school locks may be placed on lockers. A deposit of \$5.00 will be required for the lock. If the lock is returned at the end of the school year, \$4.00 of the deposit will be returned.

Make Up Work Policy

When a student is absent, it is his/her responsibility to get information concerning the particular assignment, on the next day of attendance. **If a student arrives at school late, it is his/her responsibility to get information on the class(es) missed earlier that day, and have the assignment(s) ready the next time the class meets.**

For classes that are not scheduled to meet the next day (normally 90 minute block classes), it is the student's responsibility to obtain assignments missed from the previous meeting of the class, and **have the assignment ready the next time the class meets.** The students will obtain assignments in at least one of the following manners, as is requested by the teacher:

1. Student contact with teacher during tutorial or between classes.
2. Student contact with teacher via email or phone.
2. Student viewing of assignment as posted by teacher.
3. Student contact with another student.
4. Voice mail (as available).

Students in classes meeting daily will have one day of makeup time after an absence unless other arrangements to extend this are made by the teacher.

If a student is allowed to make up work for a grade, that student will receive a regular grade. If a student is not allowed to make up work for a grade, then that student will receive a zero for the grade. We encourage every student to always make up work missed due to any absence, in order for that student to keep up in the course.

The school regards personal illness, death in the family, serious family emergencies, parent requested absences, or any other unusual circumstance acceptable to the principal, as valid reasons for making up school work.

Medication at School

In accordance with 22.052 of the Texas Education Code, the Sundown Independent School District has adopted the following rules concerning the administration of medication to students by school employees.

No school employee will be authorized to administer medication to students unless the following conditions have been met:

1. A signed request to administer the medication to a student has been provided by a parent, legal guardian, or other person having legal control of the student.
2. All medication should be in the original container, properly labeled, stating:
 - A. Name and address of the student.
 - B. Date of the prescription's issue.
 - C. Name and quantity of medication.
 - D. Direction for its use.

A student who has written authorization from his or her parent and physician or other licensed health care provider, and who meets all other requirements, may be permitted, at the student's discretion, to possess and use prescribed asthma medication and anaphylaxis medication at school or school-related events. The student must be able to demonstrate to his or her physician or health-care provider and to the school nurse the ability to properly use the prescribed medication, including any device required to administer the medication. The student and parents should see the school nurse if the student has been prescribed asthma medication or anaphylaxis medication for use during the school day.

Notification to Parents of Teacher Qualifications

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

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.

- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact Sundown ISD Superintendent, Scott Marshall, at 229-3021.

Pesticides

Sundown ISD periodically applies pesticides to its premises. Information concerning these applications may be obtained from Scott Marshall at 229-3021.

Pledges of Allegiance & Minute of Silence

Texas law requires students to recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag each day. Parents may submit a written request to Sundown High School Principal, Brent Evans, to excuse their child from reciting a pledge.

A minute of silence will follow recitation of the pledges. A student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others.

Posters

Individuals or groups that wish to display posters and signs on campus must get approval by their school sponsor or the high school principal.

Printed Material

School-sponsored newspapers, yearbooks and/or videos are under the supervision of the teacher and high school principal.

All written material, over which the district does not exercise editorial control that is intended for distribution to students shall be submitted to the principal for review and approval. If the principal disapproves material, the material is subject to normal appeal procedures. If the Superintendent does not approve the material, it may be appealed to the board at its next regular meeting. The student will then have a reasonable period of time to present his/her viewpoint.

Recitation of Declaration of Independence

The State Board of Education has rulemaking authority to provide for students in social studies classes in grades 3-12 to study the Declaration of Independence and the U.S. Constitution, the ideas expressed therein, and later developments in early American history. The rules must require students to recite a quoted portion of the Declaration of Independence during CELEBRATE FREEDOM WEEK. Parents have a right to request that your child(ren) be excused from reciting a portion of the text of the Declaration of Independence during CELEBRATE FREEDOM WEEK. The request must be made in writing. State law requires the recitation as part of social studies classes in grades 3-12 unless: (1) you provide a written statement requesting that your child(ren) be excused; (2) the District determines that your child(ren) has a conscientious objection to the recitation; (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity.

School Records

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

By law, both parents, whether married, separated or divorced, have access to the records of a student who is a minor or a dependent for tax purposes, as do students who are 18 years of age or older. 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 high school. Records may be reviewed at school during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. Sundown ISD has designated the following information as directory information: student name, address, telephone listing, electronic mail address, photograph, and date and place of birth, as well as major field of study; degrees, honors and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams.

If you do not want Sundown ISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by August 24, 2018.

Section 504

Sundown ISD complies with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, which specifies that no one with a disability can be excluded from participating in federally funded programs or activities, including elementary, secondary or postsecondary schooling. Disability refers to a “physical or mental impairment, which substantially limits one of more major life activities.” Students who qualify for Section 504 services are entitled to a 504 plan which spells out the modifications and accommodations needed for these students to have an opportunity to perform at the same level as their peers. For more information about Section 504 eligibility, please see your campus administrator.

Sexual Harassment

Sundown ISD believes that every student has the right to attend school and school-related activities free from all forms of discrimination on the basis of sex, including sexual harassment. We consider sexual harassment of students to be serious and will consider the full range of disciplinary options, according to the nature of the offense.

All students are expected to treat one another courteously, with respect for the other person's feelings; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct of a sexual nature directed toward another student. This prohibition applies whether the conduct is by word, gesture, or any other intimidating sexual conduct, including requests for sexual favors that the other student regards as offensive or provocative.

Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the building principal.

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.

If the resolution of the complaint is not satisfactory to the student or parent, the student or parent within 10 days may request a conference with the Superintendent or designee by following local Board policy. If the resolution by the Superintendent or designee is not satisfactory, the student or parent may present the complaint to the Board as provided by policy.

Snacks and HS Student Lounge

1. The Student Council provides snacks to students as an ongoing fundraiser for the school year.
2. Food and drinks are not to be eaten in the locker area or any carpeted area without the principal's permission.
3. Every student will clean up his/her own mess.
4. Bottled water may be taken to the classroom.

Special Education Services

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: Kathy Hutchinson, Director of Special Education
Phone Number: 806-894-6858

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: Brent Evans, HS Principal
Phone Number: 806-229-3021

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

Cómo ayudar a aquellos estudiantes que tienen dificultades de aprendizaje o precisan servicios de educación especial o de la Sección 504

Para aquellos estudiantes que tienen dificultades en el salón de clases normal, todos los distritos escolares y las escuelas autónomas de inscripción abierta deben contemplar servicios de tutoría y compensatorios, y otros servicios de apoyo académico o conductual que estén disponibles para todos los estudiantes, incluido un proceso basado en la Respuesta a la Intervención (Rtl). La implementación de la Rtl tiene el potencial de impactar positivamente en la capacidad de los distritos y escuelas autónomas de satisfacer las necesidades de todos los estudiantes con problemas.

Si un estudiante está experimentando dificultades de aprendizaje, sus padres pueden comunicarse con la(s) persona(s) mencionada(s) más abajo para obtener información sobre el sistema general de remisión o control de la educación general de la escuela para los servicios de apoyo. Dicho sistema vincula a los estudiantes con una variedad de opciones de apoyo, entre las que se encuentra la remisión para que se realice una evaluación de educación especial o una evaluación de la Sección 504 con el fin de determinar si el estudiante necesita asistencia, adaptaciones o servicios específicos. Los padres pueden pedir una evaluación para los servicios de educación especial o de la Sección 504 en cualquier momento.

Remisiones de educación especial:

Si los padres solicitan, por escrito, al director de servicios de educación especial o a un empleado administrativo del distrito escolar o de la escuela autónoma de inscripción abierta que se realice una evaluación inicial para recibir servicios de educación especial, el distrito o la escuela autónoma deben responder dentro de los 15 días lectivos después de haber recibido la solicitud. En ese momento, el distrito o la escuela autónoma deben entregar a los padres notificación previa por escrito respecto de si están de acuerdo o no en evaluar al estudiante, además de enviarles una copia de la *Notificación de salvaguardas procesales*. Si el distrito escolar o la escuela autónoma están de acuerdo en evaluar al estudiante, también deben darles a los padres la oportunidad de prestar su consentimiento por escrito para la evaluación.

Por favor tenga en cuenta que una solicitud para una evaluación de educación especial puede hacerse verbalmente y no necesita hacerse por escrito. Los distritos y escuelas “chárter” deben seguir cumpliendo con todas las notificaciones previas por escrito y los requisitos sobre las salvaguardas procesales de la ley federal para identificar, localizar y evaluar a los niños que se intuya puedan ser niños con alguna discapacidad y que necesite educación especial. Sin embargo, una petición verbal no requiere que el distrito o la escuela “chárter” respondan dentro del periodo establecido de los 15 días escolares.

Si el distrito o la escuela autónoma deciden evaluar al estudiante, deben completar la evaluación inicial y el informe de la evaluación dentro de los 45 días lectivos posteriores al día en que reciban el consentimiento por escrito de los padres para evaluar al estudiante. Sin embargo, si el estudiante se ausenta de la escuela por tres días lectivos o más durante el período de evaluación, dicho período se extenderá la misma cantidad de días lectivos que el estudiante haya faltado.

Existe una excepción al plazo de 45 días lectivos. Si un distrito o una escuela autónoma reciben el consentimiento de los padres para la evaluación inicial entre los 35 y 45 días lectivos previos al último día de clases del año, deben completar el informe escrito y proporcionarles una copia del mismo a los padres, a más tardar, el 30 de junio de dicho año. No obstante, si el estudiante falta a la escuela tres días o más durante el período de evaluación, no se aplica la fecha límite del 30 de junio, sino que se aplica el plazo general de 45 días lectivos más prórrogas por ausencias de tres días o más.

Al completar la evaluación, el distrito o la escuela autónoma deben proporcionar a los padres una copia del informe de evaluación en forma gratuita.

Hay disponible información adicional sobre educación especial del distrito o la escuela autónoma en el documento complementario titulado *Guía para padres sobre el proceso de admisión, revisión y retiro*.

Persona de contacto para las remisiones de educación especial:

La persona designada para contactar en relación con las opciones para un estudiante que experimente dificultades de aprendizaje o en relación con una remisión a evaluación para recibir servicios de educación especial es:

Persona de contacto: Kathy Hutchinson, Director of Especial Educación
Número de teléfono: 806-894-6858

Remisiones de la Sección 504:

Cada distrito escolar o escuela autónoma debe tener estándares y procedimientos en vigor para la evaluación y colocación de estudiantes en el programa de la Sección 504 del distrito o la escuela autónoma. Además, los distritos y las escuelas autónoma deben implementar un sistema de salvaguardas procesales que incluya una notificación, una oportunidad para que los padres o tutores examinen los registros relevantes, una audiencia imparcial en la que puedan participar los padres o tutores y en la que haya representación por parte de un abogado, y un procedimiento de revisión.

Persona de contacto para las remisiones de la Sección 504:

La persona designada para contactar en relación con las opciones para un estudiante que experimente dificultades de aprendizaje o en relación con una remisión a evaluación para recibir servicios de la Sección 504 es:

Persona de contacto: Brent Evans
Número de teléfono: 806-229-3021

Información adicional:

Los siguientes sitios web ofrecen información y recursos para los estudiantes con discapacidades y sus familias.

- Marco legal del proceso de educación especial centrado en el niño
- Red de colaboradores y recursos
- Centro de Información de Educación Especial
- Texas Project First

Summer School

Summer school classes will be offered on-site at Sundown High School. Some summer classes may be offered at Pep High School. Enrollment requirements and other summer school stipulations may be obtained by contacting the Principal, Brent Evans at 229-3021, ext 230.

Textbooks

Textbooks are furnished by the state and are issued at the beginning of the year. Students who lose or damage a book while it is checked out to them will be charged at the rates below. (Minimum fine - \$2.00)

Broken or torn cover (front and back)	\$10.00
Broken or torn cover (front or back)	5.00

Broken spine	2.00
Torn or cut page	2.00 each page
(Total will not be more than price for new book)	
Missing page	3.00 each page
Writing, spills, etc. on pages or cover	2.00 each page
Minimum textbook fine	2.00
Lost book	Total price of book
This fee reflects an average textbook cost for SISD of \$40.00.	

A student shall keep his/her books covered at all times. Failure to keep books covered will result in the student's book being turned in to the office.

Vehicles on Campus

Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable cause exists to do so whether the student is present or not. Students have full responsibility for the security of their vehicles and should make certain they are locked. **Once a student vehicle is parked in the morning, it is not to be driven again (without permission from the Office) for the remainder of the school day.**

Students will be held responsible for any prohibited objects or substances, such as alcohol, drugs, and weapons, which are found in their cars, and will be subject to appropriate disciplinary action.

Visitors

All visitors must report to the office and sign in before proceeding to any other area of the school. This is a security measure for students as well as staff members. There may be special times where this practice is waived such as assemblies, programs, parties, pep rallies, etc. The principal or other school personnel may request identification from any person on school property and will ask any person not having legitimate school business to leave. Due to the potential for distraction, friends and/or relatives will not be allowed to shadow a Sundown High School student.

TRAVEL

Extracurricular, Field, and Co-Curricular Trips

A student who goes on an extra-curricular, field, or co-curricular trip is not considered absent. The campus is extended to cover wherever he/she has gone.

All school trips must have prior approval of principal and superintendent.

All work must be turned in prior to departure or the day the student returns, unless the student has the classroom teacher's approval to do otherwise. Assignment cards must be given to the students in advance of the absence. The teachers whose class will be missed should sign these cards. The cards must be turned in to the sponsor before the student leaves school. Do not interrupt class to obtain a teacher's signature.

The student shall be passing all subjects that he/she will miss before the student will be allowed to go on any extra-curricular or co-curricular trip. Exception: If the contest is a UIL contest for advancement to another level. Field trips are extensions of the classroom, and grades will not keep a student from attending a field trip.

The sponsor and the principal, within the guidelines of school policy, will determine dress code on school trips.

The student must go and return from out of town activities in the school conveyance unless the parent personally clears the change with the sponsor.

The student should have an itinerary at least two days prior to leaving.

The sponsor must have a parent permission slip before the student is allowed to go on any off campus activity.

On overnight activities, a time for all students to be in their rooms will be established. The sponsor and/or the principal will establish bedtime.

It is the student's responsibility to obtain from his/her teacher the work he/she will miss during the trip.

All school policies are in force on any school trip.

If a student misbehaves on a school trip, or while representing the school in a school activity, he/she will be disciplined according to the Student Code of Conduct and/or may forfeit the privilege to participate in all extra-curricular activities for the remainder of the school year.

Senior Trip

All Sundown High School seniors are eligible for the senior trip at the beginning of the school year or upon enrollment (provided there is enough school year remaining to earn the points required to go on the senior trip.)

A senior will be eligible for the senior trip at the end of the year if he/she meets the following five conditions:

1. He/she must be a graduating senior of Sundown High School.
2. He/she has enough points (earned by the stated deadlines) to qualify him/her to go on the trip.
3. He/she does not have any outstanding debts owed to the senior class or any other school organization or the school itself.
4. He/she has not served any time in the Disciplinary Alternative Education Program (DAEP or AEP) during any point of his/her senior year, and/or has not engaged in any conduct that under the student handbook, student code of conduct, or drug deterrent policy mandates suspension from any school related activity.
5. He/she is not under criminal investigation by a law enforcement agency.

He/she may earn or receive enough points to go on the senior trip in the following manner:

1. Earn money through a point system based on the cost of the trip.
2. If, **due to extenuating circumstances**, a senior needs to purchase points, he/she may purchase a maximum of 150 points at the established cost per point, and only with prior approval of the campus principal.

The senior trip is a school-sponsored activity and is under all the rules of any other school-sponsored trip.

The senior trip will be held sometime between the last day of classes and the graduation exercise. It will not be longer than 5 days.

The senior class will decide where they would like to go for their trip and make a formal request for a trip to the school board on or before the November school board meeting.

The minimum number of points will be based on the cost of the trip. Points will be based on time worked, profit earned on selling projects, and food supplied.

Seniors must earn a minimum of 900 points to be eligible for the senior trip. 450 of the points must be earned by the end of the fall semester in order for the senior to have an airline ticket purchased for the trip. The total number of points required (900) must be earned no later than May 1st.

Points for anything above the initial cost of the trip will be pro-rated into money by taking the excess points and dividing them into the excess money pool. Each senior going on the trip will receive payment according to the value of each excess point.

The point system will be devised by the sponsors and will be approved by the principal. If any changes are made in the point system the principal will approve it.

In order for the student to have a vested interest in the trip he/she must:

1. Have enough points to qualify to go on the trip.
2. Be a graduating senior of Sundown High School.
3. Actually go on the trip.

If a student does not have a vested interest, all money earned by the student will be put into the extra money pool and divided among the students who are going on the trip.

Definitions

Money-pool is the excessive money left over after the trip package is paid for and after all other senior financial obligations have been made.

Trip package is the amount charged to the class for each individual that is going on the senior trip.

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