



# UNITED INDEPENDENT SCHOOL DISTRICT INFORMATIONAL ITEM

**TOPIC:** Proposed Changes to the 2014-2015 Student Handbook

**SUBMITTED BY:** Annette Perez **OF:** Student Relations/Discipline Management

**APPROVED FOR TRANSMITTAL TO SCHOOL BOARD:** \_\_\_\_\_

**DATE ASSIGNED FOR BOARD CONSIDERATION:** July 23, 2014

## INFORMATIONAL REPORT:

The Student Handbook was reviewed by individual department directors and coordinators. Recommended changes were submitted to Annette Perez.

Chairperson for this committee: Annette Perez




# UNITED INDEPENDENT SCHOOL DISTRICT

Annette Perez, Director  
Student Relations/Discipline Management Department

## MEMORANDUM

To: UISD School Board of Trustees

From: Annette Perez, Director for Student Relations & Discipline Management 

Through: Eduardo Zuniga, Associate Superintendent – Student Support Services

Date: July 7, 2014

RE: Revisions to the Student Handbook

The enclosed 2014-2015 outline of the most significant recommended changes to the Student Handbook delineates all recommended changes for your review. Additions **made have been highlighted in yellow and underlined.** Text to be deleted is highlighted in **green and with strikethrough.**

The Student Handbook was reviewed by individual department directors and coordinators. Recommended changes were submitted by the respective department director/coordinator.

I look forward to discussing the proposed changes with you. If you have any questions, please call me at 473-6458. Thank you for your time and attention.

xc: Roberto J. Santos, Superintendent  
Eduardo Zuniga, Associate Superintendent for Student Support Services  
David H. Gonzalez, Associate Superintendent for Curriculum and Instruction





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## Outline of the most significant changes to the 2014-2015 Student Code of Conduct:

### Requesting Transfers for Your Child: Added

- As a parent (same as legal guardian through court order), you have a right to request an **Intradistrict transfer for the next school year for your own child (does not apply for relatives: grandchildren, nieces, nephews, cousins, etc).** Applications become available ...
  - This Inter-District transfer does not apply for full-time regular employees to utilize any HOST or POA special admissions for children other than their own who they have guardianship under Power of Attorney; however, court-ordered custody is acceptable.
  - Parents who are full-time regular employees have the privilege to request a transfer to the same campus where the parent works or the feeding campuses nearest to their own campus. Non-campus employees will utilize the location of their department as the means to designate the campus whose facility or department fall inside the applicable attendance zone. The policy is not a "School of Choice."

### Attendance: Added

- **Compulsory Attendance:** §25.085 State law requires that a student who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached the child's 18<sup>th</sup> birthday shall between the ages of 6 and 18 attend school for the entire period the program of instruction is provided, as well as any applicable accelerated instruction program, extended year program, or tutorial session unless the student is otherwise excused from attendance or legally exempt.
- **Failure to Comply with Compulsory Attendance:** School employees must investigate... Attendance Officers will implement truancy prevention measures designed to address the student attendance issues prior to filing a complaint with the Justice of the Peace. However, if the truancy prevention measures fail to meaningfully address the student's school attendance, a complaint will be filed with the Justice of the Peace against the parent, the student or both.
- **Attendance for Credit:** § 25.092 A student in any grade level from kindergarden through grade 12 may not be given credit or a final grade for a class unless the student is in attendance for at least 90 percent of the days the class is offered. To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. ... A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit or a final grade for the class if he or she completes...
- **Perfect Attendance:** To be eligible for this distinction on a six weeks basis (Elementary/Middle) or nine weeks basis (High School), a student must have been present 100% of the days of the six/nine weeks in all classes.





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### Cafeteria Services: Removed previous information and added all new information

- **Special/ Modified Menus:** The UISD Food Service Department, in order to provide children with disabilities the same opportunities as other children, will modify the school menus. The United States Department of Agriculture (USDA) has a nondiscrimination regulation that mandates that substitutions be made to the regular meal for children who are unable to eat school meals because of their disabilities when that need is certified by a licensed physician.
- Parents can get a "Special Diet Prescription Form for Meals at School" from the Cafeteria Manager or the school nurse at any school. A U.S. Physician providing specific prescription for the dietary needs of the student must fill out the form. Parents may call the UISD Food Service Dietary Department at 473-6556 and ask to speak to a dietitian for more information.
- **Texas Public School Nutrition Policy:** All schools in the state of Texas are required to operate under the Texas Public School Nutrition Policy (TPSNP), which prohibits "Foods of Minimal Nutritional Value" from being offered or sold to students during the school day. In addition, the TPSNP allows certain "Competitive Foods" to be sold at the middle and high school levels during the school day following specific guidelines for nutrition standards and selling times/areas. Please contact the UISD Food Service Department at 473-6556 and ask to speak to a dietitian, or visit [www.squaremeals.org](http://www.squaremeals.org) for information and guidelines.

- **Special/ Modified Menus:** The UISD Child Nutrition Department, in order to provide children with disabilities the same opportunity as other children, will modify school menus. The United States Department of Agriculture (USDA) has a nondiscrimination regulation that mandates that substitutions be made to the regular meal for children who are unable to eat school meals because of their disabilities when that need is certified by a licensed physician.
- Parents can get an official UISD "Special Diet Prescription Form for Meals at School" from the Cafeteria Manager or the school nurse at any school. The form is also available through [www.uisd.net](http://www.uisd.net) under the Department Tab and Child Nutrition link.
- ONLY an official UISD form will be accepted. A U.S. physician providing specific prescription of dietary needs of the student must fill out the form. The form must be filled out entirely including the statement of disability and a description of how the disability affects major life activities. Special diets prescribed by physician assistants or nurse practitioners will no longer be accepted.
- **USDA Smart Snacks in School:** The Texas Public School Nutrition Policy will no longer be in effect after July 1, 2014. In its place, school districts across the country will be under new legislation known as USDA's *Smart Snacks in School*. The standards are part of the Healthy, Hunger-Free Kids Act of 2010 which recently imposed new regulations for the National School Breakfast and Lunch Program. *Smart Snacks in School* will set nutrition requirements for all foods sold outside the child nutrition program, on the school campus, and at any time during the school day.
- To view the new standards in a flyer format, please visit: [http://www.fns.usda.gov/cnd/governance/legislation/allfoods\\_flyer.pdf](http://www.fns.usda.gov/cnd/governance/legislation/allfoods_flyer.pdf). More information will be disseminated regarding the new legislation at district meetings throughout School Year 2014-15.





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## Class Rank / Top Ten Percent / Highest Ranking Student:

- For two school years following his or her graduation...and colleges in Texas;(Except The University of Texas at Austin).
- To be eligible... A student who completes the high school program requirements in fewer than four years shall be ranked in the class with which he or she actually graduates. In addition, students must complete early graduation paperwork by September with his/her counselor.
- Note: High school juniors wishing to enroll in college courses for dual or concurrent enrollment must meet the following guidelines: Be enrolled in four (4) classes at their respective high schools. Juniors meeting the above guidelines would obtain dual credit/concurrent enrollment forms from their counselors.

## Personal Counseling: deleted

- When individual students ...or the District's website [www.uisd.net](http://www.uisd.net).

## Course Pass/Fail:

- Students will **not** be allowed to take a course on a Pass/Fail basis. Pending OCEPE direction.

## Credit by Examination--If You've Not Taken the Course:

- The passing score required... The dates on which examinations are scheduled will be published by the district with three days set between January 1 and June 30 and three days set between July 1 and December 31. No fee will be charged if taken on the six days officially designated by the district.

## Fundraising: added

- Outside organizations,... Prior approval must be obtained from the Principal at least 10 days before the event. Parent organizations must abide by the policies and procedures set forth in the USD Parent Organization Guidelines....

## Promotion/Retention:

- A Middle School Personal Graduation Plan (PGP) will be prepared for any each student enrolled in a middle school or beyond who did not perform... The plan will identify the student's educational goals; include diagnostic information, appropriate monitoring and intervention, and other evaluation strategies; address the parent's educational expectations for the student, and outline an intensive instruction program for the student; and provide innovative methods to promote the student's advancement, including flexible scheduling, alternative learning environments, online instruction, and other interventions that are proven to accelerate the learning process and have been scientifically validated to improve learning and cognitive ability. For a student receiving special education services,...
- High School Personal Graduation Plan (PGP): A principal of a high school shall designate a school counselor, teacher, or school administrator to review PGP options with each student





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entering grade 9 together with the student's parent or guardian. The PGP options reviewed must include the distinguished level of achievement and endorsements.

- Before the conclusion of the school year, the student and the student's parent or guardian must confirm and sign a PGP for the student that identifies a course of study that: 1. Promotes college and workforce readiness and career placement and advancement; and 2. Facilitates the student's transition from secondary to postsecondary education.

### Graduation:

- The TAKS exit level tests for students, who entered ninth grade in 2005-06 and thereafter, are required for students in grade 12 during the 2013-2014 school year. There are a total of four assessments which include English language arts, mathematics, science, and social studies which a student must pass in order to graduate. The tests require knowledge of the following subject areas: Algebra I, Geometry, Biology, Integrated Physics and Chemistry, English III, and early American and United States History, World History, and World Geography. A student who does not pass the exit level assessments will have additional opportunities to take the test.
- **Students entering ninth grade in 2011-2012 and thereafter** will be required to successfully complete 5 End of Course (EOC) exams in order to graduate. The STAAR assessments will be administered in Algebra I, Biology, English I, English II, with reading and writing integrated into a single test for each, and U. S. History. Please see the chart below for phase-out of HS TAKS and phase-in of EOC assessments:

Grade	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
GR 9	TAKS	EOC	EOC	EOC	EOC
GR 10	TAKS	TAKS	EOC	EOC	EOC
GR 11	TAKS	TAKS	TAKS	EOC	EOC
GR 12	TAKS*	TAKS*	TAKS*	TAKS*	EOC OR TAKS*

\*Out-of-school testers and 12<sup>th</sup> grade TAKS retesters

- TAKS exit level test will still be available for students to meet graduation requirements for students who entered 9<sup>th</sup> grade prior to 2011-2012.





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### Graduation Programs:

- All students entering grade 9 prior to **2014-2015** ...
- **Note: At the time this document went to print Texas State Board of Education and the Texas Education Agency had not made final decisions on all aspects of STAAR/EOC examination implementation.**
- United ISD will offer the following graduation programs for students:

#### ○ **Four-year Plan Distinguished Achievement Program**

	Fine Arts	Speech/Health	College Readiness/9-week course or 18-week elective	Elective or <b>TAKS EOC</b> Intervention
	High School 101	Elective or EOC Intervention	Elective or EOC Intervention	Elective or <b>TAKS EOC</b> Intervention
Four Advance Measures are required for the Distinguished Achievement Program. They will be fulfilled by the following: 1. _____ 2. _____ 3. _____ 4. _____				
<ul style="list-style-type: none"><li>• Notes: *May be taken as a Pre-AP course. Students who did not meet the <b>EOC/TAKS</b> standard will be required to take <b>EOC/TAKS Intervention Courses</b>. <b>Students must test successfully with TAKS or TAKS A to graduate DAP.</b> <del>Students entering 9<sup>th</sup> grade 2011-2012 must meet the college readiness performance (Advanced Academic Performance) standard on the STAAR EOC assessments in English III and Algebra II to graduate DAP.</del></li></ul> <b>UISD graduation for the DAP exceeds HB 3 requirements.</b>				

#### ○ **Four-year Plan Recommended Program**

	Fine Arts	Speech/Health	College Readiness/9-week course or 18-week elective	Elective or <b>TAKS EOC</b> Intervention
	High School 101	Elective or EOC Intervention	Elective or EOC Intervention	Elective or <b>TAKS EOC</b> Intervention
<ul style="list-style-type: none"><li>• NOTES: *denotes may be taken as Pre-AP. ** denotes may be taken as AP. Students who did not meet <b>EOC/TAKS</b> standard will be required to take <b>EOC/TAKS Intervention courses</b>. <b>Note: Students must test successfully with TAKS or TAKS A to graduate Recommended.</b> <del>Students entering 9<sup>th</sup> grade 2011-2012 must achieve satisfactory academic performance on STAAR EOC assessments in English III and Algebra II to graduate recommended.</del></li></ul> <b>UISD graduation for the RHSP exceeds HB 3 requirements.</b>				

### **New Graduation Requirements:**

- **The 83<sup>rd</sup> Texas Legislative Session signed House Bill 5 (HB 5) into law which changes graduation requirements for the upcoming freshmen class of the 2014-2015 school year. The new graduation plans allow for greater flexibility in choosing courses while maintaining academic excellence. The Foundation Program with Endorsements prepares students for post-secondary and workforce options. Beginning with students who enter 9<sup>th</sup> grade in 2014-2015 and therefore, will be placed on the Distinguished Level of Achievement (DLA) for graduation with the exception of those students with an individualized education plan. Reviews with grade level counselor for progress toward earning the DLA will take place annually. The Distinguished Level of Achievement is required to qualify for automatic college admission under the state's top 10 percent provisions. The Foundation Program with an Endorsement will be the default plan for students not being able to successfully complete the required Algebra II or other necessary requirement under the DLA.**



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- On entering ninth grade, students must indicate in writing an endorsement that the student intends to earn. This takes place during the student's 8<sup>th</sup> grade year. Each 8<sup>th</sup> grader is provided with a Four-Year Plan in which they select their endorsement and career pathway. The student, parent and counselor must sign this form acknowledging selection of the endorsement. The following five endorsements will be offered at each high school: Science, Technology, Engineering and Math (STEM), Business and Industry, Public Services, Arts and Humanities, and Multidisciplinary Studies. (EIF Local)

A student may earn an endorsement by successfully completing:

- Curriculum requirements for the endorsement
- Four credits in mathematics
- Four credits in science
- Two additional elective credits

## Performance Acknowledgements

A student may earn a performance acknowledgement on the student's diploma and transcript for outstanding performance:

- In a dual credit course
- In bilingualism and biliteracy
- On an AP test
- On the PSAT, the ACT-PLAN, the SAT, or the ACT

For earning a nationally or internationally recognized business or industry certification or license





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## Graduation Plans for Incoming Freshmen 2014-2015 and Thereafter

Foundation High School Plan 26 Credits (EIF) Local	Foundation High School Plan with Endorsements 30 Credits (EIF) Local	Distinguished Level of Achievement with Endorsements 30 Credits (EIF) Local
4 English - English I, II, III and English IV	4 English - English I, II, III and English IV	4 English - English I, II, III and English IV
3 Mathematics - Algebra I, Geometry and Advanced Math	4 Mathematics - Algebra I, Geometry, Math Models or Algebra II and Advanced Math	4 Mathematics - Algebra I, Geometry, Algebra II, and Advanced Math
3 Science - Biology, IPC or Chemistry and Advanced Science	4 Science - Biology, IPC or Chemistry and two Advanced Science courses	4 Science - Biology, IPC or Chemistry, Chemistry or Physics and 4th Advanced Science
4 Social Studies - World Geography, World History or Special Topics SS, U.S. History, U.S. Government (.5 credit), Economics (.5 credit)	4 Social Studies - World Geography, World History or Special Topics SS, U.S. History, U.S. Government (.5 credit), Economics (.5 credit)	4 Social Studies - World Geography, World History or Special Topics SS, U.S. History, U.S. Government (.5 credit), Economics (.5 credit)
2 Languages other than English	2 Languages other than English	2 Languages other than English
1 Physical Education or substitution	1 Physical Education or substitution	1 Physical Education or substitution
1 Fine Arts	1 Fine Arts	1 Fine Arts
1 Technology Applications	1 Technology Applications	1 Technology Applications
.5 Health	.5 Health	.5 Health
.5 Communication Applications	.5 Communication Applications	.5 Communication Applications
6 Electives	8 Electives	8 Electives
Students may opt to Foundation-only after completing sophomore year	Electives must be specific to at least one endorsement	Electives must be specific to at least one endorsement

Foundation + Endorsement + Algebra II = Distinguished Level of Achievement

The Distinguished Level of Achievement is the default plan for students at United ISD in order to achieve the maximum post-secondary college and/or career readiness.

*\*Distinguished Level of Achievement must be earned to be eligible for "Top 10%" of the class and qualify for automatic college admission.*





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STEM (Science, Technology, Engineering, and Math)	Business & Industry	Public Service	Arts & Humanities	Multidisciplinary Studies
Engineering Oil & Gas Production Technology Applications	Agriculture, Food, & Natural Resources  Architecture & Construction  Arts, Audio/Video Tech. & Communication  Bus. Mgt. & Administration  Finance Hospitality and Tourism  Information Technology  Transportation, Distribution & Logistics	Education  Health Science  Law, Public Safety, Corrections and Security	Art  English  LOTE  Music  Theatre	This Endorsement allows the students to select courses from the curriculum of each endorsement area.
State Assessment Required for Graduation		Performance Acknowledgements		
English I	U.S. History	English II	Outstanding performance: Dual credit courses, bilingualism, or biliteracy, AP or PSAT, SAT, ACT-Plan, or ACT.  Certification/Licensure: recognized nationally or internationally by business or industry or a Texas State agency	
Algebra I		Biology		

## Summer School--Other Than Extended Year Program:

- Students shall be awarded credit for courses begun and successfully completed during the summer sessions. Summer programs are a privilege not a right; therefore, attendance and discipline will be strictly enforced. Summer School is offered at designated elementary, middle and high school sites on an alternating basis. Students meeting the criteria for summer school are invited to attend and shall be awarded credit for courses begun and successfully completed during the summer sessions adhering to the summer grading guidelines. Attendance and discipline are strictly enforced following the Student Code of Conduct. Questions may be directed to the Associate Superintendent for Instruction at (956) 473-5241. Executive Director for School Improvement at (956) 473-2142.





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### **TESTING (STANDARDIZED):**

- A student may choose to retake an EOC assessment in situations other than those listed above as well.
- STAAR Modified and STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee. These This particular EOC assessments may have a different testing windows than the general assessments.
- STAAR Modified and STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee.
- TAKS (Texas Assessment of Knowledge and Skills): TAKS is a state-mandated assessment currently being that has been transitioned to the STAAR program. However, depending on the grade level of the student, TAKS may still be administered to any student who has not met his/her TAKS graduation requirement.
- For a student in grade 12 during the 2013-2014 school year, the student will be assessed with TAKS in the subject areas of mathematics, English/language arts, social studies, and science. Satisfactory performance on these tests is required for graduation.
- THEA (Texas Higher Education Assessment): Prior to enrollment in a Texas public college or university, students must take the Texas Higher Education Assessment (THEA) test, formerly known as TASP.
- Test results will be reported to students and parents; parents may review an assessment test that has been given to their child.
- Certain students—some with disabilities and some with limited English proficiency—may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal or counselor or may get former information at [www.thea.nesine.com](http://www.thea.nesine.com).

### **TSI (Texas Success Initiative) Assessment:**

- All public colleges and universities in Texas are required by law to assess the reading, mathematics and writing skills of incoming freshmen. The TSI assessment, formerly known as THEA (Texas Higher Education Assessment), was designed to help Texas institutions evaluate a students' readiness for high-level coursework, and identify any areas where they may need additional academic support.
- The TSI Assessment must be taken before enrolling in any college-level coursework. However, before a student can take the TSI Assessment, they must first take the TSI Pre-Assessment Activity. Students should contact the institution where they would like to take the exam for details.
- Students may be exempt from the exam by meeting one of the following criteria:
  - An ACT composite score of 23 or higher, with individual Math and English scores of no less than 19 or
  - An SAT composite score of 1070 or higher, with a minimum of 500 on the Critical Reading and/or Math sections.
- The TSI requires that all students demonstrate a certain level of content mastery before entering college. If you are in high school, your scores on the TSI Assessment may also determine your eligibility for dual-credit courses.





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## **Information about Curriculum Based Assessments (CBA's):**

- Assessments are a form of communication for students, teachers, campuses, parents, the district, etc. They are designed to measure progress before, during, and after instruction with varying levels of depth and complexity. UISD has developed local assessments called Curriculum Based Assessments (CBA's). These CBA's use a variety of formats that are similar to the State of Texas Assessments of Academic Readiness (STAAR®) formats.
- The CBA's are one instrument that is used to help demonstrate the degree to which a student has mastered the intended curriculum. These assessments are used as part of an on-going, spiraling, data-driven process to guide adjustments to instruction, determine reteach/enrichment opportunities, and identify individual strengths and weaknesses. It is also important to note that these assessments are aligned with, and integrated with, the curriculum (scope and sequence).
- Assessments are essential to achieve student and teacher accountability. They represent the learning process, as well as the learning outcome. Therefore, CBA's will be administered in every 1<sup>st</sup> – 12<sup>th</sup> grade classroom in UISD. The CBA's will be scored and graded. For more information, please see the UISD website for a copy of the program guide explaining the CBA's, or contact your campus administrator.