

WELCOME

Sulphur Springs High School is one of the most respected high schools in northeast Texas. We have highly motivated students, faculty, and administrators. We take pride in SSHS and the community in which we live.

The new school year will present many challenges and opportunities. You will have the responsibility of making the most of your school year. Attitude and attendance will be of the utmost importance. SSHS students are expected to attend class regularly, complete all assignments and conduct yourself in an acceptable manner.

Your high school years can be one of the most enjoyable and exciting times of your life. Have a fun year!

John McCullough
Principal

EDUCATIONAL OBJECTIVES FOR SULPHUR SPRINGS HIGH SCHOOL

Sulphur Springs High School is a part of the Sulphur Springs Independent School District and as such, accepts the educational objectives of the district as its inherent goals. The high school, therefore, formulates its educational programs to provide instruction, experiences and activities that will guide each student toward a level of achievement commensurate with age, ability and personal effort. These board goals are thus given:

1. The student will acquire basic academic skills and knowledge.
2. The student will develop social skills and personal traits conducive to positive relationships.
3. The student will acquire an awareness of career opportunities and develop skills to pursue an occupation or a continued education.
4. The student adheres to sound moral and ethical standards of personal conduct.
5. The student will develop reasoning and critical thinking abilities.
6. The student will develop an understanding of family living responsibilities.
7. The student will develop financial management skills and sound consumer traits.
8. The student will acquire and understand proper health and safety practices.
9. The student will develop an understanding of the American principles of government.
10. The student will develop an appreciation of the fine arts.
11. The student will develop an awareness of historical events and an appreciation for personal heritage.
12. The student will develop concern for effective control of environment.
13. The student will understand the fundamental responsibilities of citizenship.

INTRODUCTION

The citizens of the Sulphur Springs Independent School District and the State of Texas are providing opportunities and facilities for you as a young man or young lady to pursue and acquire an educational level commensurate with your abilities, attitudes, and efforts. As in life, rules and policies have been developed and must be observed to insure the effective and orderly operation of your high school and its many related activities. The responsibility for knowing and observing the rules and policies of the school rest with you, the student, and for this reason, you are expected to become familiar with the information in this handbook. Not only does this handbook outline rules of conduct, but equally important, it provides other information relative to grading procedures, curriculum matters, graduation requirements, extracurricular activities, etc. You are also requested to have your parents/guardians become familiar with this handbook.

You have the responsibility for becoming a participating and contributing member of the Sulphur Springs High School student body and an opportunity to make your high school experiences meaningful, enjoyable and productive.

This handbook is official policy of the Sulphur Springs Independent School District. Any appeal of these policies should proceed through the principal, the superintendent and the Board of Education.

TO THE STUDENT:

DURING THE COMING SCHOOL YEAR SUPPLEMENTS FOR INSERTION INTO THIS HANDBOOK MAY BE ISSUED AT VARIOUS TIMES. THESE SUPPLEMENTS WILL FURTHER EXPLAIN OR IMPLEMENT RULES AND INFORMATION THAT WERE UNAVAILABLE AT THE TIME OF THE PRINTING OF THIS HANDBOOK.

THE SULPHUR SPRINGS INDEPENDENT SCHOOL DISTRICT SHALL NOT DISCRIMINATE ON THE BASIS OF SEX., RACE, RELIGION, NATIONAL ORIGIN, AGE, OR HANDICAPPING CONDITIONS IN ITS EDUCATIONAL PROGRAMS, SUPPORT ACTIVITIES OR EMPLOYMENT POLICIES.

WHAT TO DO IF . . .

1. YOU ARE HURT OR ILL – Go to the central office. You will be able to call home and inform your parent/guardian you are ill. The secretary will then have your parent/guardian come get you or arrange transportation.
2. YOU HAVE BEEN ABSENT – Go to the central office.
3. YOU NEED TO LEAVE SCHOOL – Go to the central office to check out.
4. YOU HAVE LOST A BOOK – Pay for it in the central office and get a new one.
5. YOU WANT AN ANNOUNCEMENT MADE – Go to the sponsor of your club or group and have them write it and turn it in to the central office.
6. YOU WANT ADVICE ABOUT COLLEGE, SCHEDULES, PERSONAL PROBLEMS, ETC. – Go to the counselor's office(s) and sign up for an appointment. The counselor will send for you.
7. YOU WANT A COPY OF YOUR TRANSCRIPT OF GRADES – Go to the central office.
8. YOU WANT TO WITHDRAW FROM SCHOOL – Go to the central office.
9. YOU CHANGE YOUR ADDRESS, TELEPHONE NUMBER, MARITAL STATUS, GUARDIANSHIP OR SCHEDULE – Go to the central office and have the secretary make the change.
10. YOU ARE GOING TO BE LATE OR ABSENT – Call the attendance office: 885-2158 extension 259 between 7:50-9:00 a.m.
11. YOU NEED TO BE ABSENT AT A FUTURE DATE – Ask for a "Request for Excused Absence" before the date in question and return to the office as soon as possible.
12. YOU HAVE A DOCTOR OR DENTIST APPOINTMENT – Try to make appointments after school. If you cannot, and must miss school for a short time, you must present doctor/dentist verification when returning to school.

SCHOOL CALENDAR

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GENERAL INFORMATION

STUDENTS ELIGIBLE FOR ENROLLMENT AT SULPHUR SPRINGS HIGH SCHOOL

ACCIDENT INSURANCE

An accident insurance policy may be purchased at the beginning of the school year for coverage of physical injuries, etc. It is the student's responsibility to discuss this matter with his/her parents/guardians and take the necessary procedures for purchase. If a student is participating in athletics, he/she may be required to possess this coverage or sign a waiver relinquishing the school district from damages resulting from injuries related to athletic activities.

ADDRESS / CHANGE OF

Students who change their home address and/or telephone number should report this information to the school secretary in the central office.

ALCOHOL – USE AND / OR POSSESSION

District Board Policy prohibits any student from possessing, using, transmitting, or being under the influence of any alcoholic beverage on school premises at any time or off school premises at a school-related activity, function, or event. A student deemed in possession or under the influence of said above shall be removed from other students immediately.

A student will be expelled if the student on school property, or while attending a school-sponsored or school-related activity on or off school property

- sells, gives, delivers to another person, or possesses any amount of alcohol, or commits a serious act or offense while under the influence of alcohol, if the conduct is not punishable as a felony.
- is under the influence of prohibited drugs, alcohol, or an inhalant of any amount.
if offense occurred during the last grading period of a semester, the removal may extend into the next regular semester.

APPEARANCE OF GROUNDS AND BUILDINGS

An area of concern to all of us is the appearance of the grounds and buildings that make up the campus of Sulphur Springs High School. A great deal of time, work, and money have been invested in an effort to make your school a better place. The school asks your cooperation in maintaining the present improvements and in making other improvements. Any student found guilty of any act of vandalism will be subject to suspension and possible board action and cost of repairs or replacement. Students will not be permitted to congregate around exterior doors other than the main exits.

ASBESTOS SAFETY MEASURES

The Asbestos Hazards Emergency Response Act, passed in 1986 by the Congress of the United States, requires public schools to inspect their facilities for asbestos and asbestos containing building materials and to develop an Asbestos Management Plan for maintaining and/or removing identified asbestos or asbestos containing building materials in a manner consistent with rules set forth by the Environmental Protection Agency.

The Sulphur Springs Independent School District conducted required asbestos inspection in the summer of 1988 and developed an Asbestos Management Plan. The results of these inspections and a copy of the Asbestos Management Plan is available for public information at each campus in the Principal's office. Also, copies of these documents were forwarded to the Texas State Department of Health for review and approval.

The presence of asbestos and/or asbestos containing building materials in a facility does not create an asbestos health hazard. The hazard is created when the asbestos or the asbestos containing building materials become damaged or disturbed to the extent that microscopic asbestos fibers are released into the air. Health safety factors involve exposure to breathing these asbestos fibers and their becoming imbedded in a person's lungs where their presence can cause asbestos related diseases.

Asbestos and/or asbestos containing building materials have been identified in the district's facilities; however, their state of condition is such that no asbestos health hazards exist. Asbestos warning labels have been posted on doors leading to areas where asbestos and/or asbestos containing building materials exist. Only authorized school personnel should enter these areas (mechanical area, piping, etc.). The district's custodial personnel have received training in recognizing and reporting damage to asbestos and/or asbestos containing building materials, and the district has trained maintenance personnel for repairing or removing these materials in accordance with explicit Environmental Protection Agency directives.

The district's Asbestos Management Plan, over the next few years, established systematic actions for on-going inspections, maintenance, and prioritized removal of asbestos and asbestos containing building materials. Mr. Bill Bain, Director of Maintenance, has received extensive training in asbestos abatement procedures and he is a certified Asbestos Inspector and Asbestos Management Planner. He is the district's Asbestos Program Coordinator and may be contacted at 631 Connally Street or by telephone at (903) 885-2153.

ATTENDANCE POLICY

The school requests that parents/guardians call (903) 885-2158 extension 272 before 9:00 a.m. if their son/daughter will not be in attendance at school.

The purpose of this policy is to place a limit on the number of absences a student may have during the course of a school semester in order to receive credit for courses taken.

It is the intent of this policy to emphasize that absences are not to be viewed as days a student is entitled to take, but are for personal illness, illness in the immediate family, death in the immediate family, or as a result of prior arrangements approved by the school principal or his/her designee. Students who are absent are expected to make up all academic assignments within a prescribed time frame (with the exception of unexcused absences). Failure to make up assignments may result in academic penalties.

1. In compliance with guidelines established by correspondence from the Commissioner of Education students are required by law to be in attendance a minimum of 90% of the number of days per semester. No automatic credit will be extended for absences caused by "extenuating circumstances."
2. A student may be excused for temporary absence:
 - a. for the purpose of observing religious holy days, including traveling for that purpose, if before the absence the parent/guardian submits a written request for the excused absence.
 - b. for treatment by health care professionals if the student begins classes or returns to school on the same day of the appointment or treatment and brings documentation from health care professional and parent/guardian.
3. NO NOTES WILL BE REQUIRED FOR ABSENCES OTHER THAN DENTIST/DOCTOR APPOINTMENTS AND RELIGIOUS HOLY DAY OBSERVATION.
4. Class assignments missed during any absence will be requested and made up by the student upon his/her return to school according to school make-up assignments policy (with the exception of unexcused absences).
5. "Planned" absences should have prior approval of principal/assistant principal. A parent/guardian should contact the school, discuss the reason for the absence, and complete a "Request for Unexcused Absence" Form. THIS MUST BE COMPLETED PRIOR TO ABSENCE.
6. All class absences beyond the semester limit will be made up within the current semester during Saturday classes which will run from 8:00 a.m. – 12:00 noon on designated Saturdays.
7. During the Saturday class period, students will participate in exercises relating to educational objectives and/or TEKS. These exercises will be the responsibility of the Saturday School teacher with help from the classroom teacher as needed.
8. Students who fail to meet state attendance requirements or who missed more days than the number of Saturdays the semester allows may regain credit by attending summer school, by repeating the course during the following school year, or by Credit by Exam to regain credit, as is reasonable to concerned parties.
9. The attendance record of students who have reached or exceeded five (5) absences during the semester will be reviewed in accordance with TEA directives at the appropriate intervals during the semester.
10. When the student has missed three (3) days of the semester, his/her parents or guardian will be notified by phone/mail by the teacher(s) regarding the student's attendance and the consequences of additional absences. This notification will accompany a request for a parent/guardian/teacher conference unless waived by the principal.
11. Students who have recurring and/or suspicious absences may be required to justify these absences in accordance with TEA directives as promulgated by state law. All information pertaining to student absences is subject to verification by appropriate school personnel.

12. A school Attendance Committee shall review the attendance records of students who exceed the number of absences allowed by law and shall notify students of the make-up requirements necessary for extension of academic credits. Attendance Review Committee may find that absences are the result of extenuating circumstances such as:
- An extracurricular activity or public performance, subject to approval by the District's Board of Trustees.
 - Required screening, diagnosis, and treatment for Medicaid-eligible students.
 - A documented health care appointment – if the student begins classes or returns to school on the same day as the appointment.
 - An absence for the purpose of observing religious holy days, if before the absence the parent/guardian submits a written request for the absence.
 - A juvenile court proceeding documented by a probation officer.
 - An absence required by state or local welfare authorities.
 - Family emergency or unforeseen or unavoidable instance requiring immediate attention.
 - Approved college visitation for seniors only. (two per year)

If the committee determines that there have been extenuating circumstances, it will decide how the credit may be regained. If the committee determines, however, that there are no extenuating circumstances, the student or parent/guardian may appeal the decision to the District's Board of Trustees by filing a written request with the Superintendent.

13. First Semester: 80 days Saturday School will be held on
- November 7
November 14
November 21
December 5
December 12

14. Second Semester: 100 days There will be no Saturday School. For students in grades 9-11, days will be made up in the Optional Flexible School Year days. For senior students, arrangements will be made for them to make up necessary days before graduation.

15. It is each student's responsibility to ADDRESS his/her attendance concerns. Students must be in school to take advantage of learning opportunities. We encourage good student attendance.

BULLYING

Bullying occurs when a student or group of students directs written or verbal expressions or physical conduct against another student and the behavior results in harm to the student or the student's property, places a student in fear of harm to himself or his property, or is so severe that it creates an intimidating, threatening or abusive educational environment.

The board has established policies and procedures to prohibit bullying and to respond to reports of bullying.

CAFETERIA AND SNACKS

Cafeteria facilities for hot lunches as well as a snack bar for sandwiches, etc., are available at the choice of the student. Students should observe orderly conduct in the cafeteria area and should place trays and disposable cartons, etc. in proper area. No food or drinks may be taken from the cafeteria or snack bar area at any time. Students participating in the free or subsidized meal programs should make application in the central office. Students who bring their lunch will eat in the cafeteria area and observe the same rules. Cards and dominoes should be restricted to the cafeteria area. Outside guest needs prior approval through central office.

CD PLAYERS / RADIOS / IPODS / CELL PHONES

CD players, radios, and Ipods serve no purpose at school and are not to be brought to school by students. The District prohibits students from displaying, turning on, or using a cell phone or paging device during the school day. Any of these items that are displayed, turned on, or used during the school day will be taken up and given to an administrator. A charge of \$15.00 will be submitted by the student for the return of the previously mentioned items.

CHEATING / PLAGIARISM

SSHS values the importance of honesty and integrity. Cheating and/or plagiarism are not condoned or tolerated at SSHS.

Cheating is the use of another's materials in order to complete the respective individual's work.

Plagiarism is the use of another person's original ideas or writing as one's own without giving credit to the true author. Plagiarism will be considered cheating.

Student(s) involved with a cheating incident shall be subject to disciplinary action that may include loss of credit for the work in question.

CLOSED CAMPUS

In an effort to prevent possible injuries to students from traffic mishaps, etc., and to discourage opportunities for undesirable activities, the Board of Education of the Sulphur Springs Independent School District has directed that all of its schools operate as "closed campuses". This means that a student may not leave the campus unless he/she has received written authorization through the central office and has signed out according to established procedure.

A student who is engaged in a work-study program, etc., will be issued a permit designating his/her arrival and departure times. A student with this work permit will not be required to sign in or out for purposes of attending his/her work station at the time indicated on the permit.

Permits to leave the campus, both short term and long term, should be in the student's possession when leaving or arriving on campus during school hours. School officials may routinely request to see the permit.

No student is authorized to leave campus or be in parking lot area any time unless he/she has a valid permit and is properly signed out. FAILURE TO COMPLY WITH THIS RULE SHALL RESULT IN IMMEDIATE AND SERIOUS DISCIPLINARY ACTION BY SCHOOL OFFICIALS.

COMPUTER USAGE / TECHNOLOGY

Campus computers are for educational use only. Computers are to utilize only district approved software. Unauthorized use will result in disciplinary action. Every student will be responsible for signing an acceptable use policy.

COMPULSORY SCHOOL ATTENDANCE

Senate bill 247 extends compulsory school attendance to the 18th birthday.

CORRECTIVE LENSES

Students using colored or patterned "cosmetic" contact lenses may be exposing themselves to health risks. In addition to health risks, the colored or patterned lenses are a distraction to the learning environment. Students will be asked to remove the lenses and disciplinary action will be imposed.

DELAYED OPENING OF SCHOOL

Delayed opening of school information is communicated by all local media beginning no later than 6:30 a.m. Should it become necessary for the school district to delay the beginning of the school day due to weather conditions or other reasons, the following shall apply to all zero period students. Zero-hour students will report at the same time regular students report. The time for reporting to school will be specified by the news media. Should this occur during a testing period, zero-hour students may be required to attend the following Friday morning during zero-hour.

DEMONSTRATION OF AFFECTION

Demonstration of affection toward another student will only be considered proper when it is limited to the holding of hands. Hugging, kissing and/or close body contact will not be permitted. Students will be subject to disciplinary action by school officials for violation of this rule.

DETENTIONS

Detentions are assigned as the result of action(s) chosen by student. Detentions are 7:55 a.m. and 3:50 p.m. Students with early release due to zero-hour class or an alternate schedule, students in a work program, and students with activities before/after school will serve detentions at these stated times.

Alternative transportation plan and altering work hours will be the responsibility of the student and parent/guardian.

DISCIPLINARY RECORD

A disciplinary record will be maintained in the central office which will cumulatively list the disciplinary actions taken with each student.

DISTRICT'S JURISDICTION

The District has authority and control over its students during the regular school day while going to and from school on District transportation. This jurisdiction includes any activity during the school day on school grounds (including arrival and departure on parking lots), attendance at any school-related activity (regardless of time or location), any school-related misconduct (regardless of time or campus location in the District).

School district has authority to act on discipline matters to a 300 ft. perimeter around the campus/school facility.

DRUG TESTING

Beginning in October, 1996, Sulphur Springs High School implemented drug testing of all students participating in extra-curricular activities. Random testing (urine sample and/or by hair sample) is done throughout the school year.

DRUG-USE AND/OR POSSESSION

District Board Policy prohibits any student from possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogen, amphetamine, barbiturate, marijuana, alcoholic beverage, or other controlled substance or drug paraphernalia as defined by law on school grounds at any time or off school grounds at any school or school related function. A student deemed in possession or under the influence of said above shall be removed from other students immediately and disciplined in accordance with state law.

A student who possesses and uses a drug authorized by a licensed physician for that student's use shall not be in violation of the above rule.

A student who must take a prescription or non-prescription medicine during the school day MUST bring a written request from his/her parent/guardian and the medicine, in its properly labeled bottle, to the school nurse. The nurse or school counselor, in charge of the student's grade, will either give the medicine at the proper times or give the student permission to take the medication as directed.

A student will be expelled for any of the following offenses if the student is on school property, or while attending a school-sponsored or school-related activity on or off school property:

- sells, gives, or delivers to another person, or possesses, any amount of marijuana, a controlled substance or a dangerous drug.
- is under the influence of prohibited drugs, alcohol, or an inhalant of any amount.
- is under the influence of any amount of marijuana, a controlled substance, or a dangerous drug.
- behaves in a manner that contains the elements of an offense relating to abusable glue or aerosol paint or relating to volatile chemicals.

DUE PROCESS

Board policy recognizes the student's fundamental right to "due process" relative to disciplinary actions and outlines the "due process" procedure to be utilized relative to the type of disciplinary action taken.

FIGHTING AND / OR DISRUPTIVE BEHAVIOR

Physical fighting or student behavior which disrupts normal school activities shall result in disciplinary actions against participants as determined by the principal or assistant principal.

Fighting on the high school campus has become a concern. Most of the fights begin off-campus with off-campus concerns, but are brought to school. Regardless of the degree of the physical encounter, it is a major disruption to the learning environment of Sulphur Springs High School. School is not the place to fight.

The policy pertaining to fighting on the SSSH campus will be implemented as follows:

- LEVEL I:** Emergency removal
 Suspension / 3 days
 SAC / 7 days
 Ticketed with Disorderly Conduct
 Picked up by local law enforcement officials and taken to police station
 Parent/guardian must pick up student at police station
 Disorderly Conduct Fine (determined by judge)
- LEVEL II:** Emergency removal
 Suspension / 3 days
 Alternative Classroom / minimum 30 school days
 Ticketed with Disorderly Conduct
 Picked up by local law enforcement officials and taken to police station
 Parent/guardian must pick up student at police station
 Disorderly Conduct Fine (determined by judge; probably doubled)
- LEVEL III:** Emergency Removal
 Ticketed with Disorderly Conduct
 Picked up by local law enforcement officials and taken to police station
 Parent/guardian must pick up student at police station
 Disorderly Conduct Fine (determined by judge)
 Expulsion

Threats by students, at any level, that would be perceived to cause additional bodily harm or continued disruption to students may be cause for expulsion or long-term removal to an alternative educational setting.

FIRE DRILL

Fire drills are planned so that students and teachers may develop an orderly procedure for the evacuation of the school building. These drills are required by law and do not represent a time for boisterous or noisy conduct. Immediately upon hearing a fire signal alarm, students should rise, form a single file, and follow the directions of the teacher concerning evacuation of the building. The file should move quickly out of the building to a distance of at least one hundred (100) feet from it. The teacher in charge of each class will instruct the class of the proper exit at the time of the alarm and will accompany the class from the building. In the event an exit is blocked, the first person reaching the exit should raise his/her right arm above the head, and the signal in turn shall be repeated throughout the line. All members of that line will immediately reverse and use the nearest exit which is not blocked.

Ringling of the school bell signifies time to return to the classroom. Each room or area is provided with an exit chart.

FIRE WORKS

The shooting and/or possession of fireworks of any kind in or at school facilities is forbidden. Students guilty of this violation will be suspended immediately, and the principal shall file a complaint with the local law enforcement agency.

FOOD, COLD DRINKS, CHEWING GUM ETC.

No food (candy, cookies, chips, etc.) or soft drinks are allowed in the school building except in the cafeteria or snack bar area. This rule is applicable for health purposes as well as custodial care. Additionally, students should dispose of chewing gum in a proper manner before entering the academic portion of the building, as chewing gum in class will not be tolerated. Violations of these rules shall subject the student to disciplinary actions. No food is to be delivered to students during lunches.

GAMBLING

Gambling of any form will not be tolerated at school or any type of school function and/or activity.

GENERAL REQUIREMENTS

A student shall have satisfactorily completed 8th grade requirements or have been recommended by the previous school for acceptance to high school. The principal shall make the decision regarding extenuating circumstances, etc.

A student who is under disciplinary action or who has an unclear record from another school district shall not be enrolled in Sulphur Springs High School until such action or record has been cleared. The principal shall determine the facts and make this decision. Likewise, a student who is enrolled and later information of this nature is received may be withdrawn at the discretion of the principal.

TEC 21.3011 Subsection (M) requires districts to send a copy of the expulsion order along with other student records to another district if a student enrolls in that district before the student's expulsion period has expired.

A student enrolling from a non-accredited school shall be subject to Board Policy regarding acceptance or establishment of credits, etc.

GUIDANCE AND COUNSELING SERVICES

Qualified counselors are employed by the Sulphur Springs Independent School District to give personal, educational and vocational guidance whenever needed. If a student is worried by some problem or question, the counselors are most willing to assist him/her in seeking an acceptable solution.

Counselors are trained to keep confidences and to respect a student's desire for privacy. A counselor practices confidentiality when he/she does not tell others of a student's problems without the student's permission to do so.

At a student's request, counselors will be available for counseling before and after school hours or by appointment.

Various services other than individual counseling are also available to students, including the following:

1. Interpretation of test results
2. Parent/guardian conferences
3. Scholarship information
4. College admission and test information
5. Vocational and career information and/or materials
6. Curriculum, course offerings, and graduation requirements

NOTE TO SENIOR STUDENTS:

The counselors will review each senior student's record during the first six weeks of the school year and schedule a conference with them when appropriate. The purpose of this record review is to determine any needs or deficiencies that may present problems that may prevent earned credits at later dates.

Students who have questions concerning requirements for graduation or college entrance should contact the counselors at the earliest possible date.

HAZING

Any activity, school sponsored or otherwise, which requires a student to deviate from normal dress, grooming, social behavior, and/or hazing of any form, shall be in violation of this rule, and the student shall be subject to disciplinary action.

ID CARDS / STUDENT

Each student must have and carry a school ID card on campus and at any off-campus school function. If asked by school personnel to show the card the student MUST, without question or delay show it. Failure to identify yourself to the satisfaction of school personnel is a serious offense and may subject the offender to disciplinary action. If a student loses his/her ID card it is the student's responsibility to replace the card. A replacement fee of \$5.00 will be assessed the student.

IMMUNIZATION REQUIREMENTS

Board policy directs that no student may be admitted to attend public school in the District unless the student has been immunized against diphtheria, rubeola (measles), rubella, tetanus, poliomyelitis, and mumps. Board policy further outlines provision for exemptions, provisional attendance, validating procedures, and booster immunization. A student immunization record is required of each student and is periodically reviewed by the School Nurse to assure compliance with immunization requirements. Immunizations must be validated by or for a physician or public health records. Student (s) who are notified of immunization needs are expected to comply with immunization requirements within a reasonable period of time. Failure by a student to comply with the immunization requirements may result in a student's suspension from school.

LASER LIGHTS

The use of laser pointers/lights shall be prohibited on all school properties unless authorized by the administrator in charge. The only authorized use of laser pointers shall be for official presentations and instruction. Unauthorized possession of laser pointers shall result in immediate confiscation and may result in the individual being banned from school activities. Disciplinary action will be imposed.

LOITERING

Any person loitering on school property after being advised to leave shall be guilty of a misdemeanor, and upon conviction shall be subject to a fine, as established by law. For purposes of the provision, "school property" shall include the grounds of any public school and any grounds or buildings used for school-sponsored assemblies/activities.

School district has authority to act on discipline matters to a 300 ft. perimeter around the campus/school facility.

LOSS / DAMAGE

Students and parents/guardians shall be responsible for losses or damages to school facilities and equipment, library books, and other school properties when such losses or damages are the result of negligence or behavior.

LOST AND FOUND ARTICLES

Lost and found articles will be kept in the office. Students who find or lose articles are asked to report them to the school secretary.

MEDIA CENTER SERVICES

Students are encouraged to utilize the services of the Library/Media Center, which serves as a complete resource center. It is easily accessible and quite versatile, containing two computer labs, three classroom areas, leisure seating, conference rooms, student restrooms, as well as Library offices and workrooms.

The Library/Media Center is open for student use from 7:50 a.m. to 3:50 p.m. Monday through Friday. Students are encouraged to utilize library materials and facilities for study, research, computer work, and leisure reading before and after school and during lunch.

The Library collection has over 17,000 volumes of fiction and nonfiction works covering many different subjects for leisure reading, research, or curriculum-related information. Students may check out books for a two-week period and re-check as necessary. Fines are 5 cents per day for overdue materials. The Library also subscribes to numerous on-line databases such as ProQuest, Electric Library and Britannica, to name only a few. These databases contain current, authoritative, relevant information from magazines, newspapers, reference books, television and radio transcripts, atlases, encyclopedias, and etc. on a variety of topics related to the high school curriculum. These can be accessed from home or any computer in the high school that has an internet connection.

Computers are available for use by students wishing to do word processing, research, or e-mail. Because of the high volume of use, students may not play games or enter chat rooms using school computers. Students may print computer documents for 5 cents per page. Xerox copies are available for 5 cents per page. Copy cards containing 24 punches are available for \$1.00.

Hall passes are required for students using library facilities during class time.

Further information and instruction on Media Center services can be obtained from the Media Specialist, Mrs. Clark.

MEDICINE AT SCHOOL

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

MESSAGES AND INFORMATION

Many times each day the school receives calls requesting to give a message to or to talk to a student. Because of the number of these calls, it is the school's policy to give only medical emergency messages. Before these messages are accepted, questions will be asked to determine that an actual emergency exists.

NOTICE OF DISCIPLINARY ACTION

Parents/guardians of students shall be notified in writing and/or by phone of disciplinary actions taken against a student on the District's Student Disciplinary Action Report form or the District Progress Update form. These forms shall be mailed within a reasonable amount of time after the disciplinary action is taken.

PERMISSION TO LEAVE SCHOOL

No student may leave the school grounds without permission from the principal, assistant principal or the school secretary. A written or telephoned request by the parent or guardian should be submitted when requesting to leave for any reason. Students going to the doctor or dentist shall secure a note of verification of appointment from the doctor and bring it back with them when they return to school. A student must sign out and sign in if he/she leaves the school grounds during school hours after securing permission of the principal, assistant principal or office secretary. Every effort should be made to schedule doctor appointments before or after school hours. Students that do not follow this procedure are subject to disciplinary action.

PERSONAL PROPERTY

Students are at all times responsible for their personal property. It is unwise to carry a large amount of money in one's purse or billfold. Also, expensive coats and jewelry should not be brought to school. Students are strongly encouraged to lock their lockers in P.E. dressing rooms.

PESTICIDES

This school periodically applies pesticides. Information concerning these applications may be obtained from Randal Blakemore at 631 Connally Street, Sulphur Springs, TX 75482.

PREGNANT STUDENTS

Students shall not be discriminated against in any manner because of pregnancy, childbirth, false pregnancy, or recovery therefrom. Exceptions in the school's educational program will be made for a pregnant student who voluntarily asks to be excused or whose physician certifies that the student's inclusion in such school programs would be damaging to the student's physical or mental health. Leave of absences will be granted as deemed medically necessary by the student's physician and the student will be reinstated to former status upon return to school. A pregnant student may participate in the District's Homebound Program, but the choice of participating in this program or continuing in the regular school program shall rest with the student.

PROFANE LANGUAGE / USE OF

The use of profanity by students at school or at school related functions shall not be tolerated and students will be subject to immediate disciplinary action by the principal or assistant principal. Students will be issued a ticket for disorderly conduct.

REPORT CARDS

Due to computerized grade reporting, student report cards will normally be given to students on or before the fifth school day following the end of the six-week grade reporting period. A reporting period consists of approximately six (6) weeks. Any change in the schedule of grade reporting will be announced to the students at school and given to the local news media.

RESIDENCE REQUIREMENT

Only students who are bona fide residents of the school district or who are legally transferred from another school district are eligible to attend Sulphur Springs High School. Residence of a minor shall be the residence of the parent or guardian; residence of a student eighteen (18) years or older shall be the residence at which the student resides. Minor age students may be required to have an adult sign a form accepting parental responsibility for the student if not living with parent or guardian. The principal shall determine if the student meets the residence criteria for entrance, and shall make the decision of whether the residence is bona fide or merely ostensible. The use of methods or misleading information to circumvent this residence requirement will result in the student's non-admittance or immediate withdrawal.

RESIDENCY REQUIREMENT / CERTIFICATION AS SSHS GRADUATE

A Sulphur Springs High School graduate must be enrolled and in attendance at SSHS for the complete grading period immediately preceding graduation. This allows evaluation on the part of the local school system and allows ample time to request, receive, and check records to verify all requirements for graduation have been completed.

SCHOOL HOURS

The students' school day begins at 7:25 a.m. for zero hour and at 8:30 a.m. for period 1, and ends at 3:50 p.m.

SCHOOL BELL SCHEDULE

REGULAR SCHEDULE			PEP RALLY SCHEDULE		
"0" HOUR	7:25	- 8:25 (M,Tu, W,Th)	"0" HOUR	7:25	- 8:25 (M,Tu,W,Th)
TUTORIALS	8:00	- 8:25	TUTORIALS	8:00	- 8:25
FIRST BELL	8:25	-	FIRST BELL	8:25	-
1ST PERIOD	8:30	- 9:20	1ST PERIOD	8:30	- 9:15
2ND PERIOD	9:25	- 10:15	2ND PERIOD	9:20	- 10:05
3RD PERIOD	10:20	- 11:15	3RD PERIOD	10:10	- 10:55
4TH PERIOD	11:20	- tardy bell	4TH PERIOD	11:00	- tardy bell
A LUNCH	11:15	- 11:45	A LUNCH	10:55	- 11:25
B LUNCH	11:50	- 12:20	B LUNCH	11:30	- 12:00
C LUNCH	12:25	- 12:55	C LUNCH	12:05	- 12:35
5TH PERIOD	1:00	- 1:50	5TH PERIOD	1:00	- 1:40
6TH PERIOD	1:55	- 2:45	6TH PERIOD	1:45	- 2:25
7TH PERIOD	2:50	- 3:40	7TH PERIOD	2:30	- 3:10
			PEP RALLY	3:15	- 3:40

SCHOOL COOPERATION WITH PUBLIC LAW OFFICIALS

The Sulphur Springs Independent School District shall cooperate with public law officials in the performance of their duties. The school district acknowledges the parent's or guardian's right to know, and as such, will permit law enforcement officials access to students at school only after reasonable effort has been made to notify the student's parent or guardian. If a warrant is presented by law officials, school officials will honor the warrant and make reasonable efforts to notify the parent or guardian of the circumstances.

School officials will also file charges through proper legal channels against students or others whose conduct or actions represent violations of civil or criminal law.

SCHOOL SPONSORED TRIPS

All school sponsored trips must be approved for activities directly connected with the school program. Students on such trips will be accompanied by a teacher and/or sponsor, and school conduct policies will govern all trips. Students are expected to obey the directions of the teacher or sponsor, and no student is permitted to select other means of transportation. At the DISCRETION of the teacher and/or sponsor, a student may be released to the parent or guardian in person only. Notes will not be accepted.

District Policy requires that all school sponsored trips taken in privately owned vehicles must be driven by an adult driver approved by the superintendent of schools.

Students will not be allowed to miss a class that he/she is failing to attend a school related activity.

SIGNS, POSTERS, AND DISPLAYS

All signs, posters and displays in the building must be posted only in the cafeteria area and have the approval of designated sponsor(s). Signs and posters must have a professional quality look (computer generated, neatly printed, neatly painted, etc.) to be displayed. After the date of the event, signs and posters must be taken down immediately. All materials used to attach signs must be completely removed. Do not use staples, tacks, and/or nails to attach signs. No signs may be hung from the ceiling area in the cafeteria.

SMOKING AND / OR USE OF TOBACCO

The use by students, of tobacco in any form is prohibited at school or on school property by board policy and state law. Tobacco/smoking paraphernalia found in possession of the student will be confiscated and appropriate disciplinary/legal action will be taken. Any such items confiscated will not be returned. Class C Misdemeanors include but are not limited to:

1. smoking in school facilities and/or on school premises.
2. possession of tobacco.
3. selling, giving, or causes to be sold or given a cigarette or other tobacco product to someone younger than 18 years of age.
4. selling, giving or causes to be sold a tobacco product to an individual knowing that the individual receiving the tobacco product intends to deliver it to someone who is 18 years of age or younger.

STUDENT / ADULT VISITORS

ALL VISITORS SHOULD CHECK IN AT THE MAIN OFFICE UPON ARRIVAL ON CAMPUS.

Due to trying to maintain proper classroom climate, STUDENT VISITORS SHALL NOT BE ALLOWED AT SCHOOL OR IN CLASSROOMS.

ALL ADULT VISITORS SHOULD CHECK IN AT THE MAIN OFFICE UPON ARRIVAL AT SCHOOL and allow office personnel to aid them.

Staff may request identification from any person on school property and may ask any person not having legitimate business to leave.

Visitors are not allowed during lunch periods with the exception of ministers.

STUDENT CONDUCT, DRESS AND GROOMING CODE

PURPOSE

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

GENERAL GUIDELINES

Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. The District prohibits any clothing or grooming that may reasonably be expected to cause disruption of or interference with normal school operations. For clarification and consistency, the following specific guidelines are established.

DRESS

1. Dresses and skirts must be a length that is in keeping with the spirit of modesty and decency. Dresses/skirts shall not be shorter than four inches from the top of the knee cap. Extremely short lengths shall not be acceptable. (The school administrator's discretion may be applicable in judgment situations.)
2. Culottes and walking shorts shall be made from a full-cut design and not a tight immodest design and shall not be shorter than four inches from the top of the knee cap. For elementary schools only (Grades kindergarten through five), shorts may be worn provided they reflect modesty and decency. (The school administrator's discretion may be applicable in judgment situations.) There will be no sagging pants/shorts. Pajama pants will not be allowed.
3. Clothing that has holes, tears, or is ragged shall not be worn.
4. Tank tops, muscle shirts, sleeveless jerseys, and sleeveless shirts without a hem shall not be worn by students. Shirts designed to be tucked in must be tucked in. Tall t-shirts and oversized jerseys are not allowed.
5. Dresses or other clothing which are constructed from the following design shall not be worn: bare-back, string straps, strapless, low cut, or see-through.
6. Bicycle shorts or tight fitting leggings shall not be worn as the principal garment but may be worn as a part of a clothing ensemble that conforms to the dress code.
7. Mouth grills shall not be worn (all students).
8. Clothing that exposes a bare midriff shall not be worn.
9. Appropriate undergarments must be worn.
10. Shoes or appropriate footwear must be worn at all times; house shoes are not considered appropriate footwear.
11. Caps, hats, or other head coverings shall not be worn inside school facilities during school or at school-related activities conducted inside school facilities (assemblies, pep rallies, special programs, etc.). The wearing of sunshades (unless prescribed by a doctor) follow the same rules as applicable to caps and hats.
12. No suggestive clothing shall be worn that exhibits pictures, emblems, or writing that:
 - (1) are lewd, vulgar, morbid, slanderous, incitant, offensive or depict violence;
 - (2) advertise/exploit tobacco products, alcoholic beverages, drugs, or other illegal substances
 - (3) identify/refer to satanic, cult or gang activities.

GROOMING / PERSONAL HYGIENE

1. Students shall follow appropriate personal hygiene practices relative to body and clothing cleanliness.
2. Hair shall be neat, clean and well-groomed, and it shall not be combed in such a manner so as to cover the eyes. The length of male students' hair shall not touch the top of the student's shoulders. A variety of hairstyles is acceptable if the following extremes are avoided:
 - (1) geometric or unusual patterns shaved or cut in the hair;
 - (2) inappropriate color or color variation in hair;
 - (3) beads, ponytails, rattails (for males)
 - (4) unusual hair designs that may be distracting
3. Mustaches shall be kept neatly trimmed and may be no lower than top corner of bottom lip. No beards shall be worn.
4. Sideburns shall be kept neatly trimmed and not grown lower than the bottom of the earlobe.
5. Male students shall not wear earrings or ear studs. No student shall wear nose rings, studs, or visible body piercings.
6. Headbands and bandanas shall not be worn (all students).

If a school administrator determines that a student's grooming violates the district grooming code, the student will be given an opportunity to correct the problem at school. If the problem cannot be corrected, the student shall be assigned to in-school suspension for the remainder of the day. Repeated violation of student grooming/personal hygiene code shall result in more serious disciplinary action as provided by Board Policy.

VIOLATIONS HIGH SCHOOL DRESS

If a school administrator determines a student's dress violates the district dress code, the student shall be assigned alternative clothing for the remainder of the day. Students shall not leave campus or have clothing brought to school to correct dress code. Refusal to wear alternative clothing will result in additional discipline determined by the administration. Repeated violations of student dress code shall result in more serious disciplinary action as provided by Board Policy.

EXTRA-CURRICULAR ACTIVITIES

The principal, in cooperation with the sponsor, coach or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students who violate those standards may be removed or excluded from the activity for a period determined by the principal or sponsor and may be subject to other disciplinary action. (see FO, FOA, FOD)

STUDENT CONDUCT

Sulphur Springs High School students are expected to conduct themselves in an acceptable and courteous manner as young ladies and gentlemen at school and school related activities. Within the classroom setting, this includes getting to class on time, listening attentively, preparing assignments properly, and acknowledging the teacher's requests. Outside the classroom setting, this includes orderly conduct within hallways, proper use of other school facilities and acceptable behavior within assemblies, meetings, being properly dressed and showing respect for others.

Students who persistently create confusion and distractions, interfere with the rights of other students and this type of conduct will not be acceptable. Further, cheating, stealing, extortion attempts, defacing of school property, possession of pornographic materials, altering grades and records, forging notes or permits and harassment of other students or teachers will result in appropriate disciplinary actions by high school officials.

Students are expected to exhibit acceptable behavior and conduct while attending and participating in school and school-related activities. Behavior or conduct which is unacceptable or which is in violation of school rules is expected to be corrected through less stringent measures such as teacher/student conference,

administrator/student conference, parent/guardian conference, counselor conference, etc. However, Board policy authorizes more stringent measures for dealing with extreme unacceptable/repeated behavior infractions. Measures authorized include detention, corporal punishment (padding), restrictive alternative placement and suspension (short or long term). ALL DISCIPLINE WILL BE GUIDED BY THE DISTRICTS STUDENT CODE OF CONDUCT.

STUDENT PARKING RULES AND REGULATIONS

Students who drive motor vehicles to school are expected to obey all traffic laws concerning driving safety courtesies as they are applied on the streets and highways of the State of Texas. All students driving on campus are expected to be licensed drivers. The following rules apply to the operation of motor vehicles on streets adjacent to the school and on the school parking lot. Students violating any of the rules will be subject to disciplinary action from the school as well as charges filed with local law enforcement agencies.

1. All cars must be registered and at all times visibly exhibit a parking permit issued from the principal's office at a cost of \$3.00.
2. All students operating a vehicle on campus must have a driver's license and be able to show proof of liability insurance.
3. The maximum speed limit on campus is 15 mph at all times.
4. Reckless driving or excessive exhaust noise shall result in disciplinary actions by school officials and may lead to filing of charges with law enforcement officials. Parking privileges on school grounds may be revoked.
5. Once a vehicle enters the parking lot area, a student will be expected to park his/her vehicle and leave the parking lot area. Students will not sit in vehicles before, during or after school hours.
6. The school district is not responsible for damage to private vehicles or their contents while parked in the parking lot. It is recommended that all vehicles are locked and tapes, tape decks, CDs, CD players, or CB radios be placed out of sight.

Vehicles and motorcycles should be parking ONLY IN THE NORTH PARKING LOT before school and are not to be moved until school is dismissed in the afternoon. School officials may deny a student the privilege of parking a vehicle on school property for violation of rules governing motorized vehicles, etc.

THE SCHOOL DISTRICT ASSUMES NO RESPONSIBILITY FOR STUDENTS WHO ARE PASSENGERS OF OTHER STUDENTS IN OR ON PRIVATELY OWNED VEHICLES.

Students driving a vehicle on SSHS premises must park in the student parking lot (north side of building). An exception would be request from staff member for a vehicle used in a particular program and that vehicle need to be parked in specified area.

Students are requested to park in north student parking lot. If student chooses not to do as requested:

first time	warning ticket
second time	ticket/fine and parent/guardian notified
third time	student banned from driving vehicle to school

This simple request is due to increasing number of vehicles on campus (student and staff) and the need to keep delivery areas easily accessible.

STUDENT RECORDS AND DIRECTORY INFORMATION

The Sulphur Springs Independent School District adheres to the provision designated in the Family Education Rights and Privacy Act of 1974 (P.L. 93.380) in its administration of student records, etc.

Notice is hereby given that directory information from student records will be released to the public unless a parent, legal guardian, or a student over the age of 18 objects to part or all of such release in writing within ten (10) school days after receiving this student handbook. Objection to the release of such directory information should be written and directed to the principal of Sulphur Springs High School.

The following is directory information:

1. Student's name, address and telephone listing
2. Date or place of birth
3. Major emphasis of study
4. Participation in school related activities and sports
5. Weight and height of members of athletic teams
6. Dates of attendance
7. Diplomas and awards received
8. Public or private school most recently attended

SPECIAL EDUCATION

The Sulphur Springs Independent School District forwards Special Education records to another school which requests the records and in which the student seeks or intends to enroll without the necessity of parent's written permission.

Options and Requirements For Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards – rights of parents of Students with Disabilities*.

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

Contact Person: CAROL COWLEY

Phone Number: (903) 885-2158

BACTERIAL MENINGITIS

What is meningitis?

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

There are two common types of bacteria that cause meningitis:

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

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:

- Severe headache
- High temperature
- Vomiting
- Sensitivity to bright lights
- Neck stiffness, joint pains

- Drowsiness or confusion

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

How serious is 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, such as deafness, blindness, amputations or brain damage (resulting in mental retardation or paralysis) even with prompt treatment.

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. Being a carrier helps to stimulate your body's natural defense system.

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

What is the risk of getting bacterial meningitis?

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

How is bacterial meningitis diagnosed?

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

How can bacterial meningitis be prevented?

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

Vaccines against pneumococcal disease are recommended both for young children and adults over 64. A vaccine against four meningococcal serogroups (A, C, Y, W 135) is available. These four groups cause the majority of meningococcal cases in the United States. This vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 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 sides for the Centers for Disease Control and Preventions: www.cdc.gov and the Texas Department of Health: www.tdh.state.tx.us.

BACTERIAL MENINGITIS- EN ESPANOL

STUDENT RIGHTS AND RESPONSIBILITIES

The purpose of this Board policy is to secure at the first possible level prompt and equitable resolution of student complaints, including those alleging discrimination on the basis of race, religion, color, sex, national origin, handicap, or Limited English Proficiency. In most circumstances, students shall be entitled to administrative conferences and informal presentation of the complaint to the Board. The student may be represented by an adult at any level of the complaint.

Student complaints regarding instructional materials, removal to alternative education programs, expulsion, or prior review of nonschool-sponsored materials intended for distribution to students, shall be addressed first by those procedures before addressing the Board at Level Three under this policy. If the complaint involves a problem with a teacher, the student shall in most circumstances be expected to discuss the matter with the teacher before requesting a conference with the principal at Level One.

LEVEL ONE: A student who has a complaint shall request a conference with the principal within ten calendar days of the time the student knew, or should have known, of the event or series of events causing the complaint. The principal shall schedule and hold a conference with the student within five days.

LEVEL TWO: If the outcome of the conference with the principal is not to the student's satisfaction, the student has ten calendar days to request a conference with the Superintendent or designee, who shall schedule and hold a conference. Prior to or at the conference, the student shall submit a written complaint that includes a statement of the complaint and any evidence in its support, the solution sought, the student's signature, and the date of the conference with the principal.

LEVEL THREE: If the outcome of the conference with the Superintendent or designee is not to the student's satisfaction, the student may submit to the Superintendent a written request to place the matter on the Board agenda.

The superintendent shall inform the student of the date, time, and place of the meeting. The Board president shall establish a reasonable time limit for complaint presentations. The Board shall listen to the student's complaint and take whatever action it deems appropriate.

If the complaint involves complaints or charges about an employee, it shall be heard by the Board in executive session unless the employee complained about requests it to be public.

SUBSTITUTE TEACHERS AND CONDUCT

When a teacher is absent, the best available substitute teacher is employed. It is difficult for anyone to come into a classroom and conduct the class in the manner to which students are accustomed. Therefore, students are requested to be tolerant of this situation and be on their best behavior. The substitute teacher has the same authority as a regular classroom teacher.

SUSPENSION

When a student is suspended from school his/her parent/guardian may request assignments. The parent/guardian must pick up assignments. Student must have assignments completed the day he/she returns to the classroom.

TARDINESS

Tardiness disrupts classes and should be avoided. Students without a written communication from another teacher and/or administrator verifying reason for student's delay is counted tardy. On the third (3rd) and subsequent tardies disciplinary action will be imposed. A student is considered tardy if he/she is not in his/her assigned seat when the tardy bell rings. The number of tardies are accumulative for each of the semesters. Any student missing 15 minutes of a class period will be counted absent. Repeated occurrences may be treated as a disciplinary matter.

TELEPHONE / USE OF

The office telephone is a business phone and will not be used by pupils except for emergencies. Parents/guardians should call for students only in cases of real emergency.

TEXTBOOK RESPONSIBILITY

Textbooks are furnished to student(s) for use in courses of study. Textbooks, by state law, should be covered at all times and student(s) are expected to take care of the textbooks issued. A student who loses or damages a textbook should contact the Principal's office relative to paying for damages or loss. A student's failure to pay for lost or damaged textbook(s) previously issued shall forfeit his/her right for issuance of future textbooks.

TORNADO DRILLS

The signal for a tornado drill will be one (1) continuous bell for ten seconds. Upon hearing this bell, classes on the interior of the building will stay in their classrooms. Classes in the exterior rooms will go to designated rooms in the interior of the building. Tornado drill instructions are posted in each classroom for your information.

TRANSPORTATION

A student who lives two (2) miles or more from the Senior High School campus is eligible to ride the school bus to and from school. The student is expected to abide by the rules governing student conduct aboard buses. Failure to abide by these rules may result in the suspension or termination of transportation privilege by the principal or assistant principal. A student who willfully causes damage to a bus shall be responsible for monetary reimbursement to the School District for repair of these damages and may be suspended or terminated from bus privileges. These rules are applicable in any situation where a student is riding the school bus. At no time is the use of tobacco, soft drinks, foods, candy or alcoholic beverages permitted aboard school buses. This rule is established for health and safety reasons.

Student travel to/from extra-curricular events:

- Student will always be released to parent/guardian unless there is reason for SSSH staff to question safety of student.
- Student will not be released to anyone other than parent/guardian unless unusual circumstance is involved. If such request is made channel of notification is listed.
 - student
 - to
 - sponsor
 - to
 - director (if applicable)
 - to
 - administrator
- Student's sponsor/director should be aware of situation and communicate situation before parent/guardian contacts administrator.
- After above steps completed parent/guardian should notify administrator.
- A written communication delivered to school by a parent/guardian will be included in the process.

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. Students have full responsibility for the security of their vehicles and should make certain they are locked and that the keys are not given to others. Students will be held responsible for any prohibited objects or substances, such as alcohol, drugs, and weapons that are found in their cars and will be subject to disciplinary action. Searches of vehicles, as well as general searches of school property, may be conducted at any time there is reasonable cause to do so, with or without the presence of the student.

WEAPONS AND DANGEROUS INSTRUMENTS

It is Board Policy that no student may bring onto school grounds, or off school grounds at any school activity, function or event any firearm, knife, or instrument which might reasonably be considered dangerous to the possessor or other students during any school term. This is meant to include any conveyance which is parked on or around the school grounds during the school day or during a school related activity. If a student is in possession of such instrument, he/she shall surrender the same upon request to any teacher or school official. If necessary, force may be used to disarm the student and appropriate disciplinary action will be taken.

WITHDRAWAL FROM SCHOOL

A student withdrawing from school must have a parent/guardian report with student to the administrative office at the beginning of the last day he/she will be in school. A SCHOOL WITHDRAWAL FORM will be issued to be carried to each teacher for withdrawal signatures. Textbooks will be taken up by each teacher before approval is authorized. Additionally, the student should go by the library for library clearance.

After conferring with the counselor and giving reason for withdrawal, the withdrawal slip should be given to the school secretary. A "clear record" acknowledgment will be given to the student for his/her presentation at the next school.

ACADEMIC REQUIREMENTS AND CURRICULUM

SULPHUR SPRINGS HIGH SCHOOL IMPOSES STRICTER STANDARDS FOR EXTRA-CURRICULAR AND CO-CURRICULAR PROGRAMS THAN THOSE IMPOSED BY T.E.A.

COLLEGE-BOUND STUDENTS

Sulphur Springs High School offers a comprehensive selection of courses, and each student, to some degree has the responsibility for making decisions regarding elective course choices. Students who plan to attend college after completion of high school should consult with the school counselors early in their high school career in order to familiarize themselves with future college requirements, available scholarships, etc. Most colleges require entering students to present scores from either the College Board Examination (CEEB), the American College Test (ACT), or the Scholastic Aptitude Test (SAT) as part of their entrance requirements. Students should check with the counselor early in the school year to make arrangements for taking these exams.

Although not required for graduation the administration and faculty suggest that a student planning to attend college take the following courses: Chemistry I, Keyboarding, Geometry, Algebra II, and/or Advanced Math. If entering in the science field, Physics and Chemistry II should be taken.

COMMENCEMENT EXERCISES

Candidates for graduation cannot participate in Commencement Exercises or be awarded a high school diploma until the principal certifies the student has met the requirements for graduation. A candidate whose work is incomplete will be given his/her diploma only when it is determined work is satisfactorily completed.

COMPUTING ACADEMIC AVERAGES AND CLASS RANKINGS

In order to determine academic grade point averages, academic honors, and student rankings within a class, grade points must be averaged. In computing the GPA, the following grades are deleted: Physical Education, Athletics, Pre-Drill and Drill Team, Driver Education and Office/Media Center Aide.

Courses completed on alternative campuses or during summer school by correspondence or any self-paced or non-accredited program shall not be included in the computing of a student's grade point average.

Students shall be enrolled in the Recommended or Distinguished Achievement Plan to be considered an honor graduate.

CORRESPONDENCE COURSES

For make-up purposes or for extended credits, a junior or senior student may be awarded two (2) units of credit by satisfactorily completing correspondence courses. This credit must be earned from the University of Texas, Division of Extension, in Austin or from Texas Tech University, Division of Extension in Lubbock. **CORRESPONDENCE CREDITS FROM ANY OTHER INSTITUTION SHALL NOT BE ACCEPTED.** The student should check with a school counselor for information about enrolling in correspondence courses. All correspondence courses should be completed 30 days prior to the last class day of the school year. Students may be enrolled in only one correspondence course at a time. Grades earned in correspondence courses shall not be used in computing class rankings.

COURSE DESCRIPTIONS

An Academic Planning Guide will be issued to all new students enrolling in SSSS and to all incoming freshmen each school year. As new courses are developed printed attachments for the Academic Planning Guide will be issued to students.

If a student loses his/her Academic Planning Guide and wishes to replace it he/she may do so for a \$2.00 replacement fee.

COURSE OFFERINGS

A listing of courses offered at Sulphur Springs High School is available online at www.ssisd.net. The list can be accessed by clicking on the Sulphur Springs High School link and then on the Guidance Manual link. Hard copies are available through the SSHS counselors' office also.

CURRICULUM INFORMATION

The overall curriculum offered at Sulphur Springs High School consists of courses selected from the "List of Approved Courses" as contained in the Texas Education Agency publication, "Principles, Standards, and Procedures for Accreditation". Additionally, special permission has been granted by the Texas Education Agency to offer locally developed courses for local credit. The curriculum is expanding annually and new courses are being offered as student demands and school facilities warrant. Course offerings are selected on the basis of student interest during spring pre-registration. Students who sign up for a course which does not develop are asked to select an alternate course.

Normally students in attendance at Sulphur Springs High School pre-register in the spring preceding the forthcoming year. All students new to Sulphur Springs High School or students who were not enrolled the previous spring should go to the central office for directions concerning selection of courses and other enrollment date.

DIPLOMA AND TRANSCRIPT

All graduates shall receive the same high school diploma. The transcript however, reflects the student's choice of study along with grades, records, individual accomplishments, achievements and courses completed. The transcript is the document that will be most important to the student in any future endeavors. Upon request, up to two (2) copies of a student's transcript will be sent free of charge to a college or university. Additional transcripts will cost \$1.00 each.

EXEMPTIONS – SEMESTER EXAMS

For all exemption status:

- Student may not have more than four (4) tardies per class per semester. Teacher responsibility per class period.
- Student may not have more than a total of three (3) days of placement in Special Assignment Class (SAC), per semester
- Student must have zero (0) days assignment to Alternative Education Program (AEP) per semester.
- Student must pass all sections of the TAKS test in order to be exempt from semester exams.

Requirements for Earning Exemptions:

Option 1

- Student may have no more than five (5) absences per class, per semester for any reason. School-related absences are exempt
- Student must earn an average of 80 or above per exempt in applicable class.

Option 2

- Student must have no absences per class, per semester for any reason. School-related absences are exempt.
- Student must earn an average of class to be 70-79 per class to be exempt in applicable class.

Any concurrent enrollment course, dual enrollment course, and/or any other course taught in conjunction with higher education institution may not allow exemptions.

The final decision for exemption rests with the classroom teacher. Criteria for earning exemption status may not be altered by the classroom teacher.

If exempt students wish, they may take exams, which will count 25% of semester grade, as per SSIS district grading policy.

OPTIONAL FLEXIBLE SCHOOL YEAR

The Texas Education Agency (TEA) has granted approval for Sulphur Springs High School to participate in the Optional Flexible Year Program (OFYP). To be eligible for the OFYP, students must pass all portions of the TAKS test, satisfy attendance requirements set by TEA, and pass all of their classes at SSHS during the 2008-09 school year. Students who qualify for the OFYP will be dismissed from school on May 22, 2009. Students who

do not qualify for the OFYP will be required to attend school for two weeks of tutorial instruction (May 26-June 4, 2009).

EXTENDING EARNED CREDIT

A student earns credit by successfully earning a passing average (70 or above) in a subject. Each semester of a course must be passed. (Semester grades will not be averaged to determine credit earned for the year.)

FAILED COURSES

STUDENTS WHO FAIL A COURSE WILL NOT RECEIVE ANY CREDIT TOWARD GRADUATION; AND THEREFORE, THE COURSE MUST BE REPEATED IN ORDER TO EARN ANY CREDIT. Failure of courses is a serious matter and it is the responsibility of the student to contact the counselor regarding retaking of the course. Courses should be made up as quickly as possible because the date of graduation may be affected. Students should inform their parents or guardians whenever a course is failed.

GRADE EXPLANATIONS (Citizenship)

Citizenship grades are judgment grades given by the instructor which indicate overall conduct and attitude of students in the class setting as well as their acceptance of responsibilities for school work. Punctuality, attentiveness, cooperativeness, respectfulness, effort, willingness, etc., are criteria considered for this grade. Explanation of comments are on report cards. Letter grades will be given as follows:

- U – Conduct is unsatisfactory
- S – Conduct is satisfactory
- N – Needs improvement

GRADE EXPLANATIONS (Courses)

All students shall receive numerical grades in courses for which credit is extended. An explanation of these grades is given below:

- | | | |
|------------|---|---|
| 90 – 100 | - | The student is doing excellent work in the course. |
| 80 – 89 | - | The student is doing good work in the course. |
| 70 – 79 | - | The student is doing satisfactory work in the course. |
| 69 – below | - | The student is failing and no credit is being earned. |

GRADES AND GRADE REPORTING

Academic/citizenship grades and class school attendance are recorded on individual student report cards and reported to the parent(s)/guardian(s) at the end of each six week grading period.

High school student report cards are distributed to students on or before the fifth school day following the end of the six week grade reporting period.

For academic grading, a numerical scale shall be utilized with 70 being the lowest passing grade. No grade below a 50 will be recorded for a six week average.

Under no circumstances should any specific grade during these six week periods count more than ¼ or 25% of the grade. Students should have prior knowledge of any grade that is weighted.

A minimum of eight (8) daily grades (classwork, homework, quizzes, class participation, grades, etc.) is required. These will count 50% of the six week grade.

A minimum of two (2) major test grades is required each six week reporting period. These will count 50% of the six week grade.

GRADE POINT EXPLANATION

The Sulphur Springs Independent School District Board of Education has implemented a grade point system which reflects levels of academic difficulty for courses in relationship to the grade earned. The following is

an explanation of this grade point system and should be considered as it relates to the students choice of courses taken during his/her high school career. These scores will be posted on a student's transcript.

Courses that earn advanced grade points include: Physics, Biology II, English IV-A, French 3, Spanish 3, Pre Calculus, Pre AP, AP Courses, and Concurrent Courses. A student must follow the total AP course program in order to earn AP grade points.

The following courses are deleted in computing the GPA: Physical Education, Athletics, Pre-Drill and Drill Team, Driver's Education and Office/Media Center Aide. Courses completed on alternative campuses or during summer school by correspondence or any self-paced or non-accredited program will not be included in computing of a student's GPA.

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.

GRADES	BASIC	REGULAR	PRE-AP / ADVANCED	ADVANCED PLACEMENT
90-100	3.0-4.0	4.0-5.0	5.0-6.0	6.0-7.0
80-89	2.0-2.9	3.0-3.9	4.0-4.9	5.0-5.9
70-79	1.0-1.9	2.0-2.9	3.0-3.9	4.0-4.9

HOMEWORK

By District Board approval, guidelines regarding homework will be as follows:

If a homework assignment is to take more than 20 minutes outside of class, teachers will give students time in class to begin the assignment. The total amount of homework for a student should not be more than one hour and thirty minutes in one given day.

Students will do homework assignments and have them ready on the due date assigned by the teacher. Teachers are to grade the homework and return it to the students within five school days from the date turned in.

Parents will have the responsibility to encourage, help and insist that the homework be completed and brought to school.

Homework grades will be recorded with daily grades. Daily grades (class work, homework, daily/weekly quizzes, class participation grades, etc.) shall count ½ or 50% of the six-week grade.

If a student loses, misplaces or forgets to bring his/her homework to class at the assigned time, the teacher will accept it the next day. However, a grade of 75 will be the highest possible grade for homework turned in one day late.

MAKE-UP WORK

Students who are absent from school are entitled to make up the work they missed within a reasonable time period, generally the same length of time as the days absent. It is the students' responsibility to initiate the request for make-up work. This, of course does not prohibit the teacher from initiating the action. Students who have not had sufficient time to make up their work should be given "INC" for incomplete on the report card. This incomplete is not to remain on the report card for more than one (1) six-week period.

HONOR GRADUATES

(Valedictorian and Salutatorian)

For the graduating classes of 2008 and 2009, honor graduates will be the ten (10) percent of graduates earning the highest overall grade point average. (GPA)

For two school years following their graduation, students who are ranked in the top ten (10) percent of their graduating class are eligible for automatic admission into four-year public universities and colleges in Texas. Students and parents should see the counselor or principal for further information about how to apply and the deadline for application.

To attain valedictorian or salutatorian honors, a student must have been enrolled in Sulphur Springs High School both his/her junior and senior years on a full-time basis and must have earned or be enrolled to earn credits in the following categories:

English	4 units
Social Studies	3 units
Math	3 units
(Exclusive of fundamental level courses)	
Science	3 units

For the graduating classes beginning with 2010, honor graduates will be the ten (10) percent of graduates earning the highest overall grade point average, (GPA). Students must be enrolled in the Recommended or Distinguished Achievement plan to be considered an Honor Graduate. Valedictorian and salutatorian honors shall be awarded to the two students earning the highest and second highest overall grade point averages.

For two school years following their graduation, students who are ranked in the top ten (10) percent of their graduating class are eligible for automatic admission into four-year public universities and colleges in Texas. Students and parents should see the counselor or principal for further information about how to apply and the deadline for application.

To attain valedictorian or salutatorian honors, a student must have been enrolled in Sulphur Springs High School both his/her junior and senior years on a full time basis and must complete the Recommended or Distinguished Achievement Plan.

If a tie occurs between two students for Valedictorian or for Salutatorian, the tie shall be broken by:

- Computing the weighted grade average of sufficient number of decimal places until the tie is broken.
- Comparing the student's scores on state exit level tests.
- Comparing the student's scores on college entrance tests, if all the tying students have taken the same tests.

NOTE: The principal shall make decisions regarding the conversion of letter grades to numerical values for work completed in other schools.

HONOR ROLLS

An "A" and "B" honor roll is compiled each six weeks and released to the news media.

To qualify for the "A" honor roll, a student must:

1. Be enrolled in five (5) Academic courses or a vocational co-op program
2. Earn a grade of 90 or above in each subject

To qualify for the "B" honor roll, a student must:

1. Be enrolled in five (5) academic courses or a vocational co-op program
2. Earn a grade of 80 or above in each subject

HONOR COURSES

Courses that are considered honors courses include the following:

English Pre-AP	Government Pre-AP	Physical Science Pre-AP	Biology Pre-AP
W. History Pre-AP	Algebra Pre-AP	US History Pre-AP	Economics Pre-AP
Geometry Pre-AP	Spanish III	French III	
Concurrent Government	ACE/AP English	Physics	AP Biology
Concurrent Economics	AP Biology	AP Psychology	AP Calculus
Concurrent Trig/Analysis	Concurrent Algebra		
Concurrent English IV	Pre-AP Chemistry	English IV Academics	
Concurrent Physics			

INSTRUCTIONAL TELEVISION

The District provides through a contract with Whittle Communications the opportunity for students to view a twelve-minute educational program on current events and news items, two minutes of which contain commercial advertising. Parents/guardians are encouraged to contact (via appointment) the building principal should they have concerns about this instructional strategy.

MID-SIX WEEKS PROGRESS REPORT

Teachers and administrators are continually striving to increase communications with the parents/guardians concerning student progress. In trying to do a better job, staff members will be notifying parents/guardians at the end of the third week of each six-week's period if a probability for failure exists due to lack of initiative, excessive tardies or absences, or any other reason deemed correctable through parent/teacher/student conference or through parental help. It is our hope that this additional effort will enhance the progress of a student who might otherwise be failing at the end of the six weeks. All parents are encouraged to contact teachers during their assigned conference period when they feel there is a need. Staff members may send Progress Updates at any time they feel a need exists.

REQUIREMENTS FOR GRADUATION

Under rules of the Texas State Board of Education, students must meet the criteria listed below to graduate from Sulphur Springs High School and participate in graduation ceremonies.

All students must earn credits for State Required subjects and additional credits for elective subjects. Students shall be awarded the same diploma; however, three types of Academic Achievement Records (student transcripts showing courses and grades) shall be awarded based upon credit requirements as specified below and on the following page. These Academic Achievement Records shall be designated by an appropriate State seal and shall be identified as High School Program, Recommended High School Program, or Distinguished Achievement Program.

<u>HIGH SCHOOL PROGRAM</u>	<u>RECOMMENDED HIGH SCHOOL PROGRAM</u> (Through Graduating Class of 2010)	<u>DISTINGUISHED ACHIEVEMENT PROGRAM</u>
English	4 credits	Recommended High School Program PLUS: 3rd Credit of same foreign lang. 4th Advanced Measures from the following: Original Research Project Test Data College Courses w/3.0 min.
Math	3 credits	
Science	2 credits	
Foreign Language	0 credit	
Science/Soc. Stud. 1 add.	credit	
W. Hist/Geo	1 credit	
U.S. History	1 credit	
U.S. Government	.5 credit	
Economics	.5 credit	
Physical Ed.	1.5 credits	
Health	.5 credits	
Tech. Applications	1 credit	
Fine Arts	0 credit	
Speech	.5 credit	
Elective Options	<u>9.5 credits</u>	
Total Credits	26 credits	

<u>HIGH SCHOOL PROGRAM</u> *Requires Parental Wavier	<u>RECOMMENDED HIGH SCHOOL PROGRAM</u> (For Graduating Class of 2011 and Beyond	<u>DISTINGUISHED ACHIEVEMENT PROGRAM</u>
English	4 credits	English
Math	3 credits	Math
Science	2 credits	Science
Social Studies	3.5 credits	Social Studies
Economics	.5 credit	Economics
Physical Ed.	1.5 credits	Physical Ed.
Health	.5 credit	Health
Foreign Language	0 credit	Foreign Language
Fine Arts	0 credit	Fine Arts
Comm. Applications	.5 credit	Comm. Applications
Tech. Applications	1 credit	Tech. Applications
Elective Options	<u>9.5 credits</u>	Elective Options
Total Credits	26 credits	26 credits

*Four Advanced Measures Also Required

** Due to the changes in graduation requirements from HB3 refer to the school web site or contact a counselor

RETEACHING

By local Board policy, guidelines relating to reteaching grades procedures will be as follows:

Teachers will teach the TEKS and give tests to determine student mastery.

If a student does not show mastery on the material and makes a failing grade, the teacher will reteach using techniques/methods most effective for the subject area.

Students will be retested and the grade for the second test will be recorded. The highest possible grade to be recorded for the second test will be 70. The failing grade for the first test will be dropped.

No grade below a 50 will be recorded for a six-week average.

SCHEDULE CHANGES

After a student registers and selects his/her courses, student schedule changes are discouraged and will be made only under extenuating circumstances. After the first three (3) days of the semester, no schedule changes will be made unless approved by the principal.

SPECIAL EDUCATION COURSES

The eligible Special Education student may receive as many as two (2) units of Resource credit for academic support per year.

The eligible Special Education student may also receive credit for a required subject through resource placement rather than regular placement.

Resource placement for either of these reasons is based on a decision by the Admission, Review and Dismissal Committee convened to act in the best interest of that particular student.

Members of the ARD Committee should include:

1. representative of administration
2. representative of regular instruction
3. representative of Special Education instruction
4. representative of assessment
5. parent/guardian or designated parental representative
6. student, when appropriate
7. representative of Vocational Education, if appropriate
8. other interested professional involved with student's education may also be include

Resource credit will be clearly indicated on the student's transcript as resource support (elective credit) and/or resource subject (required credit). Example: Resource/Academic Support: World History/Resource

SPECIAL EDUCATION SERVICES

Special Education programs and services are available at or through Sulphur Springs High School. These programs and services are designed to aid students with handicapping conditions or special learning needs to achieve an educational level commensurate with effort and ability. State guidelines for admission and program operations are followed. A student, parent, or guardian should discuss the program with the principal if it is believed a need exists. These services include an academic support class with a resource teacher, homebound instruction, a Vocational Adjustment Co-op and a Vocational Education for the handicapped unit.

STATE REQUIRED TESTS

Beginning with the Class of 2005, students must pass the new exit-level TAKS test, along with all required coursework, to receive a diploma. The new TAKS test will include English Language Arts, Math, Science and Social Studies.

The first time students can take the exit-level TAKS is in the spring of their 11th grade year. Students who do not pass any of the four tests on the first try will have several opportunities to retake the test before the end of their senior year.

The TAKS is a completely revised test that is a reflection of actual classroom practice. The test attempts to ask questions in more authentic ways and has been developed to more accurately measure what students are learning in the classroom.

STUDENT-PARENT-GUARDIAN-TEACHER CONFERENCES

Conferences with school staff members are available and encouraged for they often provide communications which enhance or clarify situations. A parent or student should contact the school or staff member and schedule a conference. Personal conferences at school are preferable to phone calls, impromptu conversations, etc.

STUDY SUGGESTIONS

To be successful in school a student must have a strong desire to study. The following suggestions may be of help:

1. Find time each day for a study period and do not let anything interrupt this period of study.
2. Prepare the hardest assignments first.
3. Go over the entire assignment quickly to get the main points and then go back and study it carefully.
4. See that external conditions are favorable to study.
5. Look up all new words in a dictionary.
6. Concentrate on what is being studied.
7. Ask questions in class about part of the assignments that are not clear.
8. Do not get behind in class work.
9. Do individual work; never depend upon someone else to prepare that homework.

SUMMER SCHOOL CREDITS

A student desiring to earn credits from a summer school program must have prior approval of the principal or Sulphur Springs High School. Earned summer school credits are accepted for make-up courses or for enrichment.

TAKS TUTORIALS

Students who have failed any portion of the TAKS test will have opportunities for tutorial workshops near TAKS testing dates.

TERMS RELATING TO YOUR CURRICULUM

CLASSIFICATION

Freshmen (Grade 9) – Students with less than 6 earned unit credits

Sophomores (Grade 10) – Student with 6 to 11 earned unit credits

Juniors (Grade 11) – Students with 12 to 17 earned unit credits

Seniors (Grade 12) – Students with 18 or more earned unit credits

CURRICULUM – Your curriculum is the whole course of study you choose to take in high school. These are three bases from which you should plan your course selection.

1. Terminal Education – Terminal Education is education that will end when you graduate from high school. In most cases this individual plans to work, marry or enter the armed forces.
2. Vocational Education – Vocational Education is the course of study in school that prepares you for an occupation. Specific vocational courses offered are Agriculture, Homemaking, Principles of Marketing, Retail Merchandising, Marketing Education, Business Inf. Processing, Office Administration, Industrial Cooperative Training, Machine Shop, Manufacturing Graphics, Construction Graphics and VEH – Home and Community Services.
3. College Preparatory – College Preparatory Education is the course of study that is determined largely by the entrance requirement of the college you wish to attend. (Your counselor can be of assistance in determining requirements of specific colleges.)

REQUIRED SUBJECTS – Required subjects are those that you must pass to graduate. English, World History and Math are examples of required subjects. You may also hear these referred to as major or solid subjects. These subjects are required by the Texas Education Agency and no high school diploma may be issued unless they are passed.

ELECTIVE SUBJECTS – Elective subjects are those that you choose to take. Art, Advanced Science and Sociology are examples of elective subjects.

SEMESTER – The school year is divided into two (2) semesters, each consisting of three (3) six-week periods.

PREREQUISITE – A prerequisite is a course that you must pass before you are permitted to sign up for a higher level course. For example, you must pass English I before you can take English II, and you must pass Chemistry I before you will be allowed to take Chemistry II.

SEQUENCE – Sequence is a series of courses or semesters that must be taken in a planned order. These courses are usually numbered to give you a clue to the sequence. For example, Spanish I, Spanish II, Spanish III are called sequence of courses. Some courses consist of a sequence of semesters – Semester I, Semester II, etc.

LABORATORY COURSES - Laboratory courses are courses such as Biology, Chemistry and Physics that allow application of scientific knowledge in a laboratory situation.

MINIMUM LOAD – No student shall take less than five (5) major subjects. The work load should consume seven (7) periods. Vocational students shall take four (4) subjects in addition to their vocational cooperative courses.

TUTORIAL PROGRAMS

Each morning, Monday through Thursday from 8:00-8:25, tutorial services will be offered to provide additional direct instruction and other assistance for students who are experiencing difficulty succeeding in the regular classroom. It is our hope that tutorial services in combination with effective classroom instruction should enable students to be more successful because of the increase in the time on task, the provision of intensive student-teacher interaction and more active student participation in small learning groups.

ORGANIZATIONS AND SOCIAL / SPECIAL ACTIVITIES

ACADEMIC AWARD PROGRAM (NON UIL RELATED)

Sulphur Springs ISD, in order to motivate students to complete the state Recommended High School Program or higher, will annually award one blanket and/or star to each Sulphur Springs High School student who is enrolled in courses for the Recommended High School Program. This program of academic awards for Texas Scholars is not associated with UIL. The program has been endorsed by the Sulphur Springs School Board and will be governed by the following rules.

- I. **COURSES:** Students must demonstrate proficiency of maintaining B average or above in each grading period. Grading period is per six week period.

Credits

4	English:	English I, English II, English III, English IV
3	Mathematics:	Algebra I, Geometry, Algebra II
3	Science:	Biology or AP Biology or IB Biology (1.0) Not more than one credit may be chosen from each of the three areas (2.0): Integrated Physics & Chemistry Chemistry, AP Chemistry or IB Chemistry Physics, Principles of Technology I, AP Physics or IB Physics
4	Social Studies:	US History (1.0), World History (1.0), World Geography (1.0), US Government (.5), Economics (.5)
2	Languages Other Than English:	Two credits of the same language
1.5	Physical Education	
0.5	Health:	Health (.5)
1	Technology Applications:	State approved computer science/applications course
1	Fine Arts	
0.5	Speech – Communications Applications	
<u>5.5</u>	Electives	
26	Total Credits	

- II. **REPEAT WINNERS:** The initial program implementation will award blankets to eligible students in Grades 12, 11, 10. Beginning with 2001-2002 school year a blanket may be earned by a student at the completion of his/her sophomore year, but only one blanket may be earned by a student. Repeat winners each subsequent year shall receive a star or patch to be attached to the original blanket.

- III. ADMINISTRATION: The Director of Support Services, will assist the High School Principal, in coordinating the program. They will appoint a special committee to work with them in implementing the program.
- IV. PRESENTATION OF AWARDS: No later than the first of June each year, the school shall certify the list of winners who have met the requirements and the award blankets will be ordered. The blankets shall be presented in a public ceremony at the school in the fall to the winners for the preceding school year.
- V. RULE CHANGES: Amendments or additions to the rules for the Texas Scholars Academic Award Program may be recommended to the School Board by the Texas Scholars Committee.
- VI. GENERAL NOTICE: Each student shall receive a copy of these rules at the beginning of each school year.

BANQUETS

Many banquets are held throughout the school year. To avoid conflicts, dates for such affairs must have a calendar clearance through the principal's office.

BUSINESS PROFESSIONALS OF AMERICA

Business Professionals of America is for any student who is currently enrolled in a business, office, or business education course or program. The club meets once a month and involves a stipulated amount for state and national dues. Business leaders are invited to speak on the modern trends in business. Business Professionals of America teaches the importance of mutual respect, confidence and support of the business leader and school community.

CLASS AND CLUB MEETINGS

Class and club officers must call meetings by making arrangements, in advance, with the head sponsor. All meetings must be scheduled through the office and class sponsors must be present.

CLASS OFFICERS

Class officers, including a president, vice-president, secretary and treasurer are elected annually by the respective classes. All qualified candidates may file for a place on the ballot. To be qualified a candidate must:

1. possess leadership qualities
2. have attended Sulphur Springs Public Schools for one (1) year preceding the election
3. meet all scholastic and citizenship requirements set up by the Student Council and the Texas Education Agency.

CLASSROOM PARTIES / REWARDS

All classroom social events are against campus policy.

DISTRIBUTIVE EDUCATION CLUBS OF AMERICA

The purpose of the DE Club is to stimulate interclub practices in such areas as sales demonstrations, job interviewing and participation in speaking contests.

Membership involving a stipulated amount for fees is requested of all students taking Marketing Education.

FOREIGN LANGUAGE CLUBS

Foreign language clubs promote interest in a specific language (French or Spanish). Membership is open to students enrolled or students who have completed language courses. The foreign language instructors can give details on club membership and activities for each language area.

FUTURE FARMERS OF AMERICA (FFA)

FFA is the national organization of, by and for students studying vocational agriculture in high school. Membership involving a stipulated amount of dues is requested of all students studying vocational agriculture.

FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA (FCCLA)

FCCLA is the national organization of students studying family and consumer science in the junior and senior high schools of the United States and Territories. The overall goal of the organization is to help individuals now and in the future. Any student who is taking or has taken a homemaking course is eligible for membership. Membership is requested and includes a stipulated amount of dues.

FUTURE TEACHERS OF AMERICA

FTA is an organization of juniors and seniors who are interested in teaching as a career. The local chapter, the Lee Willis Club, is affiliated with the Texas National Council of FTA, and delegates from the school chapter attend these meetings.

HEARTS FESTIVAL

The festival held during Valentine week is a night of entertainment that is sponsored by the Student Council. The selection of a King and Queen of the Heart's Festival is revealed and they are presented to reign during the event. Nominees, one (1) boy and one (1) girl are nominated and elected from each grade level by secret ballot.

HOMECOMING

Homecoming is sponsored by the Student Council and observed during the football season each year. Nominees for the Homecoming Queen are chosen by each senior student voting for three (3) students from the senior class, and the (10) students receiving the most votes will make up the Homecoming Court. Then, the entire body will vote for one (1) of the ten (10) nominees. The nominee receiving the most votes will be the Homecoming Queen.

HONORS AND AWARDS ASSEMBLY

At a special Honors and Awards Assembly which is held each May at the Civic Center, recognition is given students who have earned honors and awards during the year. Parents/Guardians and friends of the school are invited to attend.

JUNIOR-SENIOR PROM

The prom is held during the spring semester of school. The Junior Class, working with sponsors and the principal, will be in charge of the arrangements and financing of the prom.

Seniors participate in the Who's Who election by voting for one girl and one boy for each of the ten categories: Most Athletic, Most Talented, Wittiest, Friendliest, Best Dressed, Most School Spirit, Best All-Around, Most Likely to Succeed, Most Thoughtful, and Most Beautiful and Handsome. Winners are announced at Prom. The elections are conducted by Junior Class sponsors.

KEY CLUB

The Key Club is a service organization affiliated with the Kiwanis International whose purpose is to promote community activities and services. Students should check with the club sponsor for information about membership, etc. The membership includes all grade levels.

NATIONAL HONOR SOCIETY

The Gladys Alexander Chapter of the National Honor Society stresses scholarship, leadership, character and service. Requirements for membership include:

1. Junior or senior class standing
2. A year's attendance in Sulphur Springs High School or a transfer of membership in the NHS from another chapter which maintains the same or high scholastic requirements.

3. Students to be considered for membership in the NHS will earn at least a 4.5 G.P.A. on a weighted scale. An explanation of the Grade Point grading system is outlines on page 26. This became effective with the 1987/88 Juniors.
4. Citizenship average of B or above for all high school years.
5. Participation in a least one school activity the year immediately preceding invitation for membership (this includes, in addition to above mentioned activities, office assistants, library aides or active participation in school sponsored clubs).

No person may apply to become a member of the National Honor Society. Persons to be considered must have exhibited some leadership and service to the school. New members will be selected by a faculty committee.

The NHS will present all honor graduates with a gold cord to be worn at graduation exercises.

Since this is an honor society, membership includes those students worthy of such high honor. Members will be automatically suspended from membership if it becomes necessary for them to be punished at school for disciplinary reasons.

No member should have any legal proceeding pending against him/her.

PTSA (PARENT-TEACHER-STUDENT ASSOCIATION)

Your parents/guardians are encouraged to join the SSSH PTSA. Their volunteer efforts are important to the school.

SOCIAL ACTIVITIES

All activities of the school should conform to the purposes of the school's instructional program and to the wise distribution and use of the time in a school day. Such activities must be approved by the principal. School dances are considered social. All rules of the school will be observed at these activities.

1. No organization will be granted the privilege of using school facilities unless one (1) or more teachers agree to be present.
2. The use of tobacco in any form or the consumption of any alcoholic beverage inside or outside the school building at socials is prohibited. ANY STUDENT LEAVING THE BUILDING WILL NOTE BE READMITTED.

STUDENT COUNCIL

The student council of the Sulphur Springs Independent School District is organized in order for student participation in a representative form of student government. The purposes of the Student Council are:

1. to promote a feeling of friendliness toward other schools and among the students of Sulphur Springs High School
2. to be a service body and not a governing body
3. to regulate and coordinate student body activities
4. to develop leadership and initiative among students
5. to be a connecting link between faculty and student body
6. to develop better citizenship in and out of school

The Student Council officers shall consist of a president, vice-president, secretary/treasurer, reporter, parliamentarian, and faculty sponsors. These officers shall be elected in the spring prior to the year in which they will serve. The method of qualifying for officer elections is stated in the constitution of the Student Council.

In the spring of each school year ten (10) representatives from each grade level shall be chosen by popular vote among the class members to serve on the council the following year. The scholastic qualifications for a student council representative are the same as established by the TEA for participation in any extracurricular activity.

A student desiring to be considered as a representative candidate shall follow procedures established by the Student Council and principal.

Student Council meetings, etc., will be scheduled and conducted according to the plan established by the student council constitution, officers, sponsors and principal.

STUDENT VOTING PRIVILEGES

During the year the student body will be involved in the election of candidates for various offices and honors. Class officers, homecoming queen, king and queen of hearts festival are a few of these.

SULPHUR SPRINGS TEENAGE REPUBLICANS

The Sulphur Springs Teenage Republicans is an organization with membership open to all SSSS students. The purposes of this organization shall be: (1) to promote and advance the principles of the Republican Party; (2) to aid, cooperate, and work with the Republican Party to stimulate and encourage the active participation of teenagers and (3) to rally the voters behind the Republican Party and its selected candidates.

THESPIAN SOCIETY

The International Thespian Society is an honorary organization designed to promote interest and participation in the performing arts, specifically theatre.

VOCATIONAL INDUSTRIAL CLUBS OF AMERICA

Membership is open to all students enrolled in vocational industrial courses in high school. VICA, an integral part of vocational industrial education, promotes citizenship, scholastic, civic and social projects.

Members are provided additional opportunities to display their leadership skills and craftsmanship in local, district, state, national and international competition.

Membership involving a stipulated amount for fees is requested of all students taking applicable courses.

WHO'S WHO

Seniors participate in the Who's Who election by voting for one girl and one boy for each of the ten categories: Most Athletic, Most Talented, Wittiest, Friendliest, Best Dressed, Most School Spirit, Best All-Around, Most Likely to Succeed, Most Thoughtful, and Most Beautiful and Handsome. Winners are announced at Prom. The elections are conducted by Junior Class sponsors.

EXTRACURRICULAR PROGRAMS AND ACTIVITIES

SULPHUR SPRINGS HIGH SCHOOL IMPOSES STRICTER STANDARDS FOR EXTRA-CURRICULAR AND CO-CURRICULAR PROGRAMS THAN THOSE IMPOSED BY T.E.A.

ABSENCES DUE TO PARTICIPTION IN SCHOOL ACTIVITIES

For attendance purposes, a student is recorded as absent when he/she misses class due to participation in approved school activities; however, a student will be excused for only ten(10) days to participate in school related activities during the year. Additional absences, to a maximum of 5, shall be permitted when a student has a grade average of at least 85 percent in the courses or subjects to be missed. It will always be the student's responsibility to contact his/her instructor regarding required assignments and make up work. Absences of this nature must be approved by the principal and the instructors are to be notified by inter-school memo. It is the responsibility of each student to prioritize his/her activities so that maximum benefits result from these absences. It is the student's responsibility to keep accurate records of the number of times he/she has missed a class.

ACADEMIC REQUIREMENTS FOR UNIVERSITY INTERSCHOLASTIC LEAGUE EVENTS

A participant must not have attained his/her nineteenth (19) birthday on or before September 1 of the school year involving the contest or activity.

A participant must comply with all rules regarding residence, attendance, other competition, etc.

A student in grades nine (9) through twelve (12) may participate in extracurricular activities on or off campus at the beginning of the school year only if the student has earned the cumulative number of credits in state approved courses as indicated below:

1. beginning at the ninth grade year – have been promoted from the eighth to the ninth;
2. beginning of the 10th grade year – at least five credits toward graduation;

3. beginning of the 11th grade year – at least ten credits toward graduation;
4. beginning of the 12th grade year – at least fifteen credits toward graduation.

Following six-weeks grading periods, students who have a course average below 70 may not participate in extracurricular activities during the following three-week period. The grades of a student suspended shall be reviewed at the end of each three-week period following the date on which the suspension began. At the time of a review, the suspension is removed if the student's grade in each class is equal to or greater than 70. Each of the student's teachers and the principal shall make the determination concerning the student's grades.

A student suspended shall be allowed to practice or rehearse, but cannot perform nor compete.

COLLEE-BOUND STUDENT ATHLETE

If a student plans to compete athletically at the college level and wants to practice and play his/her freshman year at a NCAA division I or II school, she/he must meet the requirements of NCAA Bylaw 14.3, commonly known as "Prop 48".

Requirement include: (1) high school diploma; (2) specific academic requirements including grade-point average and core curriculum successfully completed; (3) specified score for SAT and/or ACT. Specific guidelines may be obtained from a counselor or athletic director. It is the student's responsibility to contact his/her athletic director to be sure she/he is on track with NCAA requirements.

AWARDING OF LETTER JACKETS

Letter jackets will be awarded based upon guidelines developed for the participation of U.I.L. academic activities, band, cheerleaders, Blue Blazes and athletics. These guidelines are written and each sponsor, director, coach, etc. shall give participating students copies of the applicable guidelines. Once a letter jacket has been awarded, there shall be no revocation of the award. It is hoped that the jacket will be worn with pride.

BAND

Students enrolled in the instrumental music program shall receive a greater insight into the understanding and appreciation for finer music. The cooperation necessary in achieving and maintaining a high level of musicianship should provide invaluable training in individual and group discipline.

The band enters marching contest, solo/ensemble contests as administered by the University Interscholastic League. Summer band rehearsals are held during the month of July and August.

All rehearsals scheduled will be posted on the bulletin board. Excused absences must be submitted in advance and approved by the band director. Repeated unexcused absences will result in suspension from the band.

CHEERLEADING / MASCOT

Cheerleaders for the athletic teams of Sulphur Springs High School are chosen by try-out selection before a panel of qualified judges.

Students desiring to enter this competition should discuss the matter with the Director of Cheerleaders and complete the necessary permission and responsibility forms. These forms outline the specific academic standards to be maintained as well as describe the duties of the cheerleaders. The students will be required to fulfill these obligations. Failure to do so will result in their dismissal from cheerleading.

A school mascot and alternate mascot shall be selected based upon try-outs before qualified judges(s). Academic and citizenship requirements will be the same as stated for cheerleaders and the mascot and alternate mascot shall be under the Director of Cheerleaders.

The Director of Cheerleaders is in charge of the cheerleaders and mascot at all times and they are to demonstrate respect and obedience accordingly. The Director of Cheerleaders may dismiss or discipline a cheerleader or mascot for failure to comply with rules. If deemed necessary, the Director of Cheerleaders and the Principal shall determine the method for replacing the cheerleader(s) or mascot.

COMPETITIVE PROGRAMS

Sulphur Springs High School is a member of the University Interscholastic League. UIL rules govern all areas of each particular program and team coaches, sponsors and directors are responsible for insuring that

eligibility, organization and administration of UIL rules are in compliance. Members of teams are representatives of the school, and as such, are expected to exhibit behavior and sportsmanship of highest caliber both in and outside competition. Students may be removed from a team for disciplinary reasons by school officials if the situation warrants.

The coach, sponsor, or director of a designated team or group is responsible for the overall management of the team or group. As such, students are expected to demonstrate respect and follow instructions. A coach, sponsor, or director may dismiss or discipline a student within the team or group if he/she feels the student's presence is detrimental to the team and school or is unfair to the other members of the team. Written rules for each team will be given to the members in order to prevent misunderstanding concerning responsibilities, etc. A student is expected to be in attendance a minimum of one-half (4 periods) of the school day on the day of or day before competition (if Saturday competition).

DRILL TEAM

PRE-DRILL TEAM (Grades 9-11): This course provides the students an opportunity to learn coordination, rhythm, poise, marching, dancing and physical fitness. Pre-drill will improve posture and body alignment as well as offer training desirable for participation in Blue Blazes Drill Team. Students will still be required to try out for Blue Blazes. Pre-drill may be substituted for the physical education.

BLUE BLAZES: The purpose of the drill team is to provide the students of Sulphur Springs High School an opportunity to:

1. render service to school by participating at various school and community functions.
2. foster good fellowship, build school spirit and loyalty.
3. encourage high moral and scholastic standards and school attendance by its members.

Membership is open to sophomores, juniors and seniors on a try-out basis. Drill team may be substituted for physical education.

Students performing with the drill team shall have earned an academic average of 70 or more in each course and an overall average of B or more in citizenship.

DRUM MAJOR AND TWIRLERS

Any student who is a member of the band may try out for the position of drum major. The choice is made by the band director on the basis of leadership and performance. Twirlers (majorettes) are chosen by outside judges. Selections are made on twirling

EXTRACURRICULAR PROGRAMS AND ACTIVITIES

SULPHUR SPRINGS HIGH SCHOOL IMPOSES STRICTER STANDARDS FOR EXTRACURRICULAR AND CO-CURRICULAR PROGRAMS THAN THOSE IMPOSED BY T.E.A.

Students at Sulphur Springs High School have an opportunity to participate in a varied and wide selection of extracurricular programs and activities. Students are encouraged to become active in these programs and activities for they provide experiences and responsibilities which both supplement and enrich the high school years. Students should not become overly involved to the detriment of their academic responsibilities.

Texas Education Code Section 33.081, as passed in Senate Bill 1, states:

Following six-weeks grading periods, students who have a course average below 70 may not participate in extracurricular activities during the following three-week period. The grades of a student suspended shall be reviewed at the end of each three-week period following the date on which the suspension began. At the time of a review, the suspension is removed if the student's grade in each class is equal to or greater than 70. Each of the student's teachers and the principal shall make the determination concerning the student's grades.

A student suspended shall be allowed to practice or rehearse, but cannot perform nor compete.

PARTICIPATION RULES FOR ATHLETES

Athletes (except students who move into the district during the summer) will participate in an off-season program if applicable to the sport or situation. This does not include a student who is involved in another sport.

Senior students who have participated in sports during the fall and winter will be expected to participate in the spring off-season programs or enroll in another class. A student who fails to participate in an acceptable

manner will be subject to disciplinary actions. Also, a failing grade will be recorded for the grading period involved.

An athlete who quits a sport for the purpose of beginning another sport will not be allowed to participate in that sport unless this action is approved by both coaches involved, the athletic director and the principal.

A student who schedules athletics is expected to complete the semester in athletics. Schedules will be changed only with the approval of the principal, athletic director and coach.

Since credits are extended for athletic participation, no student may be excused from participation during the school class period involved. If the sport is seasonal, the student must provide for this in the class scheduling process.

Any student who CONTINUOUSLY displays an immature and/or negative attitude, violates team members rules and responsibilities, demonstrates unsportsmanlike conduct, or exhibits behavior which results in embarrassment for the student body, coaches, and school may be dismissed from the athletic team and refused future participation.

SCHOOL PUBLICATIONS

CAT'S TALE: The "Cat's Tale" is a biweekly school newspaper which is published on-line and may be accessed through the school web site. The "Cat's Tale" is written and edited by students and provides news coverage in all facets of high school life.

The "Cat's Tale" has been the recipient of many honors for journalistic excellence during previous years and it is a vital part of Sulphur Springs High School.

CAT'S PAW: The school yearbook. The Cat's Paw, is designed to capture school activities in story form and accompanying pictures. Yearbooks may be purchased during the first week of November. The books will be distributed in August and will contain the complete account of all school activities including graduation exercises.