

LA GLORIA
INDEPENDENT SCHOOL DISTRICT

www.lagloriaisd.esc2.net



2013 – 2014

STUDENT-PARENT HANDBOOK

School Colors:

BLUE AND GOLD

School Song:

Honor thee so bold and brave

Blue and Gold forever wave,

Raise those banners

Wave them high,

Victory is our cry.

Once again we're gathered here

To say those words we so revere,

Go you Eagles

Do your best,

Do it for L.G.S.

School Spirit: Loyalty; Pride; Cooperation; Participation; Hard-work;
Respect; Trying One's Best; Member of a Team

School Motto: **LA GLORIA SCHOOL MAKES LEARNING FUN!**

A BRIEF HISTORY

In 1905 the town site of La Gloria was laid out in a square of four equal plots by Ragland and Herring. Four years later, Alex A. Sharp acquired the land and had the southeast plot of the town site surveyed into small lots and streets.

A second plot of land (300 feet by 300 feet) became the building site for the La Gloria Common School District No. 28, organized in 1909 by J.W. Garrison, Mary Kempshall, R.H. Orne, Mr. Morris, and possibly others. Mr. Garrison, whose home was about 450 feet west of the school site, became one of the first trustees. While construction of the school was in progress, materials for the new school were stored in Mrs. Kempshall's farm, located about 1 1/2 miles southeast of the building site.

In 1910 the school was dedicated. The school building consisted of two large rooms and two small rooms located on the west side of the building. A large center hall ran east and west. One small room held supplies; the other was the office.

The school site was enclosed by a woven wire fence, topped by a pipe to carry water around the school grounds. The west entrance was serviced by a wooden stile; the southwest corner had a gate. A water fountain was the east entrance of the hall. Wood burning stoves provided heat on cold days.

At first only one teacher taught all grades in one room. The teacher also served as principal. Miss Lucy Gaines taught in 1915–1916. Miss Pearl White followed in 1917–1918. In 1919 John Ackerman taught.

In 1921 two teachers were added; each teacher taught four grades. Bathrooms were added in 1921. In these early years pupils walked or rode a horse or burro to school. These animals were allowed to graze in the schoolyard during the school hours. The first school bus, a Model-T Ford, was purchased about 1923 and only picked up students from the west side of the district. In 1931 a second bus was added and began picking up all students.

In the early days the school building was also used as a community center. Weekend socials and dances attracted young people from both Falfurrias and Premont, as well as La Gloria.

In 1928 the teaching of high school grades was discontinued. There was only one student. From that date forward, high school students went either to Falfurrias or Premont.

In 1940 a new Elementary School Building was added. In 1956 an auditorium and several more classrooms were added. These buildings are the La Gloria School as we know it today. In fact the La Gloria School is the only thing left that represents a part of the original town site of La Gloria.

Borrowed from: "A Brief History of La Gloria,
Texas"
as told by Mrs. Frank Siemonsma

ALL CHILDREN CAN LEARN

Our Goal is to make education at La Gloria I.S.D. a positive and rewarding experience. Our philosophy is that “All Children Can Learn.” Our focus, therefore, is to provide a strong academic program in a positive school environment, in which each child experiences success.

A key that promotes a successful school is communication. This handbook has been prepared to acquaint students, parents, teachers, and members of the community with the rules and practices of La Gloria School. Familiarity with this handbook will foster understanding and cooperation among all concerned.

Important information has been shared in this handbook. Other concerns may be directed to the Office of the Superintendent at 361-325-2330.



MISSION

LA GLORIA INDEPENDENT SCHOOL DISTRICT is committed to providing a quality education for all students. Our school district is also committed to a continuous planning process to promote positive change, as characterized by the research on the “Effective School.”

Our focus is to promote a high standard of academic achievement of all students. All students will develop the skills necessary to be successful and will acquire the positive attitudes for productive interaction, now and as future responsible and involved citizens.

SPECIAL NOTICE REQUIREMENTS

The La Gloria Independent School District does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education or access to benefits of educational services, activities, and programs in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title III of the Americans with Disabilities Act. The District will take steps to assure that lack of English skills will not be a barrier to admission and participation in all educational programs. District staff have been designated to coordinate compliance.

VIOLATION OF LAW: ALCOHOL, DRUGS, TOBACCO, AND WEAPONS

Under state and federal law, a student is not allowed to possess, sell, give away, or use alcohol, illegal drugs, tobacco products, guns, or other weapons on school property or at a school-related or school-sanctioned activity, on or off school property.

PROOF OF CHILD'S IDENTITY

House Bill 1440 signed by the Governor on June 16, 1989 requires a parent or guardian to present within 30 days of a child's enrollment, proof of the child's identity and a copy of the child's records from the most recently attended school. It also requires districts to notify the police if this information is not provided, and to request information about whether the child has been reported missing. Another requirement is that districts must notify the Missing Children Information Clearinghouse if the name of the identifying document or school record differs from the name under which the child is enrolled.

PESTICIDES

The La Gloria Independent School District periodically applies pesticides indoors. For further information regarding these applications, please call Mr. David Braswell at 361-325-2330.

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: **Melanie Miller**

Phone Number: **361.325.2330 (voice) / 361.325.2533 (fax)**

FACULTY

OFFICE:

David Braswell..... Superintendent/Principal
Alma Y. García Secretary
Anessa Guerra..... Nurse

HOMEROOMS:

Chris Morález..... Pre-Kinder
Luanna Pérez..... Kindergarten
Mikayla Salinas..... First Grade
Kristina López..... Second Grade
Amy Suárez..... Third Grade
Angie Alaniz Fourth Grade
Homer Salinas Fifth Grade
Kristina González..... Sixth Grade

SPECIAL ASSIGNMENT:

Melanie Miller Special Education Resource

SPECIAL PROGRAM PARAPROFESSIONALS:

Elsa García
Gabriel García
Diana Garza

CAFETERIA:

Frank Ortega Cafeteria Manager/Head Cook
Aurora Pérez Cook/Custodian

TRANSPORTATION/MAINTENANCE:

Fidencio Madrigal..... Custodian/Bus Driver
Priscella Nixon..... Custodian

LA GLORIA I.S.D.
BOARD OF TRUSTEES

MARTA SALAZAR ----- President
JOSIE ESCALANTE ----- Vice-President
NELIA GARZA ----- Secretary
TIM BOERJAN ----- Trustee
BROOKE SOLOMON ----- Trustee

Schedule for Board Meetings: THIRD TUESDAY OF THE MONTH

Location for Board Meetings: LA GLORIA SCHOOL CAFETERIA

Time: 6:30 P.M.

Website: <http://www.lagloriaisd.esc2.net/boardoftrustees.htm>

PREFACE: As stated, this handbook contains both required and useful information for students and parents. Students are addressed as “the students” or “children.” Likewise, the term “the student’s parent” may refer to the parent, legal guardian, or other person who has agreed to assume responsibility for the student.

ADMISSION: A student or the student’s parent seeking enrollment in the La Gloria Independent School District for the first time or following enrollment in another Texas school district, private school, or out-of-state enrollment should contact the school’s office.

ALCOHOL AND DRUGS: To establish an environment where students and staff are free from the influence of alcohol and drugs, the district strongly adheres to the position that alcohol and drugs shall not be present on school premises. Individuals who are under the influence or are in possession of alcohol and/or drugs while on school grounds or attending school activities shall be subject to discipline measures, which may include applicable suspension, termination, and/or civil prosecution.

ASBESTOS: The district has an Asbestos Management Plan available for our parents or members of the community to review. Our school buildings have been inspected and found to be in compliance.

ASSEMBLIES: A student’s conduct at assemblies must meet the same standards as in the classroom. A student who does not abide by our school’s expectations for behavior at an assembly will be subject to disciplinary action.

ATTENDANCE: A child between the ages of six and eighteen must attend school and district-required tutorial sessions unless the child is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. If a student eighteen or older has more than five unexcused absences in a semester, the district may revoke the student’s enrollment. The student’s presence on school property is then unauthorized and may be considered trespass. School employees investigate and report violations of the state compulsory attendance law.

A student is required to be in attendance for at least 90% of the instructional days. A student who is in attendance for fewer than the required days shall not receive credit, unless the district’s attendance committee finds that the absence(s) is/are the result of extenuating circumstances.

Attendance will be taken at 10:00 A.M. and 2:00 P.M. each school day. If a student is absent when attendance roll is taken, that student is counted absent. A student absent from school or from any class, without permission, including required tutorials, will be considered truant and subject to disciplinary action.

After an absence, a student must bring a note signed by the parents that describes the reason for the absence. The note will be kept on file by the homeroom teacher for future reference, if necessary. Notes signed by the student, even with parents’ permission, will be considered forgery and the student will be disciplined.

ATTENDANCE REQUIREMENT FOR KINDERGARTEN [Education Code 28.006 (g)]: If funding is certified by the Commissioner, the district must provide an accelerated reading instruction program for kindergarten students whose reading deficiencies were determined by a

reading diagnosis instrument. If kindergarten students are assigned to an accelerated reading instruction program under state law, compulsory attendance applies. Parents will be notified in writing if their child(ren) is(are) assigned to an accelerated reading instruction program.

A. Excused absences: A student may be excused for a temporary absence for the purpose of observing religious holy days, including traveling for that purpose, if before the absence the parent submits a written request for the excused absence and for temporary absence for treatment by health care professionals if the student begins classes or returns to school on the same day as the appointment. Other circumstances required by law are, as follows:

1. An excused absence based on personal sickness or death in the family, quarantine, weather or road conditions making travel dangerous, and other unusual causes acceptable to the superintendent, principal, or teacher;
2. Days of suspension;
3. Participation in a court proceeding or child abuse/neglect investigation;
4. A migrant student's late enrollment or early withdrawal;
5. Days missed as a runaway;
6. Completion of a competency-based program for at-risk students;
7. Late enrollment or early withdrawal of a student under the Texas Youth Commission;
8. Teen parent absences to care for his/her child;
9. Participation in a substance abuse;
10. Homelessness, as defined by federal law;
11. An extracurricular activity or public performance, subject to board approval;
12. Required screening, diagnosis, and treatment for Medicaid-eligible students;
13. A documented health care appointment, if the student is in class for one hour before leaving or returns to school for one hour on the same day of appointment;
14. An absence required by state or local welfare authorities.

B. Signed Note: Upon returning to school, the student must bring a note, signed by the parents. The note must describe the reason for absence.

C. Make-Up Work: The student or parent has the responsibility to contact the teacher(s) to get the required make-up work assignments. Teachers shall inform the student of the allotted time for the completion of the make-up work. An uncompleted make-up work assignment will result a grade of 0 (zero) for that assignment.

D. Time Allotments: A student will be given the opportunity to complete work missed during an absence. A student will be allotted one day for each day of excused absence to complete the make-up work. For example, a student absent three days will have three days to make up work.

E. Chronic Absence(s): Excessive absence is considered to be totally unacceptable, unless excused for good reason. Too many absences interfere greatly with the learning of the skills/concepts to master the requirements for the grade level. Excessive absences may result in lack of success and even retention in the grade level.

Excessive absences will be considered as a total of five (5) absences (excused or unexcused) in any class within a six-week period or ten (10) absences in any class within a semester.

Excessive absences will be handled to promote the integrity of the laws of the State of Texas. A parent/teacher conference will be required for a student who has five (5) absences within a six-week period or ten (10) within a semester. In addition, a district attendance committee will be established to hear petitions for credit to pass by students who are in attendance for fewer than the required days.

F. Absences in Suspension: By law, a suspension is considered to be an excused absence. A student will be given the opportunity to make up work and receive credit for the work, if completed within the allotted time.

G. A student absent from school for any reason will not be allowed to participate in school-related activities on that day or evening.

H. Outstanding Attendance: A list of students with outstanding attendance for each six-week reporting period will be published in the local newspaper. In addition, students with outstanding attendance will be recognized at school assemblies.

ACADEMIC HONOR ROLL: An academic honor roll is published at the end of each six-week grading period and at the end of the school year. The “All-A Honor Roll” will list all students who have a 90 or above in Math, Science, Social Studies, and Language Arts. The “A-B Honor Roll” will list all students who have 90s and 80s in Math, Science, Social Studies, and Language Arts. A student has to earn more A’s than B’s, with an average of at least a 90, to make the “A-B Honor Roll.”

At the end of each six-week grading period and at the end of the school year, students will receive special recognition and awards for making the academic honor rolls.

ACCREDITATION: Our school board must publish an annual report which details the performance objectives, the progress towards those performance objectives, and the ratings of the district on the Indicators of the Academic Excellence Indicator System. Schools are rated according to the performance on these indicators.

BOOKS: State-approved textbooks are provided free of charge for each subject or class. The district is charged with strict obedience to all state laws governing the use of free textbooks.

A. Students: Students have the responsibility to protect books by keeping them covered, clean, and neatly stored when not in use. If a textbook is lost, a student must pay for the lost book before another textbook is issued. Fines may be assessed for damaged textbooks.

B. Teachers and Parents: Teachers and parents have the responsibility to see that all textbooks are covered properly. Textbooks are expensive, so students should be encouraged to take care of them.

Teachers will issue books with a coded book number. At the end of the school year, or when a student withdraws, the textbook record must be cleared.

Parents are expected to assist with the proper care of textbooks. At the end of the school year or if a student withdraws, parents have the responsibility to see that all textbooks are returned.

C. Rules for Textbooks: The following will assist students in proper care of textbooks:

1. Cover each book as directed by the teacher;
2. Write name with ink on the label of the cover and in the proper place inside the book;

3. Keep the corners and edges of the book pages clean and straight;
4. Do not make any marks inside the books, unless the books are consumable;
5. Do not use the book covers to express your artistic talents or individualism;
6. Always come to class with your textbooks;
7. If you have lost or misplaced a textbook, please notify your teacher as soon as possible. Arrangements need to be made for another textbook.

BULLYING: Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or –related activity, or in a district-operated vehicle, and the behavior:

- Results in harm to the student or the student’s property;
- Places a student in reasonable fear of physical harm or of damage to the student’s property; or
- Is so severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment.

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student’s education or substantially disrupts the operation of the school.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism. In some cases, bullying can occur through electronic methods, called “cyberbullying.”

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The district will also contact the parents of the victim and of the student who was found to have engaged in the bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

The principal may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. The parent of a student who has been determined by the district to be a victim of bullying may request that his or her child be transferred to another classroom within the district.

In the event of a bullying incident, the following procedures will be followed:

- Parents of students involved in bullying incident will be contacted;
- Teachers and/or Administration will conference with students involved and investigate allegations; and
- If bullying has indeed taken place, the disciplinary procedures may include:
 - Detention
 - In-School Suspension (ISS)
 - Suspension from school

- Expulsion to DAEP
- Removal of bus privileges
- Suspension from extra-curricular activities.

Transfer students who engage in bullying will be withdrawn from La Gloria ISD.

A student or parent who is dissatisfied with the outcome of an investigation may appeal through policy FNG (LOCAL).

BUS TRANSPORTATION: Bus transportation is a privilege for those who ride the bus. Students are expected to follow the rules to ensure the safety of all students on the bus. Any student who fails to comply with the established rules of conduct will be denied bus transportation.

SCHOOL BUS RULES

1. Students shall follow directions at all times.
2. Board and leave the bus in an orderly manner at the designated bus stop.
3. Do not stand while the bus is in motion.
4. Keep books, feet, and other objects out of the aisles.
5. Students shall not deface the bus and/or its equipment.
6. Students shall not extend head, hands, feet, arms, or any other item out of the window.
7. Students shall not throw objects within or out of the bus.
8. Passengers shall not smoke or use any form of tobacco.
9. Usual classroom conduct shall be observed. Unruly conduct, including the use of obscene language or gestures will not be tolerated.
10. Upon leaving the bus, wait for the driver's signal before crossing in front of the bus.

LA GLORIA I.S.D. TRANSPORTATION

Riding a school bus is a privilege. Bus rules are explicit and students are expected to follow the rules for the safety of everyone on the bus. A STUDENT MAY LOSE HIS OR HER BUS PRIVILEGE AS A CONSEQUENCE OF MISCONDUCT. All students should enjoy safe, efficient transportation to and from school. The purpose of this plan is to insure safe rider ship to all students – not to deny rider ship or violate any students' rights.

BUS CONDUCT REPORTS

Bus Conduct Reports will be completed for the following violations:

1. Repeated yelling or disrupting noises on the bus or out the window.
2. Repeated switching seats on the bus without permission.
3. Standing on the bus while it is moving.
4. Use of profane/obscene language or gestures.
5. Eating, drinking, or chewing gum on the bus.
6. Putting anything out the window of the bus (for example: hands, feet, etc.)
7. Throwing objects inside the bus, or throwing objects from the bus.
8. Writing on or destruction of the school bus seats or equipment.
9. Fighting (physical or verbal), pushing, or shoving on the bus.
10. Opening the emergency door without a valid reason.
11. Carrying a weapon or flammable material on the bus.

The following “Step Program” will be followed to better misconduct on the bus:

- **1st offense** – Verbal warning to student and Bus Conduct Report to parents.
- **2nd offense** – Verbal Reprimand, Bus Conduct Report to parents, loss of bus privileges for three (3) days.
- **3rd offense** – Verbal Reprimand, Bus Conduct Report to parents, conference with parents and student, loss of bus privileges for five (5) days.
- **4th offense** – Bus Conduct Report to parents, possible loss of riding privileges for the remainder of the semester or year.

After the fourth offense, a conference is mandatory to explain the consequences of the student’s behavior if further violations occur.

* At the discretion of the superintendent/board of trustees, one or more of the steps can be omitted if the offense is severe enough to warrant special disciplinary action.

**** Severe infractions include:**

1. Carrying a weapon or inflammable material on the bus.
2. Performing sensual acts or exposing private parts of the body.
3. Fighting on the bus. Threatening the bus driver or school officials.
4. Purposely damaging the school bus.
5. Use of tobacco products on the bus.
6. Possession of illegal substances on the school bus.
7. Opening the emergency exit of the school bus.
8. Throwing objects out the window of the bus.

CAFETERIA: Cafeteria services and facilities are available to all students. A family can apply for the district’s free and/or reduced breakfast and lunch program. A student who qualifies as free will receive a healthy breakfast and lunch at no cost. A student who qualifies as reduced will receive breakfast for thirty cents (30¢) and lunch for forty cents (40¢). Information on the district’s free and reduced breakfast and lunch program can be obtained at the district’s office. A student may choose to buy breakfast and lunch from the cafeteria. A full price breakfast will cost one dollar (\$1.00) and a full price lunch will cost one dollar and fifty cents (\$1.50).

A student may choose to bring a sack lunch from home. A student with a sack lunch may purchase a carton of milk for twenty-five cents (25¢).

A. Cafeteria Behavior: The cafeteria provides an opportunity for students to socialize and to learn table manners. Students are allowed to enjoy their lunch time; however, students are expected to talk in a quiet voice, to remain seated, to empty and discard trays properly, and to follow the directions of the staff on duty.

B. Cafeteria Times: Students are given ample time to eat their breakfast and lunch. Breakfast is served from 7:30 A.M. until 8:05 A.M. each school day. Lunch is served at 11:20 A.M. for students in Pre-K/Kinder through the Second Grade and at 12:10 P.M. for students in Third Grade through Sixth Grade. Staff members are on cafeteria duty every eating period.

CARE OF BUILDING AND GROUNDS: Each student has the responsibility to take care of our buildings, equipment, and grounds to preserve our facilities for present and future use. Parents will be responsible for damages by students to school property. Students must reimburse the district for damages and be subject to disciplinary action.

CHANGE OF ADDRESS OR TELEPHONE: Please keep the school informed of a change in address or telephone number. This information is especially important on our emergency health card.

CHEATING: A student found to have engaged in academic dishonesty will be subject to disciplinary penalties as well as academic penalties.

CLOSED CAMPUS: La Gloria School is a closed campus. A student is allowed to leave only with parents or with parent's permission.

COMMUNICABLE DISEASES/CONDITIONS: Parents of a student with a communicable or contagious disease are asked to telephone the school nurse/principal so that other students who may have been exposed to the disease can be alerted. A student who certain diseases is not allowed to come to school while the disease is contagious.

COMPUTER LEARNING CENTER: As part of our district's technology plan, all students are to receive computer-assisted instruction at least once each day. In addition, the computers are utilized to teach computer literacy. Use of this resource is restricted to students working under a teacher's supervision and a Title I paraprofessional and to approved instructional purposes only.

COMPLAINTS: Students or parents who have a complaint should first bring the matter up with the teacher. If the outcome of that discussion is not satisfactory, they can request a conference with the principal. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy at FNG (LOCAL) in the district's policy manual.

CONFERENCE PERIOD: Each teacher has a daily conference period for the purpose of meeting with parents. A parent who wants information is encouraged to confer with the appropriate teacher. A call or note is appreciated so that a teacher can make the necessary preparations to make a conference a positive meeting.

Teachers are required to hold conferences or make contact with parents for students failing to attain passing grades, students failing to work to ability or potential, students having too many absences, or students failing to follow expected rules of conduct, or other reasons a teacher feels necessary.

CORPORAL PUNISHMENT: Corporal punishment is permitted as a consequence for certain inappropriate behavior. Corporal punishment will be limited to a spanking or paddling and will be administered according to the following guidelines:

1. The student is told of the reason for the corporal punishment;
2. Corporal punishment will be administered only by the principal or teacher;
3. The instrument for corporal punishment will be approved by the principal;
4. Corporal punishment will be administered in the office;
5. Corporal punishment will be administered in front of a witness;
6. Corporal punishment will not exceed three swats; and
7. A record will be maintained for each instance of corporal punishment.

Corporal punishment is a disciplinary action, which is considered as a matter of last resort or for only certain unacceptable behavior. Parents, who are not in agreement with corporal punishment, should contact the office. Suspension from school will be the alternative for corporal punishment.

CURRICULUM: The La Gloria School provides a foundation curriculum (Language Arts, Mathematics, Science, and Social Studies) and an enrichment curriculum (Health, Physical Education, Fine Arts, Spanish, technology, and character education).

DETENTION: A student may be detained outside of the regular school hours, if the student violates the school's rules of conduct. The detention will not begin, however, until the parents have been notified of the reason for detention and can make arrangements for transportation on the day(s) of the detention.

DISCIPLINE MANAGEMENT PLAN: Our district has adopted a local Discipline Management Plan, which is made available to all students. The district's discipline management plan is the Student Code of Conduct, or rules for expected behavior.

Students will be required to follow all rules in the Discipline Management Plan. Parents and students are encouraged to read and become familiar with the contents in the Discipline Management Plan.

The district requests your support of our Discipline Management Plan. Any concerns or questions may be addressed to the proper channels.

DISMISSAL TIME: Students from Kinder thru 3rd Grade will be dismissed at 3:10 p.m. and 4th Grade thru 6th Grade will be dismissed at 3:15 p.m. to mark the end of the school day, unless students are required to attend tutorials. (See Tutorials)

We ask that all students, who ride private transportation, be picked up at the east side by the auditorium. Students must be picked up at the designated dismissal time.

DISRUPTIONS BY STUDENTS OR OTHERS: Disruption of classes or other school activities by a student or others is strictly prohibited and is subject to disciplinary action and/or referral for criminal prosecution.

The district may pursue a criminal charge against and/or discipline any person on citing, promoting, or participating in a protest demonstration, riot, sit-in, walk-out, blocking of entrances, threatening, etc.

DISTRIBUTION OF MATERIAL: Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on the school campus by a student or non-student without the approval of the principal. All such material intended for distribution to students will be submitted to the proper channels for review and approval.

DUTY STATION: Upon arrival at school, a student must report to the designated station for supervision by our duty staff. Upon arrival at school, a student is to report to the school cafeteria

or the milling area to eat breakfast or to wait for the start of the school day. If a student arrives tardy, that student must report to the office for a tardy slip.

DRESS CODE: The district's dress code is established to teach grooming and personal hygiene, instill discipline, prevent disruptions, avoid safety hazards, and teach respect for authority. Our students must dress in a manner to reflect the expectations of the district.

The principal and teacher have the right to determine the students' dress code and grooming appropriateness for school. Acceptable dress and grooming will comply with the following:

1. Hair must be neat, well-groomed, and not covering the face. Hair may not be over the back collar. Hair must be above the ear and not below the eyebrow at all times.
2. Unacceptable:
 - a. Clothing or any item worn or displayed that denotes membership of affiliation in a gang or social club (wearing of baggy pants below the waistline);
 - b. Clothing that depicts, advertises, or glorifies Satan or Satanic rites or shows an indication of preoccupation with death, sadism, or evil;
 - c. Clothing that advertises or depicts tobacco products, alcoholic beverages, drugs, or any prohibited substance;
 - d. Tank tops and/or spaghetti-strapped shirts worn as an outer garment or exposed midriffs (shirts worn unbuttoned, or worn outside the pants if designed to be worn tucked in);
 - e. Sunglasses, hats, and caps are not allowed inside the building;
 - f. Facial hair in the form of a beard, moustache, or sideburns that are grown below the earlobe;
 - g. Exposed body tattoos;
 - h. Earrings on boys;
 - i. Shaved heads or "punk" hairstyles, such as "spiked," "colored," or shaved designs
3. Shorts are permitted, but must not be shorter than the length of the student's arms.
4. Any form or dress that disrupts the school or the learning process will not be permitted. The district will not allow pictures, emblems, or writing on clothing that are lewd, offensive, vulgar, or obscene.
5. Tennis shoes are required for Physical Education (P.E.) class.

If the principal or teacher determines that a student's choice of dress violates the dress code, the student will be given an opportunity to correct the problem. The student will be asked to call home for appropriate clothing, asked not to wear that choice of dress again, or to make an acceptable change.

Repeated offenses in the dress code will result in disciplinary action. Appropriate disciplinary procedures will be followed in all classes.

Exceptions to the dress code may be made in supervised physical activities and in some extracurricular activities. Medical exceptions to the dress code will be made upon certification from the family physician that compliance with a rule would be detrimental to physical or mental health of the student.

DRILLS—FIRE, TORNADO, AND OTHER EMERGENCY DRILLS:

Students, teachers, and all district employees will participate in frequent drills of emergency procedures. When the alarm is sounded, students must follow the directions of the teachers quickly, quietly, and in an orderly manner.

The following bells are sounded in a drill or emergency:

- A. Three Bellsfire, leave the building
- B. One Bellhalt, stand at attention
- C. Two Bellsreturn to room

DRUG-FREE/WEAPON-FREE SCHOOL ZONE: The penalties for crimes committed in a drug-free/weapon-free zone are doubled. A drug-free zone is property in, on, or within 1000 feet of our school. A weapon-free zone is the premises of our school.

ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES—Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones: For safety purposes, the district does not permit students to possess any electronic devices.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The parent may pick up the confiscated telecommunications device from the principal’s office for a fee of \$15.

Confiscated telecommunications devices that are not retrieved by the student or the student’s parents will be disposed of after the notice required by law [See policy FNG (LOCAL)].

Any disciplinary action will be in accordance with the Student Code of Conduct. The district will not be responsible for damaged, lost, or stolen telecommunications devices.

EMERGENCY MEDICAL TREATMENT: Parents should complete an emergency care form each year that includes a place for parental consent for school officials to obtain medical treatment for a student, as provided by law. Parents will also be asked to supply other information that could be required in case of an emergency. Parents should update this information as often as necessary.

EMERGENCY SCHOOL CLOSING INFORMATION: Emergency closing of school may occur due to inclement weather or other force of nature. Parents should tune to the local radio station for news on the possible closing of school or the reopening of school.

EXAMINATION FOR ACCELERATION: A student in any grade may take an examination for acceleration to be advanced one grade level or to gain credit for a course not yet taken formally for credit.

EXTRACURRICULAR ACTIVITIES: Participation in school and school-related activities is an excellent way to develop talents, receive individual recognition, and build strong friendships. Eligibility for participation in many of these activities is governed by state laws as well as U.I.L. rules. A student will be permitted to participate in extracurricular activities, subject to the following:

- A. During the initial three-week period of the school year, a student must have been promoted into the next grade level;

- B. A student participating in the University Interscholastic League (UIL) will be suspended from participation after a grade period in which the student received a grade lower than the equivalent of a 70 on a scale of 100 in any academic class (other than an identified honor or advanced class). This suspension continues for three weeks. The grades will be subsequently reviewed at the end of each three-week period; the suspension will be removed if the student's grade is equal or greater than the equivalent of 70.
- C. A student is allowed up to ten (10) activity-related absences from a class during a full-year course and/or five (5) absences from a class completed in one semester in order to participate in school-related or school-sanctioned activities on or off campus.
- D. A student who missed class because of participation in an activity sponsored by a non-approved organization will receive an unexcused absence.
- E. A student with disabilities who fails to meet the standards in the Individual Education Plan (IEP) may not participate for at least three weeks.

FEES: Materials that are part of the educational program are provided without charge to any student. A student is expected to provide pencils, paper, erasers, and notebooks. A student may be required to pay a fee for the following:

- A. The materials for a class project the student will keep;
- B. Personal physical education equipment or apparel;
- C. Voluntary purchase of pictures, books, publications, and other promotions; and
- D. Fees for damaged library books or textbooks and school equipment or property;
- E. Membership dues in clubs or student organizations and admission fees to extracurricular activities.

FIELD TRIPS: Field trips are considered important to enhance the learning of classroom teaching. Parent permission is required for participation in a field trip. Age-appropriate field trips will be planned.

FUND RAISING: Fund raising activities are permitted by classes and parent groups. Money raised must be for the benefit of the students and/or school.

GRADING POLICY: Numerical grades, excluding Pre-K and Kinder, are used on report cards. A student must maintain a grade of 70 or above in order to be given credit for a course.

A student who has attained an overall yearly average of 70 or above, which is determined by averaging the final numerical grade for Language Arts, Mathematics, Social Studies, and Science, and who has an average of 70 or above in Language Arts and Mathematics may be promoted to the next grade level.

A student will be recognized for conduct. A student will need to earn a 96 or above to make the "Good Citizenship Honor Roll." Pre-K and Kinder students will need to earn an E letter grade.

HEALTH-RELATED MATTERS: School policy requires a child stay home if he or she:

- ◆ Has a fever of 101.0 degrees or higher;
- ◆ Has been vomiting or has diarrhea; or
- ◆ Has symptoms that keep him or her from participating in school, such as:

- Very tired or lack of appetite;
- Cough that he or she cannot control, sneezing often;
- Headache, body aches, or earache;
- Sore throat—a minor sore throat is okay for school, but a severe sore throat could be strep throat, even if there is no fever. Other symptoms of strep throat in children are headache and upset stomach or rash. Call your doctor if your child has these symptoms. A special test is needed to know if it is strep throat.

Keep your child home until his or her fever has been gone for 24 hours without medicine. Colds can be contagious for at least 48 hours. Returning to school too soon may slow recovery and expose other people unnecessarily to illness.

Keep your child home until 24 hours after last vomiting or diarrhea episode.

Keep your child home if he is coughing or sneezing frequently as he or she is spreading his cold to others.

Please help others from becoming sick by keeping your child home during the worst of his or her illness.

BACTERIAL MENINGITIS: State law specifically requires the district to provide the following information:

- What is meningitis?
Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.
- What are the symptoms?
Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.
Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.
The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.
- How serious is bacterial meningitis?
If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.
- How is bacterial meningitis spread?
Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils, or cigarettes).

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

- How can bacterial meningitis be prevented?

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

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

- What should you do if you think you or a friend might have bacterial meningitis?

You should seek prompt medical attention.

- Where can you get 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 Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the Web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Department of State Health Services, <http://www.dshs.state.tx.us>

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

REYE'S SYNDROME: Reye's Syndrome is a very serious disease that you should know about. Some people develop Reye's Syndrome as they are getting over a viral illness, such as the flu or chicken pox. Reye's Syndrome usually affects people from infancy through young adulthood; however, no age group is immune. Although Reye's generally occurs when someone is recovering from any viral illness, it can develop 3 to 5 days after the onset of the illness. Its main targets are the liver and brain, it is noncontagious, and too often is misdiagnosed as encephalitis, meningitis, diabetes, poisoning, drug overdose, or sudden infant death.

Early diagnosis is crucial. An individual should be watched during the next 2 to 3 weeks following a viral illness for these symptoms, usually occurring in this order:

- *Relentless or continuous vomiting
- *Listlessness (loss of pep and energy with little interest in their environment)
- *Drowsiness (excessive sleepiness)
- *Personality change (such as irritability, slurred speech, sensitivity to touch)

*Disorientation or confusion (unable to identify whereabouts, family members or answer questions)

*Combativeness (striking out at those trying to help them)

*Delirium, convulsions or loss of consciousness

Reye's Syndrome should be suspected in anyone who vomits repeatedly. Phone your doctor immediately if these symptoms develop. Voice your concern about Reye's Syndrome. If your physician is unavailable, take the person to an Emergency Room promptly. Two liver function tests (SGOT, SGPT) can be done to determine the possibility of Reye's Syndrome. There is a 90% chance of recovery when the syndrome is treated in its earliest stages by physicians and nurses experienced in the treatment of Reye's.

Studies have shown that using aspirin or aspirin-containing medications to treat the symptoms of viral illnesses increases the chance of developing Reye's Syndrome. If you or a member of your family has a viral illness, do not use aspirin or aspirin-containing medications. In fact, you should consult your physician before you take any drugs, particularly aspirin or anti-nausea medicines, to treat flu, chicken pox or any viral illness. Anti-nausea medicines may mask the symptoms of Reye's Syndrome.

The National Reye's Syndrome Foundation (NRSF), the U.S. Surgeon General, the Food and Drug Administration and the Centers for Disease Control and Prevention recommend that aspirin and combination products containing aspirin not be taken by anyone under 19 years of age during fever-causing illnesses.

Aspirin is part of the salicylate family of medicines. Another name for aspirin is acetylsalicylate; some drug labels may use the words acetylsalicylate, acetylsalicylic acid, salicylic acid, salicylate, etc. instead of the word aspirin. Currently, there is no conclusive data as to whether other forms of salicylates are associated with the development of Reye's Syndrome. Until further research has answered this question, the NRSF recommends that products containing any of these substances not be taken during episodes of viral infections.

The NRSF is a non-profit, tax-exempt organization with affiliates located in 45 states. The NRSF has pioneered the movement to disseminate knowledge about the disease in an effort to aid in early diagnosis and also provides funds for research into the cause, cure, care, treatment and prevention of Reye's Syndrome.

For additional information, please contact:

National Reye's Syndrome Foundation

426 N. Lewis Street

P.O. Box 829

Bryan, OH 43506-0829

Phone: 1-800-233-7393 or 1-419-636-2679

Fax: 1-419-636-9897

E-Mail: nrsf@reyessyndrome.org

Web: www.reyessyndrome.org

National Reye's Syndrome Foundation, Inc. 2006

PHYSICAL ACTIVITY FOR STUDENTS IN ELEMENTARY AND MIDDLE SCHOOL: In accordance with policies at EHAB, EHAC, EHBG and FFA, the district will ensure that students in full-day Kindergarten through Grade 6 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week.

For additional information on the district's requirements and programs regarding elementary student physical activity requirements, please contact the principal.

HOMEWORK: Homework is considered *independent* practice for learning. Homework is expected to be completed.

IMMUNIZATIONS: A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (TDSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the TDSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at: <https://webds.dshs.state.tx.us/immco/affidavit.shtm> This form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are: diphtheria, tetanus, poliomyelitis (polio), pertussis, measles (rubeola), mumps, rubella (German measles), haemophilus influenzae type B, hepatitis A, hepatitis B, meningococcal and varicella (chicken pox). Our school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the TDSHS. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parents must present a certificate signed by a U.S. licensed physician that states that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or a member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see policy FFAB (LEGAL) and the TDSHS website: <http://www.dshs.state.tx.us/immunize/school/default.shtm>].

IN-SCHOOL SUSPENSION: A student may be assigned to in-school suspension (ISS), where the student who commits a disciplinary infraction continues to receive instruction.

LAW ENFORCEMENT AGENCIES:

Questioning of Students: When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

In other circumstances:

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

Students Taken Into Custody: State law requires the district to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court;

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

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

The principal will immediately notify the superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student's release to a law enforcement officer, any notification will most likely be after the fact.

Notification of Law Violations: The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been taken into custody, arrested or referred to the juvenile court for any felony offense or for certain misdemeanors;
- All instructional and support personnel who have regular contact with a student who is thought to have committed certain offenses or who has been convicted, received deferred prosecution, received deferred adjudication or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors; and
- All appropriate district personnel in regards to a student who is required to register as a sex offender.

LEWDNESS: The list of acts for which a school can expel a student has been expanded to include public lewdness.

LIBRARY: Students will visit the library at the discretion of their teachers. Students will be allowed to use the library during the school day for reading and research.

The library will function as part of the district's instructional program to encourage reading and the use of library materials. Library materials, such as books and magazines must be handled with care.

LOCKERS: Lockers are provided for students in grades four through six. Students are expected to keep lockers neat and clean. Students are encouraged not to leave things of value in lockers. Students are not permitted to disturb another student's locker. The school reserves the right to inspect all lockers. Searches of lockers may be conducted at any time there is reasonable cause to do so whether or not a student is present. Parents will be notified if any prohibited items are found in a student's locker.

A student has full responsibility for the security of an assigned locker, for using a combination lock, keeping the combination from others, and locking the locker.

LOST AND FOUND: Lost articles should be reported to the teacher and office as soon as possible. A lost and found department will be maintained in the office.

Parents and students are encouraged to mark belongings, such as clothing apparel and school supplies. Markings will discourage illegal borrowing and help locate owners.

Students are highly encouraged to take all found articles to the teacher(s) or to the office. Keeping a found item is not acceptable behavior.

MEDICATION FOR ASTHMA: A student who has written authorization from his or her parent and physician or other licensed health care provider, and who meets all other requirements, may be permitted, at the student's discretion, to use prescribed asthma medication at school or school-related activities. The student and parents should see the school nurse or principal if the student has been prescribed asthma medication for use during the school day.

PAGING DEVICES (INCLUDING CELLULAR TELEPHONES): Paging devices, including cellular telephones, are prohibited on school grounds. Such devices will be confiscated if brought to school.

PARENT-TEACHER CONFERENCES: A close and cordial relationship between parents and school personnel will enhance student achievement. School personnel will work closely with parents to improve academic performance and/or establish workable solutions to student behavior problems. Conferences may be held at the request of the parent or school personnel.

PARENT-TEACHER ORGANIZATION: The district encourages parent involvement in the parent-teacher organization (PTO). Meetings and projects are held throughout the school year.

The district also encourages parent involvement in any form or fashion. Parents are important to the education progress.

PARKING: The designated parking areas for parents and visitors will be along the north fence and on the east side of the auditorium. Teachers will be assigned parking areas to alleviate traffic congestions.

PARTIES: Students are expected to observe appropriate rules of conduct and groom.

PERSONAL PROPERTY: Students are reminded that the school is not responsible for any personal property—lost or stolen. Personal property should be marked and protected at all times.

For safety reasons and to promote learning: skateboards, metallic magic markers, white out, radios, tape players, games, toys, and other inappropriate items are not allowed in school. Knives are strictly prohibited.

PEST CONTROL: The Integrated Pest Management School Program was enacted into law by the 72nd Legislature to establish a program for the use of pesticides, herbicides, and other chemical agents to control pests, rodents, insects, and weeds on school facilities. A pesticide may be applied only when students are not expected to be present for at least twelve (12) hours after application.

Questions on the district's pest control management program may be addressed to Mr. David Braswell, superintendent/principal.

PLAGIARISM: 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 and the student shall be subject to disciplinary action that may include loss of credit for the paper. Writing a person's name on another student's paper is considered cheating. This action will also result in disciplinary action and loss of credit for the paper.

POSTERS: Signs and posters to be displayed must be approved by the principal.

PROMOTION, RETENTION, AND PLACEMENT IN GRADES K—6: A student will be promoted from one grade to the next grade on the basis of academic achievement. Students in Kindergarten will not be retained without parental consent.

PUPIL PROGRESS REPORTS: At the end of the first three weeks of each grading period, a pupil progress report will be sent home to notify parents of a student's level of performance and conduct.

RELEASE OF STUDENTS FROM SCHOOL: Students attending school shall not be allowed to leave during the school day. The principal shall consider special circumstances on a case-by-case basis. If a student becomes ill, or for any reason finds it necessary to leave school during the school day, the student's parent or legal guardian must report to the office to take the student from the campus. If ill or if the parent is coming, the student may wait in the nurse's office.

No student will be allowed to leave the campus without the check out procedures followed. The *Dismissal During Regular School Hours* form must be signed. Then the student will be dismissed under the care and responsibility of the parent/legal guardian. Students who do not follow check out procedures will be declared truant.

REPORT CARDS: Written reports of a student's grades, absences, citizenship, and other important information will be sent home at least once each six-week period. At the end of the first six weeks of a grading period, the parent will be notified if the student's grades average is near or below 70, or below the expected level of performance. If a student receives a six-week grade less than 70 in any subject, the parent will be requested to schedule conference with the teacher of that subject.

Report cards must be signed and returned to school within three (3) school days. At the end of the school year, a final report card will be issued, if all records are cleared.

SAFETY ON CAMPUS: Student safety on campus or at school-related events is a high priority of the district. With safety in mind, the district has implemented policies and committed resources. The district can address part of this challenge; the essential remaining part is the cooperation of students including:

- A. Avoiding conduct that is likely to put the student or other students at risk;
- B. Following the Code of Conduct and all other rules for behavior and safety;
- C. Remaining alert to and reporting safety hazards, such as intruders on campus;

- D. Knowing emergency evacuation routes and signals; and
- E. Following immediately the instructions of all staff members who are seeing to the welfare of the students.

The district is not responsible for medical costs associated with a student's injury.

SCHOOL DAY: The school day will begin at 8:10 a.m. Grades K—3 will end the school day at 3:10 p.m. and Grades 4—6 at 3:15 p.m., *unless* an early dismissal day is scheduled.

SCHOOL SUPPLIES: Students have the responsibility to have the necessary supplies, such as pencils and paper.

SEARCHES: Searches may be conducted without a warrant and as permitted by law.

SEXUAL HARASSMENT: The district believes that every student has the right to attend district schools and school-related activities free from all forms of discrimination on the basis of sex, including sexual harassment. The district considers sexual harassment of students or by students to be serious and will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense.

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

Students and parents are encouraged to discuss their questions or concerns about the expectations in this area with the teacher, the principal or designee, or the Superintendent, who serves as the District's Title IX coordinator for students.

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX coordinator. The first conference with the student will be scheduled and held as soon as possible within five (5) school days of the request. The principal or Title IX coordinator will coordinate an appropriate investigation, which ordinarily will be completed within ten (10) school days. The student or parent will be informed if extenuating circumstances delay completion of the investigation.

The student will not be required to present a complaint to a person who is subject of the complaint.

If the resolution of the complaint is not satisfactory to the student or parent, the student or parent within 10 school days may request a conference with the Superintendent or designee by following the procedures set out in Board policy FNCJ. If the resolution by the Superintendent or designee is not satisfactory, the student or parent may present the complaint to the Board in accordance with policy.

SPECIAL PROGRAMS: The district provides special programs for English As a Second Language (ESL), Gifted and Talented (GT), Special Education for Learning Disabilities, and Speech Therapy. Parents with questions about these programs should contact the principal.

STANDARIZED TESTING: STAAR (State of Texas Assessments of Academic Readiness): *Grades 3–8*

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated assessments, such as the STAAR, in the following subjects:

- Mathematics, annually in Grades 3–6;
- Reading, annually in Grades 3–6;
- Writing, including Spelling and Grammar, in Grade 4
- Science in Grade 5

Successful performance on the reading and math assessments in Grade 5 is required by law, unless the student is enrolled in a reading or math course intended for students above the student's current grade level, in order for the student to be promoted to the next grade level.

STAAR Modified and STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee.

STAAR-L is a linguistically accommodated assessment that is available for certain limited English proficient (LEP) students, as determined by the student's Language Proficiency Assessment Committee (LPAC). A Spanish version of STAAR is also available to students through Grade 5 who need this accommodation.

The 2011—2012 school year was the first year of implementation of the STAAR testing program. For students who took the STAAR assessments required for Grades 3—6 in Spring 2012, parents will be informed of their child's performance once the results of these assessments are received by the district, expected in January 2013.

STUDENT COMPLAINTS: A student or parent who has a complaint should first bring the matter to the attention of the appropriate teacher. If the outcome of that discussion is not satisfactory, a conference with the superintendent/principal can be requested. If the conference at this level is not satisfactory, the student or parent may appear before the Board of Trustees, in accordance with Board Policy.

STUDENT RECORDS: A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or completes the sixth grade. This record moves with the student from school to school.

The superintendent/principal is the custodian of all records. Upon request to the custodian of the records, parents, whether married, separated, or divorced may review the records of their students. A parent whose rights have been legally terminated will be denied access to the records, if the school is given a copy of the court order.

School officials with legitimate educational interests are the only persons who have general access to a student's records. School officials with legitimate interests include any employees, agents of the district or of cooperatives of which district is a member, and district attorneys and consultants, who are:

- A. Working with the student;
- B. Considering disciplinary academic action, the student's case, and Individual Education Plan for a student with disabilities under IDEA or an individually designed program for a student with disabilities under Section 504;
- C. Compiling statistical data; or
- D. Investigating or evaluating programs.

Certain information about district students is considered directory information and will be released to anyone who follows procedures for requesting it, unless parents object to the release of any or all directory information about the child. This parent request is made to the custodian of the student records within ten (10) days after the issuance of this handbook. Directory information includes: a student's name, address, telephone number, date and place of birth, dates of attendance, and most recent previous school attended.

STUDENT RIGHT TO PRAY: The district recognizes a student's right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt the instruction or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

SUBSTITUTE TEACHERS: In case of a teacher absence, the district employs a substitute teacher to provide instruction. A substitute teacher will have the same authority as the regular teacher. Students are expected to show the same respect, obey the rules, and complete the assignments.

SUSPENSION: Removal of a student from school and school activities for a period not to exceed three days at a time for disciplinary actions.

TARDIES: Arrival after the tardy bell at 8:15 a.m. will be considered a tardy. Three (3) tardies per six weeks period will be considered an absence. Consistent tardies will result in a consequence.

TELEPHONE: A student has access to the telephone in the office for emergencies and other important business. A student must ask permission to use the telephone.

TOBACCO: The use or possession of tobacco products by students is prohibited on campus or school-related activities.

TOYS: Students are not allowed to bring toys, such as cars, yo-yo's, or water guns.

TRANSPORTATION: Parents who bring their children to school are requested to use the east side of the campus to leave their children. This request also applies at the end of the school day.

If a parent plans to leave the vehicle to visit in the office or with the teacher, please park along the north fence and not inside the horseshoe driveway.

TUTORIALS: A student must attend tutorials for any subject in which that student has less than 70 as a grade. A parent may also request tutorials for any student who may benefit from the extra assistance. Absences from Tutorials will lead to consequences.

TRUANCY: School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class, from required special programs; such as, required tutorials will be considered truant and subject to disciplinary action.

Truancy may result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student:

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

VANDALISM: Parents or guardians of students guilty of damaging school property will be liable for damages.

VISITORS: Parents and other visitors are welcome to visit the school. All visitors are asked to report to the office. Visits to individual classrooms during instruction time will be permitted only with the principal's approval. Such visits should not be in duration or frequency, which interferes with the instruction or disturbs the school environment.

WITHDRAWAL PROCEDURES: When a student withdraws from school, the parent shall notify the office. Please specify the reasons for withdrawal and the final day the student will be in attendance. A two-day notice should be given for teachers to compute grades and clear all grades.