

## ACKNOWLEDGEMENT FORM

My child and I have access to the Siebert Elementary School Student Handbook for 2010-2011 through the Eastland ISD website or by obtaining a copy from the office. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Student Code. The Code is also available on-line at <http://www.eastland.esc14.net> or in the Siebert Elementary School office. If I have any questions regarding this handbook (or the Code), I should direct those questions to the principal.

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Print name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

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State law requires the district to give you the following information. After reading the following, please mark through any directory information on the form below that you do not want released and return this signed and dated form within ten school days of your child's first day of instruction for this school year.

## NOTICE TO PARENTS: DIRECTORY INFORMATION

**Certain information about district students is considered “directory information” and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects. This objection must be made in writing within ten school days of the child’s first day of instruction for this school year.**

For school-sponsored purposes, Eastland ISD has designated the following as directory information:

Name

Address

Telephone listing

Date and place of birth

Photograph

Dates of attendance

Grade level

Honors and awards received in school

Most recent previously attended school

E-mail address

Enrollment status

Student identification numbers or identifiers that cannot be used alone to gain access to electronic education records.

Print name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

## Use of Student Work/Likeness in District and Local Publications

Occasionally, Eastland ISD wishes to display or publish student artwork, special projects, or photo on the district's Web site, in district publications, and/or local newspapers. The district agrees to only use these student projects or photos in this manner.

Parent: Please circle one of the choices below:

I, parent of \_\_\_\_\_ (student's name), (do give) (do not give) the district permission to use my child's artwork, special project or photo on the district's Web site, in district publications and/or local newspapers.

Parent signature \_\_\_\_\_

Date: \_\_\_\_\_

# Siebert Elementary School

Mary Jones, Principal  
100 Little Maverick Trail  
Eastland, Texas  
76448  
(254) 631-5080 \* Fax 631-5085

To Students and Parents:

Welcome to school year 2010-2011! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together will make this a successful year.

The Siebert Elementary Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is organized alphabetically by topic for quick access when searching for information on a specific issue.

Please be aware that the term “the student’s parent” is used to refer to the parent, legal guardian, or any other person who has agreed to assume school-related responsibility for a student.

Both students and parents should become familiar with the Eastland ISD Student Code of Conduct, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found on-line at <http://www.eastland.esc14.net> or available in the principal’s office.

The Student Handbook is designed to be in harmony with board policy and the Student Code of Conduct. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect Student Handbook provisions will be made available to students and parents through newsletters and other communications.

In case of conflict between board policy or the Student Code of Conduct and any provisions of the Student Handbook, the provisions of board policy or the Student Code of Conduct that were most recently adopted by the board are to be followed.

After reading through the entire handbook with your child, keep it as a reference during the school year. If there are questions about any of the material in this handbook, please contact the school.

Also, please complete and return the following required forms: 1. Parental Acknowledgment Form, Student Directory Information Form; and 2. Use of Student Work/Likeness Form.

I look forward to another year as principal at Siebert Elementary! I am proud to be a part of Siebert which is an extraordinary learning center where all students are free to learn in a fun, safe, nurturing environment.

Yours truly,  
Mary Jones

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## **SPECIAL ANNOUNCEMENT**

The Texas Education Agency has developed an education code. As with any situation, there will be some changes that need to be made during the course of the coming year. This handbook should be used as a guide for elementary students and parents, but the contents are subject to change without prior notice. If you have any questions concerning policies please contact Mary Jones, Siebert Elementary principal at 631-5080.

A copy of the Eastland ISD Policy Manual is available on-line at [www.tasb.org/policy/pol/private/067903](http://www.tasb.org/policy/pol/private/067903) .

## **E. I. S. D. PHONE NUMBERS**

Siebert Elementary	631-5080
Eastland Middle School	631-5040
Eastland High School	631-5000
Eastland I.S.D. Administration Office	631-5120

Por favor de avisar nuestra oficina de escuela si necesita este material en espanol.

## **EASTLAND INDEPENDENT SCHOOL DISTRICT GOALS**

1. Active student participation in curricular and extra-curricular programs.
2. A highly qualified professional staff hired and retained.
3. The needs of the diverse student population are met.
4. Well maintained facilities and grounds.
5. Effective communication and interaction with the community.

## **DISTRICT VISION**

Eastland ISD is a premier learning center providing a nurturing, comprehensive, educational environment utilizing state-of-the-art facilities that inspire community pride. Our exceptional, motivated staff, in partnership with parents and community, promotes opportunities for individuals to develop into critical thinkers, proficient writers, effective communicators and analytical problem solvers prepared for life as productive citizens.

## **SIEBERT ELEMENTARY SCHOOL GOALS**

1. The students in the public education system will demonstrate exemplary performance in the reading/language arts and writing of the English language.
2. The students in the public education system will demonstrate exemplary performance in the understanding of mathematics.
3. The students in the public education system will demonstrate exemplary performance in the understanding of science and social studies.
4. Parents will be full partners with educators in the education of their children, including basic life skills and citizenship and there will be effective communication and interaction between parents, community members, and Siebert.
5. The students in Siebert Elementary School will be encouraged and challenged to meet their full educational potential and the needs of the diverse student population will be met.

## **MISSION STATEMENT**

Siebert Elementary shall provide all students with educational opportunities to become responsible citizens and contributing members of society. Inherent within is the belief that all students can learn and the school can make a positive difference.

### **Board of Trustees**

Jim Moylan, Jr.	President
Mike Montgomery	Vice-President
David Hullum	Secretary
Billy Adams	Board Member
Jody Forbus	Board Member
John Rodgers	Board Member
Gordon Woolam	Board Member

The School Board meets the 2nd Monday of each month at 6:30 p.m. in the Board Room in the Administration Offices.

### **People You Should Know**

Donald Hughes	Superintendent of Schools
Mary Jones	Principal
T'aina Ramsey	Counselor
Cindy Woods	Librarian
Wendy Forbus	Siebert School Secretary
Ashley Hull	Nurse
Vicki Horn	Cafeteria Manager
Andy Escobedo	Siebert Technology Coordinator
Annette Cummings	RTI Coordinator

## **NONDISCRIMINATION**

In its efforts to promote nondiscrimination, Eastland ISD does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education services, activities, and programs, including CTE programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Title II of the Americans with Disabilities Act of 1990 (ADA), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

The following district representatives have been designated to coordinate compliance with these legal requirements: Eastland ISD Superintendent, Donald Hughes has been designated to coordinate compliance with these requirements. Mr. Hughes can be reached at 900 West Plummer, Eastland, Texas, 76448, 631-5120.

## **ABSENCES/ATTENDANCE**

Regular school attendance is essential for the student to make the most of his or her education-to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents. Excessive early dismissals should be avoided. These are documented and kept on file in the office. They are discussed below.

### **COMPULSORY ATTENDANCE**

State law requires that a student between the ages of 6 and 18 attend school as well as any applicable accelerated instruction program, extended year program, or tutorial session unless the student is otherwise excused from attendance or legally exempt. If kindergarten, first grade, or second grade students are assigned to an accelerated reading program under state law, compulsory attendance applies to attendance in the reading program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of the reading diagnosis test.

Students enrolled in prekindergarten or kindergarten are required to attend school.

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 additional special instruction (termed "accelerated instruction" by the state) assigned by the grade placement committee, or from required tutorials will be considered in violation of the law and subject to disciplinary action. A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in the appropriate court if the student (1) is absent from school on ten or more days or parts of days within a six-month period in the same school year, or (2) is absent on three or more days or parts of days within a four week period. The student's parent is subject to prosecution under Section 25.093 and the student is subject to prosecution under Section 25.094 or to referral to a juvenile court in a county with less than 100,000 for conduct that violates that section.

### **ATTENDANCE FOR CREDIT**

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she

completes a plan, approved by the principal, that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the principal, then the student will be referred to the attendance committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate.

In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

\*All absences shall be considered in determining whether a student has attended the required percentage of days. If make-up work is completed, absences for religious holy days and health-care appointments will be considered days of attendance for this purpose.

\*A transfer or migrant student begins to accumulate absences only after he or she has enrollment in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.

\*In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.

\*The committee will consider the acceptability and authenticity of documented reasons for the student's absences.

\*The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.

\*The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.

\*The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

The student or parent may appeal the committee's decision to the district's Board of Trustees by filing a written request with the Superintendent in accordance with policy.

When a student must be absent from school, the student- upon returning to school- must bring a note, signed by the parent, that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted.

## **ABSENCE REPORTING PROCEDURE**

Parents of students who are absent should call the office (631-5080) that morning and must, upon return to school, send a note to the teacher stating the date(s) absent and the reason(s) for the absence. The notes will be filed for reference purposes in case notes are needed for an appeal to the attendance committee. Students must

bring the note the morning of their return. Students coming to school late must report to the office.

A student absent from school for any reason, other than a documented health care appointment, will not be allowed to participate in school-related activities (UIL, PTO program, etc) on that day or evening.

A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action. Truancy may result in assessment of a penalty by a court of law against the parent.

Excessive early dismissals should be avoided. These are documented and kept on file in the school office.

### **Parent's Note After an Absence**

When a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent that describes the reason for the absence. A not signed by the student, even with the parent's permission, will not be accepted.

### **Doctor's Note After an Absence or Illness**

Upon return to school, a student absent for more than 3 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. FEC(LOCAL)

## **ACCEPTABLE USE POLICY**

## **I. Overview of Project**

### **Introduction**

Eastland ISD is making internet access available to faculty, staff and students. The internet expands classroom resources by making many resources from all over the world available to students and teachers. It brings information, data, images and computer software into the classroom from places otherwise impossible to reach, and it does this almost instantly. Access to these resources can yield individual and group projects, collaboration, curriculum materials, and idea sharing not found in schools without internet access.

Along with the educational and useful materials that can be found on the Internet, there are a number of places students, faculty and staff might find that could be objectionable. The purpose of these guidelines is to make sure that all who use the EISD internet connection, both students and faculty, use this valuable resource in an appropriate manner. EISD utilizes BESS proxy to filter objectionable materials. Bypassing the filter by anyone is prohibited.

## **II. Terms and Conditions**

### **A. Acceptable Use**

1. EISD users will use their correct name and passwords. No aliases will be allowed.
2. All materials, databases, internet sites accessed by the EISD user via school computers or other technology equipment must be acceptable and appropriate for classroom use.

### **B. Prohibited Activities**

1. EISD users will not engage in any activity that requires an exchange of money, credit card numbers or where they enter into an area of service for which the school will be charged an additional fee. Purchases or sales of any kind are prohibited.
2. Students will not transmit or post phone numbers, addresses, or other personal information.
3. EISD users will not download, nor use, any documents or data that could knowingly cause damage to the school's computer system.
4. Information and application programs contained on school networks are placed there for the general use of students and school personnel. Any commercial or other unauthorized use of the software (including copying, downloading, or uploading), materials, or information from school owned equipment in any form is prohibited.
5. Students access without supervision by a qualified staff member is prohibited.

6. The engagement of commercial activity, product advertisement, or political lobbying is prohibited.

7. Students will not engage in email services without direct teacher/staff supervision.

The district may suspend or revoke a system user's access to the district's system upon violation of district policy and/or administrative regulation regarding acceptable use policy. Students assigned school laptops will have further rules and regulations to follow and sign.

### **III. Disclaimer of Liability**

Access to the internet is provided on an as is as available basis. The district does not make any warranties, whether expressed or implied, including, without limitation, for a particular purpose with respect to any services provided by the system and any information or software contained therein. The district does not warrant that the functions or services performed by, or that the information or software contained on, the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected.

The district shall not be liable for user's inappropriate use of electronic communication resources or violations of copyright restrictions, user mistakes or negligence, or costs incurred by users. The district shall not be responsible for ensuring the accuracy or usability of any information found on the internet.

The district's system will be used only for administrative and educational purposes consistent with the district's mission and goals. Commercial use of the district's system is strictly prohibited.

### **Interactive Television Waiver**

EISD users understand that in an interactive television environment, including but not limited to, distance learning, virtual field trips, and video conferencing by voice, physical presence, and participation in activities will be transmitted to distance sites. EISD users hereby agree that their voice, presence, and participation in these activities will not be a violation of their personal rights and hereby release any claims for the use of such during the duration of the interactive television activity.

Signature for campus handbook indicates the acceptance of the terms and conditions of the policy.

## **ACCIDENTS AND ILLNESSES**

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the office to update any information.

### **ASBESTOS MANAGEMENT PLAN**

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the superintendent's office. If you have any questions, please contact Donald Hughes at 631-5120.

### **ASSEMBLIES**

A student's conduct in assemblies must meet the same standard as in the classroom. A student who does not follow district rules of conduct during an assembly will be subject to disciplinary action.

### **AWARDS AND HONORS**

Honor roll will be determined each six weeks for all A's and for the A-B Honor roll. Perfect attendance awards will be given for the entire year of perfect attendance. Good citizens will be determined each month by classroom teachers. Numerous classroom awards and recognition will be possible. Students may earn points in Accelerated Reader during the school year to redeem for prizes in the Accelerated Reader store.

### **BIRTHDAY PARTIES AND/OR INVITATIONS**

Birthday parties are not allowed at school. Invitations may be passed out at school ONLY if everyone in the room receives one; otherwise they should be mailed.

## CAFETERIA SERVICES

Any student may purchase Breakfast and/or Lunch in advance of meal service. Any number of meals may be purchased. See the office on the campus for details.

EISD charging of meals policy is:

- parents may not charge meals on the student's account,
- the student can charge 10 meals; after that they will not be allowed to charge any more until the charges are paid,
- any student not able to charge any more meals and who does not have money to pay will be given a peanut butter and jelly sandwich and a carton of milk free. At breakfast the student will be given a carton of milk for free for two days. (TEA does not require schools to provide anything to children who pay reduced or regular price meals who do not have money to buy a tray. EISD chooses to offer the sandwich and milk because we do not want children to go hungry).

Free or reduced priced meals are available for your child if you fill out an application and qualify for the benefit. We take special precaution to ensure that no one knows the status of your child's lunch qualification.

The district participates in the National School Lunch Program and offers students nutritionally balanced daily meals. Free and reduced price meals are available based on financial need. Information about a student's participation is confidential. See Sherry Smith to apply.

The district follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day.

Cash should be paid for breakfasts and lunches during the last two weeks of school; there will be no charging at that time.

A-la-carte items are available with prices ranging from \$.25 to \$.50. All students will be allowed to charge only \$5.00 of a-la-carte items. Unless we have a note from parents stating that their child cannot charge these items, we have no way of knowing you do not want your child to charge. These items are available to all students, but not as part of the federal lunch program. Therefore, all a-la-carte items must be paid for. It is the parent's responsibility to see that a child does not charge if you do not want them to charge. Eastland ISD Food Service feels this is a successful addition to the lunch program as we offer choice, nutritious items for students. We appreciate your cooperation so that we can continue this service. Concerns can be directed to Barbara Rogers at 631-5009.

	Breakfast	Lunch
Student	1.75	2.00
Reduced	.30	.40
Milk	.35	.35
Teacher	2.50	3.00
Visitor	2.75	3.75

Remember if you turn in a form your child might qualify for free or reduced Breakfast and Lunch. If you qualify for lunch you qualify for breakfast, also. If you are unsure, please fill out our forms. All returned lunch forms help our school get grant money for the school district. If you have any questions contact Barbara Rogers, Food Service Director at Eastland ISD, at 631-5009.

The lunchroom management and your fellow students appreciate your cooperation in the following:

1. Depositing all litter in wastebaskets.
2. Leaving the table and floor around your place in a clean condition for others.
3. Cafeteria lines will move with order and efficiency if you are patient and polite in waiting your turn.

No trays can be carried off school premises to businesses or homes by employees, adults, or students. All food purchased must be consumed on school premises with the exception of AEP or school funded trips.

All students who were approved for Free or Reduced lunches for the 2008-2009 school year will still be eligible for the approved lunch program through September 15, 2008. A new application must be filled out, signed, returned to the office, and approved by the campus principal to determine eligibility for the current year. If a new application has not been approved, the child will have to pay full price for cafeteria meals after September 15th until a new application has been approved.

FMNV's and ALL forms of candy are not allowed to be provided to students anytime, anywhere, or by anyone (even guest speakers) until the last scheduled class.

Competitive foods are not allowed or to be provided to students anytime, anywhere on school premises until after the end of the last scheduled class. No one can deliver or bring any food or beverage to any child anytime during the school day except a parent. They may not bring food to share with other children. No food business can deliver to the school at anytime of the day.

Elementary classrooms may serve one nutritious snack per day in the morning or afternoon (not during meal periods for that class) under the teacher's guidance. The snack may be provided by the school food service (reimbursed by district or

group), teacher, parent, or other group at no cost to students. They must follow the guidelines for Snacks as stated in the TPSNP.

### **CAFETERIA RULES**

All personnel who are in the cafeteria will enforce these rules:

- 1. MAKE SURE YOU HAVE GONE TO THE RESTROOM BEFORE ENTERING THE CAFETERIA**
2. When lights are turned off **NO ONE** should be talking
3. Use your inside voices always
4. Use your table manners always
5. If you drop it, pick it up (trash, forks, food, etc.)
6. Do not throw/play with food, paper, cartons, etc.
7. Keep your hands, face, utensils at a distance from other students
8. Once a student is seated they should stay seated
9. No sharing of food
10. Students will be released one side of a table at a time (table washers will be released first)
11. Always close milk cartons when you are leaving your table and dust out your chairs
12. Do not run in cafeteria
13. **Drop** disposable trays, **DO NOT THROW** your tray into trash cans

#### **If I should choose not to follow rules:**

1. I will be warned once
2. I will be moved to a different location (your teacher will come for you when she is ready) and I will be asked to get my folder and a mark will be added.
3. I will be sent to office

### **CITIZENSHIP FOLDER**

Each student will be issued a citizenship folder. This will be taken home for a parent signature weekly. Citizenship grades will be determined for each six weeks from the citizenship folder.

## **CLASSROOM RULES**

### **EARLY EDUCATION CLASSROOM RULES**

1. Listen carefully and follow directions.
2. Respect others. Be kind with your works and your actions.
3. Respect school and personal property.
4. Work and play safely.

### **PRE-K CLASSROOM RULES**

1. Practice good manners.
2. Respect the property of others.
3. Everyone listen when others are talking
4. Keep hands on your own body.

#### If a student breaks a rule:

- 1st Consequence---Warning
- 2nd Consequence--Sad face in folder
- 3rd Consequence--Time out from activity
- 4th Consequence---Notify parents

#### Rewards for proper behavior:

Stickers in folder daily and prizes on Friday.

### **KINDERGARTEN CLASSROOM RULES**

1. Students will listen carefully and follow directions.
2. Work quietly, stay seated, and don't disrupt others who are working.
3. Respect others - Be kind.
4. Students will keep hands, feet, and other objects to themselves.
5. Students will conduct themselves in an orderly manner in the different areas of the building.

#### If A Student Chooses To Break A Rule:

- 1st Consequence - Student will receive a warning.
- 2nd Consequence – 1 block colored - 5 minutes from an activity
- 3rd Consequence - 2 blocks colored - 10 minutes from an activity
- 4th Consequence - 3 blocks colored - Lose Activity Time

5th Consequence - 4 blocks colored - Call parents  
6th Consequence - Paddling if necessary. Send to Principal's Office.

Students Who Behave Will Earn:

Special treats. Time in learning centers. Positive notes sent home. Block folder rewards. Verbal praise.

## **1ST GRADE CLASSROOM RULES**

1. Be prepared and be on time!
2. Keep hands, feet, and all other objects to yourself!
3. Keep mouth closed while working and listening!
4. Respect others and they will respect you!
5. Talk kindly to others! No bad language or teasing!
6. No Running! Walk while in classroom, hall, and/or cafeteria!
7. Be actively involved in learning!
8. Listen carefully and follow instructions from teacher and/or any adult in authority!
9. Enjoy learning! It is fun!

If a Student Chooses To Break A Rule:

1. Move clip to Warning.
2. Move clip to So-So Face-time out during recess.
3. Move clip to Sad Face-time out during recess and a mark in the citizenship folder.

Students Who Follow the Rules Will Earn:

Class treats or class activities, awards, stickers, praise, hugs, notes to parent.

## **2ND GRADE CLASSROOM RULES**

For a happy place to learn and grow we:

1. Are respectful of all students, adults and property
2. Are polite, truthful and honest
3. Are prepared for class every day
4. Work quietly and use our time wisely
5. Listen courteously when others are talking
6. Follow directions and rules
7. Leave toys, trinkets, and gum at home
8. Walk in the halls in an orderly manner without talking
9. Avoid excessive talking and disturbing others

To reward us when we remember to practice good behavior we:

- \* Receive verbal praise
- \* Receive extra privileges
- \* Have positive notes sent to our parents
- \* Receive stickers, treats, and certificates

To encourage us not to forget our good behavior we:

- \* Are given verbal reminders and warnings
- \* Receive marks in our conduct folder
- \* Spend five minutes of timeout from recess for each mark received during a day
- \* Lose points from our conduct grade

### **3RD GRADE CLASSROOM RULES**

1. Listen carefully and follow directions.
2. Speak with permission.
3. Work quietly. Do not disturb others who are working.
4. Respect others. Be kind with your words and actions.
5. Respect school and personal property.
6. Work and play safely.
7. Walk in halls in an orderly manner without talking.

Students who choose to break the rules will:

- \* receive verbal reminders and warnings, marks in their folders, and lose certain student privileges, such as recess time, movies, and fun activities.

Students who behave will receive:

- \* verbal praise, stickers, treats, good notes home to parents, and extra privileges.

### **4TH GRADE CLASSROOM RULES**

We believe that respect for self and others is the cornerstone of success.

1. Be respectful of all students, adults, and property.
2. Be polite, truthful, and honest.
3. Be prepared for class everyday.
4. Work quietly and use time wisely.
5. Listen courteously when others are talking.
6. Follow directions and rules.

7. Leave toys, trinkets, and gum at home.
8. Walk in halls in an orderly manner without talking.
9. Avoid excessive talking and disturbing others.
10. No assignment: 10 pts. off 1st day, zero 2nd day.

**WHEN I FOLLOW THE RULES:**

1. I will be rewarded.
2. My parents will receive good reports.

**WHEN I DON'T FOLLOW THE RULES:**

1. I will receive a signature in my folder.
2. I will receive an appropriate consequence.

Citizenship grades will be assessed and sent home weekly. This grade is cumulative for the six weeks. Parents please initial weekly.

## **5TH GRADE CLASSROOM RULES**

We believe that respect for self and others is the cornerstone of success.

1. Be respectful of all students, adults, and property.
2. Be polite, truthful, and honest.
3. Be prepared for class everyday.
4. Work quietly and use my time wisely.
5. Listen courteously when others are talking.
6. Follow directions and rules.
7. Leave toys, trinkets, and gum at home.
8. Walk in halls in an orderly manner without talking.
9. Avoid excessive talking and disturbing others.
10. No assignment; zero earned.

**WHEN I FOLLOW THE RULES:**

1. I will be rewarded and receive Fun Friday.
2. My parents will receive good reports.

**WHEN I DON'T FOLLOW THE RULES:**

1. I will receive a signature in my folder.
2. I will receive an appropriate consequence.

Citizenship grades will be assessed and sent home weekly. This grade is cumulative for the six weeks. Parents please initial weekly.

## **P .E. CLASSROOM RULES**

1. Treat others as you wish to be treated. Making fun of or being cruel to others will not be tolerated.
2. **DO NOT INTERRUPT** while teacher or someone else is talking.
3. Respect for all school property will be expected.
4. When the teacher blows the whistle, you will **STOP, LOOK, and LISTEN.**
5. Safety rules will be followed at all times. You will not endanger yourself or another person.
6. Respect the **PERSONAL SPACE** of others. No fighting or scuffling will be allowed before, during, or leaving P .E.
7. Use good judgment and self-control in all actions. No nasty signs, language, or smart remarks will be tolerated.
8. We must respect the privacy of others. No loud voices or running in the classroom areas, coming to or leaving P.E. class.
9. For safety purposes, no gum or candy will be allowed during P .E.
10. Permission will be required for leaving the P.E. area.
11. Any student showing a constantly poor or lazy attitude cannot expect to receive a satisfactory P.E. grade!
12. Proper tennis shoes must be worn during P.E. time.

### **CONSEQUENCES:**

1. Warning
2. Isolation from the group
3. Sign Discipline Folder
4. Sent to classroom or office

## **COMPUTER CLASSROOM RULES**

1. Enter and leave building and classroom quietly, and in line.
2. Listen to and follow instructions.
3. Respect the teacher and all others. If you don't have anything nice to say, don't say anything at all.
4. Operate computers and devices with care and permission.
5. **DO NOT** print without permission.
6. Stay in seat.
7. **NO** leaning back in chair.
8. Help control static by not scotching feet on carpet or running hands across monitor.

9. NO candy, gum, food or drinks in Computer labs.
10. Stay in Program unless instructed by teacher to go to hard drive or another program.
11. Always get back to Desk Top when asked.
12. Keep passwords private.
13. Do not access other students' computers, folders or documents.
14. No software or disks to be used without permission or approval by Mrs. Jones, Mrs. Hart, Mrs. Garrett, or Mr. Escobedo.
15. Do not access internet without permission and supervision.

## **MUSIC & CREATIVE EXPRESSIONS CLASSROOM RULES**

1. Enter gym hall and music classroom quietly and orderly.
2. Treat your teacher and classmates with respect.
3. Treat instruments and equipment with care (do not play an instrument without permission; be gentle; if an instrument is destroyed while you are using it, you will pay for it).
4. Be attentive and listen to instructions.

Consequences:

1. Warning
2. Corner or write sentences
3. Sign Folder
4. Sent to classroom or office

## **GATE CLASSROOM RULES**

1. Let your words be always valuable and productive. Don't waste them.
2. Be responsible
3. Be respectful
4. Follow expectations outlined in discipline folders.
5. Maintain a B average in all classes

Consequences vary depending on the severity and frequency of the offense.

They may include but are not limited to the following:

- \* Mark in folder
- \* Separation from activity
- \* Dismissal from program

## **HERMAN METHOD CLASSROOM RULES**

### **RULES:**

Student is to enter and leave room quietly.

Student is to pay attention and participate during instruction time.

Student is to work quietly during independent time.

Student is to always show respect for teacher and other students.

### **REWARD:**

Earning a bonus buck (two if the student is helper for the week).

Earning additional bonus bucks for exceptionally good behavior or kind deeds. Bonus buck sale at end of the six weeks.

Free time to read.

Play a game on Friday.

### **CONSEQUENCES:**

1<sup>st</sup> Offense: Warning

2<sup>nd</sup> Offense: Name on the board, lose bonus buck for the day.

3<sup>rd</sup> Offense: Check by name, pull an additional bonus buck.

4<sup>th</sup> Offense: Return to classroom for discipline folder.

5<sup>th</sup> Offense: Visit with Mrs. Jones.

## **SPEECH THERAPY CLASSROOM RULES**

1. Students will come and go from speech quietly.

2. Students will stay seated and use good manners.

3. Students will not use bad language or teasing.

4. Students will follow the teacher's instructions.

Consequences for broken rules:

Fines deducted from punch card.

Return to classroom.

Conference with classroom teacher, principal, and/or parent.

## **RESOURCE CLASSROOM RULES**

Classroom Rules:

1. Student is to enter and leave room quietly.

2. Bring paper, pencils and books to class.

3. Pay attention and participate during instruction.

4. Show respect for teachers and fellow students.

5. Student is to work quietly during independent work time.

6. Student is to always show respect for teachers and fellow students.

When I follow these rules:

1. I will receive praise and/or rewards.
2. My parents will receive good reports.

When I don't follow these rules:

- 1<sup>st</sup> time-verbal warning
- 2<sup>nd</sup> time-sign citizenship folder
- 3<sup>rd</sup> time-send to office

### **ESL RULES**

1. Do what's right
2. Do your best
3. Treat others the way you want to be treated

When I follow the rules:

1. I will be rewarded.

When I don't follow the rules:

- 1<sup>st</sup> time – verbal warning
- 2<sup>nd</sup> time – sign citizenship folder
- 3<sup>rd</sup> time – send to office

### **MIGRANT RULES**

- \*Students will listen carefully and follow directions.
- \*Work quietly, stay seated, and will not disrupt others who are working.
- \*Respect teacher and other classmates.
- \*Come to class prepared.
- \*Be polite, truthful, and honest.
- \*Enter and leave the class appropriately.
- \*Have fun learning by participating!

When I Follow The Rules:

1. I will be rewarded.
2. My parents will receive good reports.

When I Don't Follow The Rules:

1. I will receive a signature in my folder.
2. I will receive appropriate consequence.

## COMMUNICABLE DISEASES / CONDITIONS

To protect students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his/her child has a communicable or contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted. These diseases include, but are not limited to:

Amebiasis	Campylobacteriosis	Chicken pox (varicella)
Common cold with fever	Fifth disease (Erythema Infectiosum).	
Gastroenteritis, Viral	Giardiasis	Head Lice (Pediculosis)
Hepatitis, Viral (A, B, or C)	Impetigo	Infectious mononucleosis
Influenza	Measles (Rubeola)	Meningitis, Bacterial
Mumps	Pinkeye (Conjunctivitis)	Ringworm of the scalp
Rubella (German Measles), including congenital		Salmonellosis, including typhoid fever.
Scabies	Shigellosis	
Streptococcal disease, invasive (group A or B)		Tuberculosis, Pulmonary
Whooping Cough (Pertussis)		

The school nurse can provide information from the Department of State Health Services regarding these diseases.

## 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 causes meningitis or another serious illness.

#### **HOW CAN BACTERIAL MENINGITIS BE PREVENTED?**

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

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

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

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 Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov> and the Texas Department of Health, <http://www.dshs.state.tx.us/>.

## **COMMUNICATION BETWEEN HOME AND SCHOOL**

Good communication between home and school is essential for the student to make the most of the opportunities provided. School communication starts with information documents such as this handbook, progress reports and report cards, student work for parents to review and sign, and continues into interaction: messages and phone calls from teachers, school open house events, back-to-school nights, and parent meetings.

Communication might also include requests for conferences-initiated by the school or the parent-to discuss student progress, to find out more about the curriculum and how the parent can support learning or to head off or resolve problems. A parent who wants to schedule a phone or in-person conference with a teacher, counselor, or principal should call the school office at 631-5080 for an appointment. Generally a teacher will be able to meet with parents or return calls during her conference period, although other mutually convenient times can be arranged.

## **COMPLAINTS AND CONCERNS BY STUDENTS / PARENTS**

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy in the district's policy manual. A copy of this policy may be obtained in the principal's or superintendent's office or on the district's Web site at [www.tasb.org/policy/pol/private/067903](http://www.tasb.org/policy/pol/private/067903). In general, the student or parent should submit a written complaint and request a conference with the campus principal. If the concern is not resolved, a request for a conference should be sent to the superintendent. If still unresolved, the district provides for the complaint to be presented to the Board of Trustees.

## **COMPUTER RESOURCES**

To prepare students for an increasingly technological society, the district has made an investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only.

Students and parents are asked to review the Acceptable Use Policy (p.12) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary actions. Students and parents should be aware that e-mail using district computers is not private and may be monitored by district staff.

## CONDUCT

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- \* Demonstrate courtesy-even when others do not.
- \* Behave in a responsible manner, always exercising self-discipline.
- \* Attend all classes, regularly and on time.
- \* Prepare for each class; take appropriate materials and assignments to class.
- \* Meet district or campus standards of grooming and dress.
- \* Obey all campus and classroom rules.
- \* Respect the rights and privileges of other students, teachers, and other district staff.
- \* Respect the property of others, including district property and facilities.
- \* Cooperate with or assist the school staff in maintaining safety, order, and discipline.
- \* Avoid violations of the Student Code of Conduct.

### APPLICABILITY OF SCHOOL RULES

As required by law, the board has adopted a Student Code of Conduct that prohibits certain behaviors and establishes standards of acceptable behavior-both on and off campus-and consequences for violation of the standards. The district has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

To achieve the best possible learning environment for all our students, the Student Code of Conduct and other campus rules will apply whenever the interest of the district is involved, on or off school grounds, in conjunction with classes and school-sponsored activities.

### Academic Dishonesty / Cheating / Plagiarism

Academic dishonesty-cheating or plagiarism-is not acceptable. Cheating includes the copying of another student's work-homework, class work, test answers, etc.-as one's own. Plagiarism is the use of another person's original ideas or writing without giving credit to the true author. A student found to have engaged in academic dishonesty will be subject to loss of credit for the work in question, as well as disciplinary penalties, according to the Student Code of Conduct.

### 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.

### Bullying or Taunting Behaviors

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 physical harm or damage to the student's 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. [See FFI (LOCAL).]

### Corporal Punishment

Corporal punishment-spanking or paddling the student-may be used as a discipline management technique in accordance with the Student Code of Conduct and policy. Corporal punishment will be governed by the following conditions:

\*The student will be told the reason for the corporal punishment.

\*The parent will be notified.

\*The punishment may be administered only by the principal, assistant principal, teacher, or parent.

\*The instrument to be used will be approved by the principal.

\*The punishment will be administered in the presence of one other district professional employee and out of view of other students.

A record will be maintained of each instance of corporal punishment. The teacher and principal will honor a parent's request that discipline methods other than corporal punishment be used.

### Disruptions

In order to protect student safety and sustain an educational program free from disruption, as identified by law, the district can take action against any person-student or nonstudent whose disruptions include:

- interference with the movement of people in an exit, an entrance, or a hallway of a district building without authorization from an administrator.
- interference with an authorized activity by seizing control of all or part of a building.
- use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- use of force, violence, or threats to cause disruption during an assembly.
- interference with the movement of people at an exit or an entrance to district

property.

- use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.
- disruption of classes or other school activities while on district property or on public property that is within 500 feet of district property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; entering a classroom without authorization; and disrupting the activity with loud or profane language or any misconduct.
- interference with the transportation of students in district vehicles.

### Gangs and Other Prohibited Organizations

Under state law, a student is prohibited from membership or involvement in a public school fraternity, sorority, secret society, or gang.

### Harassment

The district believes that all students learn best in an environment free from harassment and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, or disability or any other basis prohibited by law. Prohibited harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. A copy of the district's policy is available on the district's Web site, [www.tasb.org/pol/private/067903](http://www.tasb.org/pol/private/067903).

Examples of prohibited discrimination may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property. Examples of prohibited sexual harassment may include touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

## RETALIATION

Retaliation of a student occurs when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or unwarranted grade reduction. Retaliation does not include petty slights and annoyances from other students or negative comments from a teacher that are justified by a student's poor academic performance in the classroom.

Retaliation against a person who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited.

## REPORTING PROCEDURES

Any student who believes that he or she has experienced prohibited harassment should immediately report the problem to a teacher, counselor, principal, or other district employee. The report may be made by the student's parent.

## INVESTIGATION OF REPORT

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes discrimination, harassment, and retaliation will be promptly investigated. The district will notify the parents of any student alleged to have experienced prohibited conduct by an adult associated with the district.

In the event prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary or corrective action will be taken to address the conduct. The district may take disciplinary action even if the conduct that is the subject of the complaint was not unlawful.

A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy.

## Harassment on the Basis of Race, Color, Religion, National Origin, or Disability

Students must not engage in harassment behaviors motivated by race, color, religion, national origin, or disability directed toward another student.

Students are expected to treat other students and district employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

The district encourages parental and student support in its efforts to address and prevent harassment in any form in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, or principal.

A student who believes he/she has been harassed by another student or by a district employee is encouraged to report the incident to the classroom teacher or principal. The allegations will be investigated and addressed. A substantiated complaint against a student will result in disciplinary action, according to the nature of the offense and the Student Code of Conduct.

The student or a parent may appeal the decision of the principal regarding the outcome of the investigation in accordance with policy.

## Hazing Activities

State law prohibits a student from participating in any hazing activities. A student is guilty of hazing when he or she takes direct hazing action; encourages or assists someone else to take action; recklessly permits such action; has knowledge of planned action or action that has occurred without reporting that knowledge in writing to a school official.

## Laser Pointers

Students are not permitted to possess or use laser pointers while on school property, while using district transportation, or while attending school-sponsored or school-related activities, whether on or off school property. Laser pointers will be confiscated and students will be disciplined according to the Student Code of Conduct.

## Name Calling

Name calling is not appropriate. Many disagreements and fights begin with name calling. The only name you should call a person is their actual name.

## Physical Conduct

Exposing one's body (ex. Mooning), or exposing another person's body (ex. Pantsing) is not allowed. Disciplinary action will result.

## Radios, CD Players, Other Electronic Devices and Games, and Cell Phones

Students are not permitted to possess such items as pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, electronic devices or games at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return the items at the end of the day or to contact parents to pick up the items. Any disciplinary action will be in accordance with the Student Code of Conduct and may include confiscation of the device. The school may charge the owner for the release of certain telecommunication devices.

## **Inappropriate Use of Technology**

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

## Sexual Harassment/Sexual Abuse

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a district employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors.

The district will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual abuse by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

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 with the Title IX coordinator, Donald Hughes. The student or parent may appeal the decision regarding the outcome of the investigation in accordance with policy FNCJ(LOCAL).

### Social Events

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and the person inviting a guest will share responsibility for the conduct of his or her guest.

A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

## **COUNSELING**

The school counseling program is a developmental guidance program for all students. By providing counseling to individuals, classes, and small groups, the counselor responds to educational, career, personal, family, emotional, social concerns, and needs of students. The counselor acts as a coordinator, bringing people and resources together by consulting with school personnel, parents, and community members. The counselor collaborates with school and district staff to identify and assess students' abilities, interests, and achievements. The school counselor is a part of the educational system, helping students learn and develop life skills that will result in active, productive, responsible citizens.

### Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. Students who wish to meet with the counselor should let their homeroom teacher know.

### Psychological Exams, Tests, or Treatment

The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent. Parental consent is not necessary when a psychological examination test or treatment is required by state or federal law for special education purposes, or by the Texas Education Agency for child abuse investigations and reports.

## **CREDIT BY EXAMINATION**

### **With Prior Instruction**

A student who has received prior instruction in a subject but failed the subject with a grade of no less than 50, may be permitted by the district to earn credit by passing an examination on the essential knowledge and skills defined for the course or subject. To receive credit, a student must score at least 70 on the examination. The attendance review committee may offer a student with excessive absences an opportunity to earn credit for a course by passing an exam. Credit by examination shall not be used to gain eligibility for participation in extracurricular activities.

Registration deadline to campus counselor: October 16, 2010  
April 9, 2011  
June 4, 2010

Students who wish to take credit by exam(s) (with prior instruction) at times other than the ones stated above will be charged an administrative fee per hour (3-hour minimum) in addition to the test fee.

### **Without Prior Instruction**

A student will be permitted to take an exam to advance to a higher-grade level (at the elementary level) for which the student has no prior instruction. The student will earn credit with a passing score of at least a 90 on the exam.

Registration deadline to campus counselor: April 9, 2011

All students registering for Credit by Acceleration tests will be charged a registration fee deposit of \$10.00 for each test. The registration deposit will be refunded upon administration of the exam(s).

The district will not honor a request by a parent to administer, on some other date, a test purchased by the parent from a State Board-approved university.

## DAILY SCHEDULE

EE	7:55 – 3:30
Pre-K	8:00 – 11:00 / 11:30 – 2:30
K	7:55 – 3:15
1 <sup>st</sup>	7:55—3:20
2 <sup>rd</sup> -5 <sup>th</sup>	7:55 – 3:30

Breakfast 7:15 - 7:50

Classes Begin 7:55

All students should leave the building by 3:30

## TEACHER CONFERENCE PERIODS

K	8:30 – 9:25
1 <sup>st</sup>	1:00— 2:00
2 <sup>nd</sup>	12:00— 1:00
3 <sup>rd</sup>	11:00—12:00
4 <sup>th</sup>	2:00— 3:00
5 <sup>th</sup>	7:30— 8:25

## LUNCH SCHEDULE

EE	10:45
PK1	11:00
PK2	11:00
K	10:30
1 <sup>st</sup>	11:15
2 <sup>nd</sup>	11:30
3 <sup>rd</sup>	12:00
4 <sup>th</sup>	12:30
5 <sup>th</sup>	11:50

## PHYSICAL EDUCATION, CREATIVE EXPRESSIONS, COMPUTER, AND MUSIC SCHEDULE

7:55— 8:25	5 <sup>th</sup> Grade Music, Expressions, Computer
8:30 – 9:25	K Grade
1:00— 2:00	1 <sup>st</sup> Grade
12:00— 1:00	2 <sup>nd</sup> Grade
11:00—12:00	3 <sup>rd</sup> Grade
2:00— 3:00	4 <sup>th</sup> Grade
3:00— 3:30	5 <sup>th</sup> Grade PE

## **DETENTION / IN-SCHOOL SUSPENSION**

A student may be assigned detention during school hours or outside school hours on one or more days if the student violates the school's Code of Conduct. The detention will not begin until the student's parents have been notified of the reason for the detention and can make arrangements for the student's transportation on the day(s) of the detention. In-school suspension will be in a separate room with an ISS teacher. Students in ISS will eat at a different time of day than their regular lunchtime, will not attend PE, music, art, Spanish, or computer classes, and will not attend special programs during their ISS time. In order not to miss vital instruction time, after school detention will be utilized as a first resort.

## **DIRECTORY INFORMATION**

The law permits the district to designate certain personal information about students as "directory information." This "directory information" will be released to anyone who follows procedures for requesting it.

However, release of a student's directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of your child's first day of instruction for this school year.

## **DIRECTORY INFORMATION FOR SCHOOL-SPONSORED PURPOSES**

The district often needs to use student information for school-sponsored purposes. This information will not be released to the public without the consent of the parent or eligible student.

Unless you object to the use of your child's information for these limited purposes, the school will not need to ask your permission each time the district wishes to use this information for the school-sponsored purposes listed.

## **DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS**

### School Materials

Publications prepared by and for the school may be posted or distributed, with prior approval by the principal, sponsor, or teacher. Such items may include school posters, brochures, murals, etc.

The yearbook is available to students.

All school publications are under the supervision of a teacher, sponsor, and the principal.

### Nonschool Materials...from students

Students must obtain prior approval from the principal before posting, circulating, or distributing written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any nonschool material must include the name of the sponsoring person or organization. The decision regarding approval will be made in two school days.

Any student who posts material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without this approval will be removed.

### Nonschool Materials...from others

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district or by a district-affiliated school-support organization will not be sold, circulated, distributed, or posted on any district premises by any district employee or by persons or groups not associated with the district, except as permitted by policy. To be considered, any nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the principal for prior review. The principal will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy.

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy or a noncurriculum-related student group meeting.
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

All nonschool materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.

## **DRESS AND GROOMING CODE**

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

1. All clothing shall be neat and clean.
2. Students may wear walking shorts / skirts that are finger tip length or longer (To decide if shorts / skirts are long enough, hold arms straight down by side – shorts / skirts must be below finger tips). Biker shorts and wind shorts are not permitted.
3. Halter tops and/or muscle shirts or other similar attire exposing either bare midriff or bare back or over exposure of the chest area are not permitted. There are to be no “spaghetti strap” shirts. All shoulder straps must be at least 2” wide. No “tube tops” are allowed.
4. Clothing with offensive lettering or decals, jewelry, or any wearing apparel judged by the principal to interfere with the learning environment shall be forbidden.
5. Hats / head wear are not to be worn.
6. Cleated shoes are not to be worn.
7. Baggy pants are not to be worn. No pants, skirts, or shorts that do not fit properly at the waist and/or expose undergarments are allowed.
8. No body piercing, except ears. Earrings must be small enough to not be easily ripped out.
9. Holes in jeans above the knees are not allowed.
10. Hair or clothing which might cause disruption, disturbance, or distraction is not allowed.
11. Hair should be neatly groomed and clean. Any hairstyle judged by the principal to interfere with the learning environment shall be forbidden. There are to be no Mohawks or spiked hair.

Any student who is in violation of the dress code will be required to change clothes. Repeat offenders see the Student Code of Conduct.

## **DRILLS - FIRE, TORNADO, AND OTHER EMERGENCY DRILLS**

From time to time, students, teachers, and other district employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Fire Drill bells:

1 continuous alarm	leave the building
Verbal instructions	return to the room

Tornado Drill bells:

1 continuous alarm and announcement over intercom.	move quietly but quickly to the designated locations
Verbal instructions	return to classroom

## **EMERGENCY MEDICAL TREATMENT AND INFORMATION**

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school would need to have written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

## **EMERGENCY SCHOOL CLOSING INFORMATION**

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting, or early dismissal will be announced over local radio and television stations.

## **ENROLLMENT ISSUES**

A minor student residing in the district whose parent or guardian does not reside in the district shall present a Power of Attorney assigning responsibility for the student

in all school-related matters to an adult resident of the district. However, a student shall not be denied admission when the superintendent determines that the student's circumstances preclude compliance with this requirement.

The superintendent shall determine whether a minor student residing in the district separate and apart from a parent, guardian, or other person having lawful control under order of a court is present in the district for the primary purpose of participating in extracurricular activities. The superintendent's determination may be appealed to the Board by making a written request to the superintendent within 15 days of the decision.

Before a minor student may be officially admitted to district schools, appropriate registration forms shall be completed and signed by the student's parent, legal guardian, or other person having lawful control.

The district may withdraw students for nonattendance.

## **EXTRACURRICULAR ACTIVITIES**

Participation in school-related activities is an excellent way for a student to develop talents, receive individual recognition, and forge strong friendships with other students. Participation is a privilege, not a right. Eligibility for participation in many of these activities is governed by state law and UIL (University Interscholastic League—a statewide association overseeing interdistrict competition).

The following requirements apply to all extracurricular activities:

\*A student who receives, at the end of a grading period, a grade below 70 in any academic class, other than a class identified as advanced by either the State Board of Education or by the local Board, may not participate in extracurricular activities for at least three school weeks.

\*A student with disabilities who fails to meet the standards in the individual education plan (IEP) may not participate for at least three school weeks.

\*An ineligible student may practice or rehearse.

\*A student is allowed in a school year up to ten absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the Board, are subject to these restrictions.

\*An absence for participation in an activity that has not been approved will receive an unexcused absence.

Please note: Sponsors of student clubs and performing groups such as the choir and UIL teams may establish standards of behavior-including consequences for misbehavior-that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization's standards of behavior.

## **FALSE ALARMS**

STATE LAW READS AS FOLLOWS: Section 42.06

- (a) A person commits an offense if he knowingly initiates, communicates or circulates a report of a present, past, or future bombing, fire, offense or other emergency that he/she knows is false or baseless and that would ordinarily:
1. cause action by an official or volunteer agency organized to deal with emergencies.
  2. place a person in fear of imminent serious bodily injury, or
  3. prevent or interrupt the occupation of a building, room, place of assembly, place on which the public has access, or aircraft, automobile, or other mode of transportation.
- (b) An offense under this section is a Class A misdemeanor.  
Students apprehended pulling a false fire alarm will be subject to disciplinary action under the Student Code of Conduct and legal authorities will be notified.

## **FEES**

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student however, is expected to provide his or her own pencils, paper, erasers, and notebooks, and may be required to pay certain other fees or deposits, including:

- \*Costs for materials for a class project that the student will keep.
- \*Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- \*Security deposits.
- \*Personal physical education and athletic equipment and apparel.
- \*Voluntarily purchased pictures, publications, yearbooks, etc.
- \*Voluntarily purchased student accident insurance.
- \*Personal apparel, used in extracurricular activities, that becomes the property of the student.
- \*Fees for lost, damaged, or overdue library books.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal.

## **FREEDOM FROM DISCRIMINATION**

The district believes that all students learn best in an environment free from harassment and that their welfare is best served when they can work free from discrimination. Students are expected to treat other students and district employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The Board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, religion, color, national origin, gender, sex, age, or disability. Prohibited harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; or substantially interferes with the student's academic performance. A copy of the district's policy is available in the principal's office and in the superintendent's office.

Examples of prohibited discrimination may include, but are not limited to, derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; bullying, threatening or intimidating conduct; name-calling or slurs, taunting, teasing (even when presented as "jokes"), or rumors; aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or aggressive conduct such as theft or damage to property. Examples of prohibited sexual harassment may include touching private body parts or coercing physical contact that is sexual in nature; sexual advances, jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature. However, all romantic and inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

Any student (or the student's parent) who believes that he or she has experienced prohibited harassment should immediately report the problem to a teacher, counselor, principal, or other district employee.

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations will be promptly investigated. The district will notify the parents of any student alleged to have experienced prohibited harassment by an adult associated with the district, or by another student, when the allegations, if proven, would constitute "sexual harassment" or "other prohibited harassment" as defined by district policy.

If the district's investigation indicates that prohibited harassment occurred,

appropriate disciplinary or corrective action will be taken to address the harassment. The district may take disciplinary action even if the conduct that is the subject of the complaint did not rise to the level of harassment prohibited by law or policy.

Retaliation against a person who makes a good faith report of prohibited harassment is prohibited. However, a person who makes a false claim or offers false statements or refuses to cooperate with a district investigation may be subject to appropriate discipline.

A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy.

## **FUND RAISING**

Student groups or classes, and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least ten (10) days before the event.

## **GRADING GUIDELINES**

Each grade level shall establish standards or levels of expectation pursuant to the skills, knowledge, competency, or behavior the students will be required to achieve or demonstrate in any particular subject, area of study, or class unit. A grade, or grades, assigned shall be a representation of the degree to which a particular student has achieved or failed to achieve any particular standard or sets of standards within a given time frame.

If you do not understand your student's grades, please contact the teacher.

Students must make a minimum average of 70 in math and language arts and all other subjects averaged to be promoted. The maximum grade a suspended student can earn on assigned work is 70.

## **GUARDIANSHIP**

If there is a question of legal guardianship, proof of a court order may be requested by the principal. This is done for the protection of the children.

## **HOMELESS STUDENTS**

Designated person you may contact is:

\*Liaison for Homeless Children and Youths, who coordinates services for homeless students: Donald Hughes, 631-5120

## **IMMUNIZATION**

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 Health, Immunization Division, can be honored by the district. The immunizations required are diphtheria, tetanus, measles (rubeola), poliomyelitis, mumps, rubella (German measles), Hepatitis A, Hepatitis B, varicella (chicken pox), and pertussis. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health Services. Proof of immunization may be 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 parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a lifelong condition. [For further information, see the Texas Department of Health Web site: <http://www.dshs.state.tx.us/immunize/school/default.shtm>]

## **INSURANCE**

Soon after school opens, parents will have the opportunity to purchase low-cost accident insurance that would help in meeting medical expenses, in the event of injury to their child.

## **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 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 Protective and Regulatory Services, a law enforcement officer, or a juvenile probation office, without a court order, under the conditions set out in Family Code relating to the student's physical health or safety.

- \*To comply with a properly issued directive to take a student into custody.

Before a student is delivered to a law enforcement office or other legally authorized person, the principal will verify the officer's identity and, to the best of 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 arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.

- \*all instructional and support personnel who have regular contact with a student who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated of delinquent conduct for any felony offense or certain misdemeanors.

## **LIBRARY**

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure.

Library Hours: Monday – Friday 7:45 a.m. – 3:30 p.m.

Students are welcomed and encouraged to make use of the library and its

materials. Respect and consideration of the library and other library users is expected at all times.

The responsibility for returning books on time rests with the student. Lost or damaged goods will be charged for accordingly. Students will pay for lost or damaged books at the end of each six weeks. Each student is responsible for keeping his/her library record clear.

Siebert Elementary Library is your library, and it is for your use and enjoyment.

## **LOCKERS**

Lockers remain under the jurisdiction of the school even when they are assigned to the students. The school reserves the right to inspect all lockers. Searches of lockers may be conducted at any time there is reasonable cause to do so whether or not the student is present.

## **LOST ARTICLES**

We have a lost and found department. If student's belongings, especially coats, are marked with nametags, they can be returned to the owner. Have your child check the lost and found department often if something is lost. Unclaimed items are periodically donated to charity.

## **MAKEUP WORK**

### **Routine and In-Depth Makeup Work Assignments**

For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher.

A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.

## **DAEP or In-School Suspension Makeup Work**

A student removed to a disciplinary alternative education program (DAEP) before the beginning of the next school year, during the school year will have the opportunity to complete, coursework needed to fulfill the student's high school graduation requirements. The district may provide the opportunity to complete the coursework through any alternative method, including a correspondence course, distance learning, or summer school. The district will not charge the student for any method of completion provided by the district.

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, distance learning, or summer school.

Students and their parents are encouraged to discuss options with the teacher or counselor to ensure the student completes all work required for the course or grade level.

## **MEDICINE AT SCHOOL**

District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

Only authorized employees may administer:

\*Prescription medication in the original, properly labeled container, provided by the parent, along with a written request.

\*Nonprescription medication, in the original, properly labeled container, provided by the parent, along with a written request.

\*Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only:

\*In accordance with the guidelines developed with the district's medical advisor and

\*When the parent has previously provided written consent to emergency treatment on the district's form.

A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also

demonstrate to his or her physician or health-care provider and to the school nurse the ability to use the prescribed medication, including any device required to administer the medication.

If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal.

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse or principal for information.

## **PSYCHOTROPIC DRUGS**

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate.

## **STEROIDS**

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse or principal for information.

## **MEETINGS OF NONCURRICULUM-RELATED GROUPS**

Student organized, student-led noncurriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of school policy.

## **PTO**

Everyone is encouraged to join the Parent Teacher Organization and attend the PTO programs. PTO welcomes your attendance and participation.

### **PARENTAL INVOLVEMENT**

#### **WORKING TOGETHER**

Both experience and research tell us that a child's education succeeds best when there is good communication and a strong partnership between home and school. Your involvement in this partnership may include:

- \*Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- \* Ensuring your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- \*Becoming familiar with all your child's school activities and with the academic programs, including special programs, offered in the district.
- \* Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- \* Monitoring your child's academic progress and contact teachers as needed.
- \*Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 631-5080 for an appointment. A teacher will usually return your call or meet with you during his or her conference period or before or after school.
- \*Becoming a school volunteer. Contact T'auna Ramsey.
- \*Participating in our campus parent organizations (PTO).
- \*Serving as a parent representative on the district-level or campus-level planning committees assisting in the development of educational goals and plans to improve student achievement.
- \*Attending board meetings to learn more about district operations.
- \*Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction.

## **Parental Rights Obtaining Information and Protecting Student Rights**

Your child will not be required to participate without parental consent in any survey, analysis, or evaluation—funded in whole or in part by the U. S. Department of Education—that concerns:

- Political affiliations or beliefs of the student or the student’s parents.
- Mental or psychological problems of the students or the student’s family.
- Sexual behavior or attitudes.
- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom the student has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or parents.
- Income, except when the information is required by law and will be used to determine the student’s eligibility to participate in a special program or to receive financial assistance under such a program.

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation.

### **Accommodations for Children of Military Families**

Children of military families will be provided flexibility regarding certain district requirements, including:

- Immunization requirements.
- Grade level, course, or educational program placement.
- Eligibility requirements for participation in extracurricular activities.
- Graduation requirements.

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district. The district will discuss absences on an individual basis.

Additional information may be found at <http://ritter.tea.state.tx.us/mil/>.

### **“Opting Out” Of Surveys and Activities**

As a parent, you also have a right to receive notice of and deny permission for your child’s participation in:

\*Any survey concerning the private information listed above, regardless of

funding.

\*School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.

\*Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student.

Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.

### **Displaying a Student's Artwork and Projects:**

Teachers may display students' work in classrooms or elsewhere on campus as recognition of student achievement. The district will seek parental consent before displaying students' artwork, special projects, photographs taken by students, and the like on the district's Web site, in printed material, by video, or by any other method of mass communication. [see release form on page 2 ]

## **PARENT COMPACT TITLE I SCHOOLWIDE CAMPUS**

I pledge to do all that I can to see that my child attends school and is on time each day unless he/she is ill.

I pledge to communicate to my child that I expect him/her to be self-disciplined and to give others the same respect he/she expects from them.

I pledge to ask my child if he/she has homework each day and to review it with him/her when it is completed.

I pledge to ask my child what he/she has read or plans to read each day. I also plan to let my child see me reading for pleasure.

I pledge to spend time listening to and talking with my child on a one-to-one basis each day.

I pledge to visit my child's school to conference with his/her teachers, to get involved as much as possible, and to learn what the school is trying to do for my child.

I pledge to encourage other families to become involved with the school.

I pledge to praise my child often (even if the outcome is not successful, I will

encourage him/her for making the effort.)

I pledge to give my child as many opportunities to make decisions as possible (based on age and level of maturity).

I pledge to empower my child and supply him/her with the resources needed to be successful.

I pledge to model for my child self discipline and respect for others.

I pledge to guide my child in decision making and discuss the consequences of his/her actions.

### **Requesting Professional Qualifications of Teachers and Staff**

You may request information regarding the professional qualifications of your child's teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

### **Reviewing Instructional Materials**

As a parent you have a right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child.

### **Inspecting Surveys**

As a parent you may inspect a survey created by a third party before the survey is administered or distributed to your child.

### **Assessing Student Records**

You may review your child's student records when needed. These records include:

- \*Attendance records,
- \*Test scores,
- \*Grades,
- \*Disciplinary records,
- \*Counseling records,
- \*Psychological records,

- \*Applications for admission,
- \*Health and immunization information
- \*Other medical records,
- \*Teacher and counselor evaluations,
- \*Reports of behavioral patterns, and
- \*State assessment instruments that have been administered to your child

### **Granting Permission to Video or Audio Record a Student**

You may grant or deny any written request from the district to make a video or voice recording of your child. State law, however, permits the school to make a video or voice recording without parental permission for the following circumstances:

- \*When it is to be used for school safety;
- \*When it relates to classroom instruction or a cocurricular or extracurricular activity; or
- \*When it relates to media coverage of the school.

### **Removing a Student Temporarily from the Classroom**

You may remove your child temporarily from the classroom if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.

### **Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags**

You may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows.

### **Excusing a Student from Reciting a Portion of the Declaration of Independence**

You may request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3-12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the district determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity.

## **Requesting Notices of Certain Student Misconduct**

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to your child's misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion.

## **Requesting Transfers for Your Child**

You may request the transfer of your child to another classroom if your child has been determined by the superintendent or principal to have been a victim of bullying as the term is defined by Education Code 25.0341. See the principal for information.

You may request the transfer of your child to a neighboring district if your child has been the victim of a sexual assault by another student on the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault.

## **PEST MANAGEMENT PLAN**

The district applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact Donald Hughes, Superintendent at 631-5120.

## **PHYSICAL ACTIVITY FOR STUDENTS IN ELEMENTARY GRADES**

The district will ensure that students in elementary school engage in at least 30 minutes of physical activity per day. For additional information regarding the district's requirements and programs regarding elementary student physical activity requirements, please see the principal.

## **PHYSICAL EXAMINATIONS**

The school nurse checks the weight, sight, hearing, and spine of students at Siebert Elementary School during the school year. If problems are noticed with development in these areas, parents will be notified.

## **PHYSICAL FITNESS ASSESSMENT**

Annually, the district will conduct a physical fitness assessment of students in grades 3-12. At the end of the school year, a parent may submit a written request to

the principal to obtain the results of his or her child's physical fitness assessment conducted during the school year.

## **PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE**

Each school day students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows.

You may request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3-12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the district determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity.

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

## **PRAYER**

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt the delivery of instruction or other activities of the school. The school will not encourage, require, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

## **PROMOTION AND RETENTION**

A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level. To earn credit at each grade level, a student must receive a grade of 70 in language arts, math, and all subject average.

In addition, students at certain grade levels-with limited exceptions- will be required to pass the Texas Assessment of Knowledge and Skills (TAKS), if the student is enrolled in a public Texas school on any day between January 1 and April 15 and is a Texas resident during the week that the TAKS is administered the first time.

\*In order to be promoted to grade 6, students enrolled in grade 5 must have

performed satisfactorily on the Mathematics and Reading sections of the grade 5 assessment in English or Spanish.

In addition, students in grades 3 and 5 must meet promotion standards established by the district in order to be promoted.

Parents of a student in grades 3-5 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. Such students will have two additional opportunities to take the test. If a student fails a second time, a grade placement committee consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year.

Certain students-some with disabilities and some with limited English proficiency- may be eligible for exemption, accommodations, or deferred testing. For more information, see the principal or counselor.

## **PROTECTING STUDENT RIGHTS**

Your child will not be required to participate without parental consent in any survey, analysis, or evaluation-funded in whole or in part by the U.S. Department of Education-that concerns:

- \*Political affiliations or beliefs of the student or the student's parent.
- \*Mental or psychological problems of the student or the student's family.
- \*Religious practices, affiliations, or beliefs of the student or parents.
- \*Sexual behavior and attitudes
- \*Illegal, anti-social, self-incriminating, and demeaning behavior.
- \*Critical appraisals of individuals with whom the student has close family relationship.
- \*Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- \*Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such program.

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation.

## **RELEASE OF STUDENTS FROM SCHOOL**

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time. A student who will need to leave school during the day must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the school day. Unless the principal has granted approval because of extenuating circumstances, a student will not be released before the end of the instructional day. If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

## **REPORT CARDS, PROGRESS REPORTS, & CONFERENCES**

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every six weeks.

At the end of the first three weeks of a grading period, parents will be given a written unsatisfactory progress report if their child's performance in any course (in English language arts, mathematics, science, or social studies) is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. Teachers follow grading guidelines approved by the principal that have been designed to reflect each student's academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy.

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal.

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject.

Report cards and unsatisfactory progress reports must be signed by the parent and should be returned to the school within three days.

### **Prekindergarten and Kindergarten:**

Achievement or progress in Prekindergarten and kindergarten shall be reported to parents as Satisfactory, Needs Improvement, and Unsatisfactory.

## **REQUESTING CLASSROOM ASSIGNMENT FOR MULTIPLE BIRTH**

## **SIBLINGS**

As a parent, if your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, you may request that they be placed either in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14<sup>th</sup> day after the enrollment of your children.

## **SAFETY**

Student safety on campus or at school-related events is a high priority of the district. Although the district has implemented safety procedures, the cooperation of students is essential to ensuring school safety. A student should:

- \*Avoid conduct that is likely to put the student or other students at risk.

- \*Follow the behavioral standards in this handbook and the Student Code of Conduct as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.

- \*Remain alert to and promptly report to a teacher or the principal any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member.

- \*Know emergency evacuation routes and signals.

- \*Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

## **SCHOOL FACILITIES**

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended-both this year and in the coming years -- littering, defacing, or damaging school property is not tolerated. Students will be required to make restitution for damages they cause and shall be subject to disciplinary consequences in accordance with the Student Code of Conduct.

### **Use By Students Before and After School**

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

The area open to students before school, beginning at 7 a.m., is the cafeteria.

Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus.

After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately. Students not picked up by 3:30 will await parents in the locked school building. Parents are required to come into the building to sign out students.

### **Conduct Before and After School**

Teachers and administrators have full authority over student conduct at before-or after school activities on district premises and at school-sponsored events off district premises, such as play rehearsal, club meetings, athletic practice, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter standards of behavior for extra-curricular participants established by the sponsor.

### **Use of Hallways During Class Time**

Loitering or standing in the halls during class is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the Student Code of Conduct.

## **SCHOOL HEALTH ADVISORY COUNCIL**

During the preceding school year, the district's School Health Advisory Council held meetings. Additional information regarding the district's School Health Advisory Council is available from the school nurse.

## **SEARCHES**

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, district officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

### Student's Desks and Lockers

Student's desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.

Students are fully responsible for the security and contents of their assigned desks and lockers.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by board policy, whether or not a student is present.

The parent will be notified if any prohibited items are found in the student's desk or locker.

#### Trained Dogs

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used on lockers and vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. A locker, a vehicle, or an item in a classroom to which a trained dog alerts may be searched by school officials.

#### Vehicles on Campus

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the owner.

## **SPECIAL EDUCATION RECORDS**

Parents of students with learning disabilities or who may need special education services may request an evaluation for special education at any time.

## **SPECIAL PROGRAMS**

The district provides special programs for gifted and talented students, homeless students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact the counselor, the principal, or the classroom teacher.

### **Dyslexia**

Dyslexia sometimes prevents students from learning the conventional way. The Slingerland screening test is used for identifying students with dyslexic tendencies. Identified students are taught reading, spelling, and handwriting by the Herman method. Program coordinator is Alice Perry.

### **Early Childhood**

This program is available to assist Preschool and/or qualifying students to reach readiness for appropriate academic instruction. Program coordinator is Tammy Jones.

### **English as a Second Language**

ESL is the English language arts program for the limited English proficient

student. The goal of the program is to enable each student to become competent in comprehending, speaking, and writing for the successful mastery of the school program. This is a pull out program of 45-60 minutes daily, as needed. Program coordinator is Jennifer Burrus.

### **GATE Program (Gifted and Talented)**

This program is designed to challenge academically gifted students. These students may be nominated by parents, teachers, or other persons who recognize outstanding abilities. Students qualify for Advanced Academic services by meeting guidelines according to local specifications and state regulation. Program coordinator is Teresa Tankersley.

### **Homeless Students**

Program coordinator is Donald Hughes.

### **Migrant**

This is a program designed to meet the needs of students whose parents are involved in agriculture or fishing and are required to move frequently. Program coordinator is Isabel Pennington.

### **PIERS (Program for Individualized Early Reading Support / Literacy Groups)**

These programs are available to first grade students who qualify, based on reading ability. Program coordinators are Jennifer Bonilla and Shonda Wright.

### **Special Education**

Special Education provides evaluation, instruction, and related services to students who may have handicapping conditions such as speech and/or learning disabilities. Programs and services are designed to meet the individual needs of the child and range from help in the regular classroom to individualized help in special education classrooms. Program coordinators are Cynthia Forrest and Shauna Guerrero.

### **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 classroom teacher, principal, or counselor 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 special education evaluation. Students having difficulty in the regular classroom are 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 his or her rights if the parent disagrees 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 T' auna Ramsey at 631-5080.

### **Speech**

Speech services are available for qualifying students.

### **Title I**

Title I is a federally funded program designed to help children who are having problems in reading and/or math. The program is a supplement to the regular classroom reading and/or math classes. Siebert Elementary is a Schoolwide Title I campus.

### **504**

This federal law provides evaluation and related services for students with handicapping conditions, short or long term. Services are designed to meet individual needs through modifications. T' auna Ramsey is the 504 coordinator.

## **STATE-MANDATED TESTING**

In addition to routine testing and other measures of achievement, students at certain grade levels will take state mandated tests (such as TAKS: the Texas Assessment of Knowledge and Skills) in the following subjects:

- \* Reading and mathematics: Each year in grades 3, 4, and 5, annually, without the aid of technology.

- \* Writing: Grade 4, including spelling and grammar

- \* Science: Grade 5

No extra curricular activities should be scheduled the day preceding these important tests.

Certain students, such as students with disabilities and students with limited

English proficiency, may be eligible for exemptions, accommodations, alternative tests, or a deferment. For more information, see the principal, counselor, or special education teacher.

## **TESTING**

TAKS tests for 3-4-5 will be given in the spring. Set 100% mastery as your goal!

### **2010-2011 Student Assessment Testing Calendar**

<b><u>Test Date</u></b>	<b><u>TAKS</u></b>	<b><u>Report Date</u></b>
Testing Window: Jan 3-April 15	TAKS-Alt	May 25, 2011
Mar. 1	Grade 4 Writing (English & Spanish)	May 25, 2011
Testing Window: Mar. 7-Apr. 8	Grades K-12 TELPAS Reading, Listening, Speaking, Writing	May 13, 2011
April 4	Grade 5 Mathematics (English & Spanish)	April 22, 2011
April 7	Grade 5 Reading (English & Spanish)	April 22, 2011
April 7	All make-up sessions for Grade 5 math & reading must be completed by this date.	
April 25	LAT Grades 3-4 Mathematics	May 25, 2011
April 26	LAT Grades 3-4 Reading (over 2 days) Grades 3 & 4 Mathematics (English & Spanish)	May 25, 2011 May 25, 2011
April 27	Grades 3 & 4 Reading (English & Spanish)	May 25, 2011
April 28	Grade 5 Science (English & Spanish)	May 25, 2011
April 29	LAT Grade 5 Science	May 25, 2011
April 30	All make-up sessions for April 25-27 must be administered by this date.	
May 16	LAT Grade 5 Mathematics	June 7, 2011
May 17	Grade 5 Mathematics (Retest) LAT Grade 5 Reading	June 7, 2011
May 18	Grade 5 Reading (Retest)	June 7, 2011
May 20	All make-up sessions for May 16-18 must be administered by this date.	
June 28	Grade 5 Mathematics (Retest)	July 15, 2011
June 29	Grade 5 Reading (Retest)	July 15, 2011

## **STUDENT RECORDS**

Both federal and state law safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from a student's records, the

district must verify the identity of the person, including a parent or student, requesting the information. For purposes of student records, an eligible student is one who is 18 or older OR who is attending an institution of postsecondary education.

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Release is restricted to:

- \*The parents-whether married, separated, or divorced-unless the school is given a copy of the court order terminating parental rights. Federal law requires that, as soon as a student becomes 18 or is emancipated by a court, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes.

- \* District staff members who have what federal law refers to as a "legitimate educational interest" in a student's records. Such persons would include school officials (such as board members, the superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the district (such as a medical consultant).

- \* Various governmental agencies or in response to a subpoena or court order.

- \* Individuals granted access in response to a subpoena or court order.

- \* A school to which a student transfers or in which he or she subsequently enrolls.

Release to any other person or agency will occur only with parental or student permission as appropriate.

The principal is custodian of all records for currently enrolled students at the assigned school. The superintendent is custodian of all records for students who have withdrawn or graduated.

Records may be inspected by a parent during regular school hours. If circumstances prevent inspection during these hours, the district will either provide a copy of the requested records, or make other arrangements for the parent or student to review these requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the Superintendent's office is: Box 31, Eastland, Texas 76448. The address of the principal's office is: 100 Little Maverick Trail.

A parent may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the principal or superintendent. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district refuses the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record. A

grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading policy. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process.

Copies of student records are available at a cost of ten cents per page, payable in advance. If the student qualifies for free or reduced price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

The district's policy regarding student records found at FL(LOCAL) is available from the principal's or superintendent's office [or on the district's Web site at [www.eastland.esc14.net](http://www.eastland.esc14.net)]

The parent's or eligible student's right of access to and copies of student records do not extend to all records. Materials that are not considered educational records-such as teacher's personal notes about a student that are shared only with a substitute teacher-do not have to be made available to the parents or student.

Please note:

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with federal law regarding student records. The complaint may be mailed to:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

## **TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS)**

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated tests (such as TAKS: the Texas Assessment of Knowledge and Skills) in the following subjects:

- Mathematics, annually in grades 3-11
- Reading, annually in grades 3-9
- Writing, including spelling and grammar, in grades 4 and 7
- English language arts in grades 10 and 11
- Social studies in grades 8, 10, and 11
- Science in grades 5,8,10,and 11
- Any other subject and grade required by federal law

## **TEXTBOOKS**

State-approved textbooks are provided to students free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage

to the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent or guardian, however, the student will be provided textbooks for use at school during the school day.

## **TOBACCO PROHIBITED**

The district and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property and at school-sponsored and school-related activities.

## **TRAFFIC RULES**

For our children's safety please follow these rules: Children are to enter or leave cars from the CURB LANE ONLY. Students may get out anywhere along the curb - not just in front of the door. Never stop in the middle of the street to let your child out or to pick them up. Do not pull in front of others who are waiting in line. If you are in line and your child is late coming out, please pull down and park in the parking area. Do not stop or park cars in the crosswalk. Adults and children must always use the crosswalk. Crossing anywhere else is not permitted.

An adult and student patrol persons will be on duty each morning and afternoon to help direct traffic and insure our children's safety. We are all concerned for the safety of our children and ask for everyone's cooperation in following the rules and directions of our patrols. We all need to be courteous, cautious drivers. Thank you for helping us have a safe school year.

## **TRANSPORTATION**

### **SCHOOL SPONSORED TRIPS**

Students who participate in school-sponsored trips are required to ride in transportation provided by the school to and from the event. However, the principal may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent.

### **BUSES AND OTHER SCHOOL VEHICLES**

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off

location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact the school office, 631-5080.

Students are expected to assist district staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding in district vehicles students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- \*follow the driver's directions at all times,
- \*enter and leave the bus or van in an orderly manner at the designated stop nearest home,
- \*keep books, backpacks, feet, and other objects out of the aisle,
- \*not deface the bus, van or its equipment,
- \*not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus or van,
- \*be seated while the vehicle is moving,
- \*not possess or use any form of tobacco on school buses,
- \*observe all usual classroom rules,
- \*wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.

When students ride in a district van or passenger car, seat belts must be fastened at all times.

Misconduct will be punished in accordance with the Student Code of Conduct and bus riding privileges may be suspended.

## **TUTORIALS**

Each teacher will provide tutorials weekly during the school day. Some grade levels provide tutorials after school hours. A student or parent needs to check with his/her teacher for specific time and places.

## **VANDALISM**

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended-both this year and for years to come-littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

## **VENDING MACHINES**

The district has adopted policies and implemented procedures to comply with agency and food service guidelines for restricting student access to vending machines. No vending machines are available to students.

## **VIDEO CAMERAS**

For safety purposes, video/audio equipment may be used to monitor student behavior on buses and in common areas on campus. Students will not be told when the equipment is being used.

The principal will review the video/audio recordings routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

## **VISITORS TO THE SCHOOL**

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office or the front door security area. A Siebert visitor badge should be obtained from the office and worn while visiting the campus.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be tolerated.

## **WITHDRAWING FROM SCHOOL**

A student may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. The parent may obtain a withdrawal form from the principal's office. The withdrawal form will be presented to each teacher for current grade averages and book clearance; to the librarian to ensure a clear library record; to the clinic for health records; to the cafeteria bookkeeper; and finally, to the principal. A copy of the withdrawal form will be given to the student and a copy placed in the student's permanent record.