Schleicher County ISD
General Information

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Glyn Hutto, Member
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Eldorado Middle School Mission Statement:
Eldorado Middle School is building a better world, one student at a time, realizing that if children cannot learn the way we teach them, then we will teach them the way they can learn. Eldorado Middle School teaches excellence by promoting an interest in learning, self-responsibility, service to school and community, and mutual respect to inspire every student to be a productive member of society.
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PREFACE

To Students and Parents:

Welcome to school year 2016–2017! Education is a team effort, and we know that students, parents, and staff members all working together can make this a wonderfully successful year for our students.

The Eldorado Middle School 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 divided into two sections:

Section I—PARENTAL RIGHTS AND RESPONSIBILITIES—with information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook.

Section II—OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS—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 Schleicher County 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 as a separate document sent home to parents, posted online at www.scisd.net and/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 this school year. If you or your child has questions about any of the material in this handbook, please contact Ezra Walling, EMS Principal.

Also, please complete and return to your child’s campus the following required forms provided in the forms packet accompanying this handbook:

1. Parental Acknowledgment Form;
2. Student Directory Information Form;
3. Release of Information to Military Recruiters and Institutions of Higher Learning Forms; and

[See Obtaining Information and Protecting Student Rights on page 1 and Directory Information on page 7 for more information.]

Please note that references to policy codes are included so that parents can refer to current board policy. A copy of the district’s policy manual is available for review online at www.scisd.net.
SECTION I: PARENTAL RIGHTS AND RESPONSIBILITIES

This section of the Eldorado Middle School Student Handbook includes several notices that the district is required to provide to you, as well as other information on topics of particular interest to you as a parent.

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 that your child completes all homework assignments and special projects and comes to school on time each day prepared, rested, and ready to learn.

• Becoming familiar with all of 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 contacting teachers as needed. [See Academic Counseling on page 17 and Academic Programs on page 12.]

• 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 (325) 853-2514 ext. 421 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See Report Cards/Progress Reports and Conferences on page 32.]

• Becoming a school volunteer. [For further information, see policies at GKG and contact Ezra Walling, EMS Principal, at (325) 853-2514 ext. 421.]

• 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. For further information, see policies at BQA and BQB, and contact Ezra Walling, EMS Principal, at (325) 853-2514 ext. 421.

• Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction. [See policies at BDF, EHAA, FFA, and information in this handbook at School Health Advisory Council on page 26.]

• Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

Parent Involvement Coordinator

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Ezra Walling and may be contacted at (325) 853-2514 ext. 421.

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 parent.
• Mental or psychological problems of the student 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. [For further information, see policy EF (LEGAL).]

“Opting Out” of Surveys and Activities
As a parent, you 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. [See policies EF and FFAA.]

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.

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.

[Also see Removing a Student from Human Sexuality Instruction on page 3 for additional information.]

Displaying of 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.

Accessing Student Records
You may review your child’s student records. 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.

[See Student Records on page 5.]

Granting Permission to Video or Audio Record a Student

As a parent, 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 co-curricular or extracurricular activity; or
- When it relates to media coverage of the school.

Granting Permission to Receive Parenting and Paternity Awareness Instruction

As a parent, if your child is under the age of 14, you must grant permission for your child to receive instruction in the district’s parenting and paternity awareness program or your child will not be allowed to participate in the instruction. This program, developed by the Office of the Texas Attorney General and the State Board of Education (SBOE), is incorporated into the district’s health education classes (EMS currently does not offer this within a class).

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.

Removing a Student from Human Sexuality Instruction

As a part of the district’s curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) is involved with the selection of course materials for such instruction.

State law requires that any instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus or acquired immune deficiency syndrome must:

- Present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;
• Emphasize that abstinence is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity;
• Direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is the most effective way to prevent pregnancy and sexually transmitted diseases; and
• If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

In accordance with state law, below is a summary of the district’s curriculum regarding human sexuality instruction:
7th & 8th Graders--Right Choices for Youth taught by EMS grade level teachers

As a parent, you are entitled to review the curriculum materials. In addition, you may remove your child from any part of this instruction with no academic, disciplinary, or other penalties. You may also choose to become more involved with the development of curriculum used for this purpose by becoming a member of the district’s SHAC. Please see the campus principal for additional information.

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

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. [See Pledges of Allegiance and a Minute of Silence on page 31 and policy EC (LEGAL).]

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. [See policy EHBK (LEGAL).]

Requesting Limited or No Contact with a Student through Electronic Media

Teachers and other approved employees are permitted by the district to communicate with students through the use of electronic media within the scope of the individual’s professional responsibilities. For example, a teacher may set up a social networking page for his or her class that has information related to class work, homework, and tests. As a parent, you are welcome to join or become a member of such a page.

An employee described above may also contact a student individually through electronic media to communicate about items such as homework or upcoming tests.

If you prefer that your child not receive any one-to-one electronic communications from a district employee, please submit a written request to the campus principal stating this preference.

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. [See policy FO (LEGAL) and the Student Code of Conduct.]

Prohibiting the Use of 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 FO (LOCAL) in the district’s policy manual.

If you do not want corporal punishment to be administered to your child as a method of student discipline, please designate that preference on the Acknowledgement for 2014-2015 in the registration packet.
School Safety Transfers
As a parent, you have a right:

• To request the transfer of your child to another classroom or campus if your child has been determined by the board or the superintendent of schools to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another district. See the superintendent of schools for information. [See policy FDB.] [See Bullying on page 12, and policy FFI (LOCAL).]

• To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDE (LOCAL).]

• To request the transfer of your child to a neighboring district if your child has been the victim of a sexual assault by another student assigned to 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. [See policy FDE.]

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 14th day after the enrollment of your children. [See FDB (LEGAL).]

Parents of Students with Disabilities
If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. [See policy FDB (LOCAL).]

Request for the Use of a Service Animal
A parent of a student who uses a service animal because of the student’s disability must submit a request in writing to the principal at least ten district business days before bringing the service animal on campus.

Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education
If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district’s overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention. The implementation of Response to Intervention has the potential to have a positive impact on the ability of school districts to meet the needs of all struggling 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 the evaluation is needed, the parent will be notified and asked to provide informed written 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. Additional information regarding the Individuals with Disabilities Education Act (IDEA) is available from the school district in a companion document, A Guide to the Admission, Review, and Dismissal Process.

The following Web sites provide information to those who are seeking information and resources specific to students with disabilities and their families:
• Texas Project First, at [http://www.texasprojectfirst.org/](http://www.texasprojectfirst.org/)
• Partners Resource Network, at [http://www.partnerstx.org/howPRNhelps.html](http://www.partnerstx.org/howPRNhelps.html)

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Ezra Walling, EMS Principal, at (325) 853-2514 ext. 421.

**Parents of Students Who Speak a Primary Language Other than English**

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English. If the student qualifies for these extra services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

**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, as permitted by the principal.

Additional information may be found at [http://www.tea.state.tx.us/index2.aspx?id=7995](http://www.tea.state.tx.us/index2.aspx?id=7995).

**Student Records**

Both federal and state laws 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 the 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 a court order terminating parental rights or the right to access a student’s education records.

  Federal law requires that, as soon as a student becomes 18, is emancipated by a court, or enrolls in a postsecondary institution, 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 and under limited circumstances when there is a threat to the health and safety of the student or other individuals.

• District school officials who have what federal law refers to as a “legitimate educational interest” in a student’s records. School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support staff; a person or company with whom the district has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. “Legitimate educational interest” in a student’s records includes working with the student; considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official’s professional responsibility; or investigating or evaluating programs.

• Various governmental agencies, including juvenile service providers.
• Individuals granted access in response to a subpoena or court order.
A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.

Release to any other person or agency—such as a prospective employer or for a scholarship application—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 the custodian of all records for students who have withdrawn or graduated.

Records may be inspected by a parent or eligible student during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The address of the superintendent’s office is P.O. Box W, Eldorado, TX 76936

The address (es) of the principals’ offices are: P.O. Box W, Eldorado, TX 76936

A parent (or eligible student) may inspect the student’s records and request a correction if the records are considered inaccurate, misleading, or otherwise in violation of the student’s privacy rights. A request to correct a student’s record should be submitted to the principal. 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 denies 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. Although improperly recorded grades may be challenged, contesting a student’s grade in a course is handled through the general complaint process found in policy FNG (LOCAL). 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. [See FINALITY OF GRADES at FNG (LEGAL), Report Cards/Progress Reports and Conferences on page 32, and Student or Parent Complaints and Concerns on page 13 for an overview of the process.]

The district’s policy regarding student records found at FL (LEGAL) and (LOCAL) is available from the principal’s or superintendent’s office or on the district’s Web site at www.scisd.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 a 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

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. [See the “Notice Regarding Directory Information and Parent’s Response Regarding Release of Student Information” included in the forms packet]
**Directory Information for School-Sponsored Purposes**

The district often needs to use of student information for the following school-sponsored purposes: Student recognition activities; yearbook or student newsletter; printed programs for extracurricular activities; news released to local media.

For these specific school-sponsored purposes, the district would like to use the student’s name, photograph, participation in officially recognized activities and sports, weight and height of members of athletic teams, grade level, honors and awards received in school (student’s address, telephone listing, date and place of birth, dates of attendance, enrollment status, most previous school attended and e-mail address would **NEVER** be used 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.
SECTION II: OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is conveniently organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact Ezra Walling, EMS Principal, at (325) 853-2514 ext. 421.

ABSENCES/ATTENDANCE

Regular school attendance is essential for a 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. They are discussed below:

Compulsory Attendance

State law requires that a student between the ages of six 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.

A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day until the end of the school year and is subject to compulsory attendance laws, if the student is under 21 years old. In addition, if a student 18 or older has more than five unexcused absences in a semester the district may revoke the student’s enrollment. The student’s presence on school property thereafter would be unauthorized and may be considered trespassing. [See FEA.]

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

State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of a diagnostic reading instrument.

A student in grades 3–8 will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and applicable subject area.

Exemptions to Compulsory Attendance

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Service as an election clerk; and
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the student’s return to campus.

In addition, a junior or senior student’s absence of up to two days related to visiting a college or university will be considered an exemption, provided the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed.
Failure to Comply with Compulsory Attendance

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction, termed “accelerated instruction” by the state; or from required tutorials will be considered in violation of the compulsory attendance 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 court if the student:

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

For a student younger than 12 years of age, the student’s parent could be charged with a criminal offense based on the student’s failure to attend school.

If a student between the ages of 12 and 18 violates the compulsory attendance law, both the parent and student could be charged with a criminal offense.

If the student is age 18 or older, the student, but not the student’s parents, would be subject to penalties as a result of the student’s violation of state compulsory attendance law.

[See policy FEA (LEGAL).]

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 a plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate. [See policies at FEC.]

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

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for the reasons listed above at Exemptions to Compulsory Attendance will be considered days of attendance for this purpose.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.
- 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 board of trustees by filing a written request with the superintendent in accordance with policy FNG (LOCAL).
The actual number of days a student must be in attendance in order to receive credit will depend on whether the class is for a full semester or for a full year.

**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 note signed by the student, even with the parent’s permission, will not be accepted unless the student is 18 or older.

**Doctor’s Note after an Absence for Illness**

Upon return to school, a student absent for more than 4 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.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student’s absence from school.

[See policy FEC (LOCAL).]

**Driver License Attendance Verification**

For a student between the ages of 16 and 18 to obtain a driver license, written parental permission must be provided for the Texas Department of Public Safety (DPS) to access the student’s attendance records and, in certain circumstances, for a school administrator to provide the student’s attendance information to DPS.

**Absences**

- An absence is considered *Excused* only for student illness, a documented health care appointment (please see Release of Students from School on page 27), or an emergency within the immediate family. **All other absences will be considered unexcused.**

- A student absent from school for any reason, other than for a documented health care appointment with Principal’s approval or family emergency with Principal’s approval, will not be allowed to participate in school-related and extracurricular activities (must be present at least ½ day to participate in extracurricular activities) on that day, that evening, or on Saturday if the absence is on Friday.

- As noted above, 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 for attendance documentation. This note, however, does not automatically make the absence an excused absence. A note signed by the student, even with the parent’s permission, will not be accepted.

- If a student knows in advance that he/she will be absent, it is the student’s responsibility to make arrangements with the middle school office and obtain assignments from all classes/teachers prior to the absence. If the missed assignments are turned in on the day the student returns, full credit will be given.

- All tardiness are unexcused unless the student is detained by a teacher and that teacher writes a note excusing the student for being late to class. Discipline for tardiness will usually be at the discretion of the teacher, but in cases of serious and/or multiple offenses, the principal.

**Extracurricular Activity Absences**

The District shall make no distinction between absences for UIL activities and absences for other extracurricular activities approved by the Board. A student shall be allowed in a school year ten extracurricular absences not related to post-district competition, five absences for post-district competition prior to state, and two absences for state competition.

The District shall permit an additional five absences for competitions and performances sponsored by UIL or any other organization approved by the Board.

**4-H Trips**

Students who go on 4-H trips must have a letter in the office from the County Agent authorizing the trip. If this letter is in the Principal’s office, the student will not be counted absent. It is hoped that the days will be held to a minimum; they...
will not exceed the “10 day rule” as established by TEA, plus the 5 additional days established by local policy—FM (LOCAL). The student is responsible for arranging/collecting assignments prior to a 4-H absence and has assignments ready to turn in upon his/her return to school

ACADEMIC PROGRAMS
The school counselor provides students and parent’s information regarding academic programs to prepare for higher education and career choices. [For more information, see Academic Counseling on page 17 of this handbook and policies at EIF.]

AWARDS AND HONORS
ELDORADO MIDDLE SCHOOL AWARDS
- Lions Club Scholarship—presented to the two 8th graders in Middle School having the highest scholastic average.
- Top-Ten Scholarship Award—presented to the ten students in each grade having the highest GPA’s for the year based on core curriculum subjects.
- Perfect Attendance Award—presented to each student who shows a record of not being tardy and being present every class period for the entire year.
- Leadership Award—presented to the 8th grade boy and girl who represent outstanding leadership, citizenship, scholarship, sportsmanship, and service throughout their middle school years. Nominations are made by the 8th grade and voted on by the 8th grade class.
- American Legion Award—Presented to a 6th grade boy and girl. These students are elected by their classmates based on citizenship, leadership, scholarship, and patriotism.**
- Principal’s Honor Roll Award—presented to 8th grade students who have maintained a 90 average or above in all subjects every 6 weeks throughout four years at Eldorado Middle School.
- Teacher Nominated Awards—presented at each grade level for Citizenship, Most Congenial, and Up & Coming Scholar.

BULLYING
Bullying occurs when a student or group of students engages in written or verbal expression 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 of damage to the student’s property, or
- Is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment.

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

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee as soon as possible. The administration will investigate any allegations of bullying and will take appropriate disciplinary action if an investigation indicates that bullying has occurred. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying.

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

[Also see School Safety Transfers on page 5, Hazing on page 24, and policy FFI (LOCAL).]
The district has established a plan for addressing child sexual abuse and other maltreatment of children, which may be accessed at the office of the superintendent. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child’s mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

A child who has experienced sexual abuse or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse and neglect, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

As a parent, if your child is a victim of sexual abuse or other maltreatment, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp.

The following Web sites might help you become more aware of child abuse and neglect:

http://www.childwelfare.gov/pubs/factsheets/signs.cfm
http://sapn.nonprofitoffice.com/
http://www.taasa.org/member/materials2.php
http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml
http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml

Reports may be made to:
The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (1 800-252-5400 or on the Web at http://www.txabusehotline.org).

CLASS SCHEDULES

Each middle school student will receive a schedule at the beginning of the school year. Any student/parent requests to change a student’s schedule must be made to the principal within five (5) school days of each semester. Any other changes can be made only after a committee consisting of the principal and/or counselor, parent, faculty representative, and student agree that this change is in the best interest of the student’s academic progress.

COMPLAINTS AND CONCERNS

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy at FNG (LOCAL) in the district’s policy manual. A copy of this policy may be obtained in the superintendent’s office or on the district’s Web site at www.scisd.net.

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.** The SCISD Acceptable Use Guidelines are included in Appendix 1 of this handbook regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and their parents should be aware that e-mail using district computers is not private and may be monitored by district staff. [For additional information, see policy CQ.]

CONDUCT

Applicability of School Rules

As required by law, the board has adopted a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and consequences for violation of these 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.

DAEP/ISS Center Rules

In accordance with the **Student Code of Conduct**, any student assigned to DAEP or ISS for disciplinary reasons will maintain the following rules and guidelines specific to the SCISD DAEP/ISS Center:

**Schleicher County ISD DAEP/ISS Center**

The following are not allowed:
- Caps, hats, or headgear
- Sleeping or laying head down on desk
- Headphones, radios, tape recorders, beepers, cellular phones
- Tobacco products, cigarette lighters, matches or other smoking devices
- Alcoholic beverages and other drugs
- Backpacks and/or large bags
- Profanity
- Gum, candy, food or drinks
- Shouting, running, jumping, or horseplay
- Personal recreational items i.e.: balls, dice, cards, etc.
- Gang signs, gestures, writings, or graffiti
- Gang colors or clothing
- Disrespect towards any faculty, staff or other adults
- Disrespect towards any peers

Other campus rules:
- Students must not leave their classroom or the school for any reason.
- Students must not get out of their seat or cubicle for any reason without permission.
- Students must raise their hand to speak for any reason.
- Students are not permitted to wear shorts.
- Students are not allowed to wear more than one small necklace, one small pair of earrings (Males, no earrings), and one ring per hand.
- Lunches will be provided free or reduced or they may be purchased. Students may bring a lunch from home, but it must be given to the DAEP/ISS Director upon arrival at school.
- Students are to enter and exit through only one designated door.
- Students will have a water and bathroom break when designated. One in the morning, at lunch, and one in the afternoon.
- Any graffiti on any school property will be dealt with harshly with fines for damage and additional days of DAEP/ISS.
- **Students must be on time for school and report to the DAEP/ISS Center prior to 8:20 a.m.**
- **Students are tardy after 8:20 a.m. Students will be released at 3:35pm.**
- Students must have all materials necessary for class at their desks.
Students must follow all directions the first time they are given. All students will copy the ISS rules on their own paper and turn them into the teacher before working on assignments. The list should be signed and dated by the student.

Students must exhibit appropriate behavior regarding the use of language, and respect for the rights and property of others.

Students must complete all assignments by teachers and other DAEP/ISS staff. Students must be have a 70% or better on class-work, computer assignments and tests. Any work not passing will be made up or may cause the student’s length of stay in DAEP/ISS to be longer.

At the end of the DAEP/ISS assignment, each student must write a letter to his/her principal which includes the following:

1. Reason for assignment to DAEP/ISS.
2. Steps the student will take to keep from being assigned to DAEP/ISS again.
   Note: The letter must be written neatly and turned in after lunch the last day of the DAEP/ISS assignment.

Students assigned to the DAEP/ISS may not be on school grounds or at any school-related activity. The only school property students assigned to DAEP/ISS are permitted is the DAEP/ISS center.

Transportation will not be provided to students assigned to the DAEP/ISS.

All tardy students will:
1. Receive a warning for the first tardy.
2. All tardy after that will result in additional DAEP/ISS days.

Truancy will be filed immediately when a third unexcused absence is incurred. Non-compliance will not be tolerated. Additional DAEP/ISS days, suspension, expulsion, and/or police intervention are additional consequences of noncompliance.

Disruptions of School Operations
Disruptions of school operations are not tolerated and may constitute a misdemeanor offense. As identified by law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or 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; and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.
- Interference with the transportation of students in vehicles owned or operated by the district.

Electronics Devices and Technology Resources

Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones
For safety purposes, the district permits students to possess telecommunications devices, including mobile telephones; however, these devices must remain turned off and in students’ lockers during the instructional day and lunch recess (7:50 a.m.-3:45 p.m.), including during all testing. The office will hold devices for the students to be picked up after school. After school dismisses, the students may use their cell phones once they have exited the building. A student must have approval to possess other telecommunications devices such as netbooks, laptops, tablets, Apple Watches or other portable computers. Any device that connects remotely to a telecommunications device is considered an extension of that device and will be subject to all applicable campus and district policies.

The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.
If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The student may pick up the confiscated telecommunications device from the principal’s office for a fee of $15 after the first offense.

1st – Warning, 2nd - $15, 3rd - $15 + Lunch Detention, 4th - $15 + 1 day of After School Detention or 1 swat, 5th - $15 + 2 days of After School Detention or 2 swats, 6th - $15 + 1 day of Saturday School or 3 swats and Loss of Open Campus privileges for two weeks, 7th - $15 + 3 days of ISS or 2 swats per day for 3 days (Parent must come pick up phone from office)

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

In limited circumstances and in accordance with law, a student’s personal telecommunications device may be searched by authorized personnel. [See Searches on page 35 and policy FNF.]

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

Possession and Use of Other Personal Electronic Devices

Except as described below, students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school, unless prior permission has been obtained. Without such permission, teachers will collect the items and turn them in to the principal’s office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

In limited circumstances and in accordance with law, a student’s personal electronic device may be searched by authorized personnel. [See Searches on page 35 and policy FNF.]

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

Instructional Use of Personal Telecommunications and Other Electronic Devices

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook). When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Acceptable Use of District Technology Resources

To prepare students for an increasingly technological society, the district has made an investment in the use of district-owned technology resources for instructional purposes; specific resources may be issued individually to students. Use of these technological resources, which include the district’s network systems and use of district equipment, is restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Unacceptable and Inappropriate Use of Technology Resources

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send
such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as “sexting,” will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement.

In addition, any student who engages in conduct that results in a breach of the district’s computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion.

**Backpacks/Luggage**

Middle School students will only be allowed to use backpacks/luggage to transport books and materials to and from school. Backpacks/luggage will NOT be allowed in the classrooms and halls during the school day. Backpacks/luggage must be kept in lockers at all times.

**Social Events**

School rules apply to school social events to which a student attends. Middle School students MAY NOT attend High School dances. Guests MAY NOT attend Middle School dances and parties.

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.

A student who is absent from school on the day of a social event, except in the case of an extracurricular absence, will not be allowed to attend the social event (see Absences on page 9).

Certain EMS social events (parties, dances, ceremonies, graduation, etc.) may have special expectations for attendance and attire (dress code applies):

- **5th Quarter Party and Dance**—7th & 8th Grade only—casual attire (dress code applies)
- **Fall Ball**—6th, 7th & 8th Grade only—casual, but nice attire (dress code applies)
- **Valentine’s Dance**—6th, 7th & 8th Grade only—“Sunday Clothes”/Semi-Formal: boys in dress pants and collared shirts (no jeans) and girls in slacks, skirts and blouses, or dresses (formals are discouraged—dress code applies)
- **Spring Fling**—5th, 6th, 7th & 8th Grade—casual attire (dress code applies)
- **EMS Awards Ceremony & 8th Grade Graduation**—5th, 6th, 7th & 8th Grade—dressy attire: 5th, 6th & 7th Grade Boys—Nice jeans, slacks or khakis, collared dress shirt or polo (shirt tucked in); 5th, 6th & 7th Grade Girls—Nice slacks or jeans with blouse, nice skirt with blouse, or dress (dress code applies)—no flip flops.
- **8th Grade Boys**—khakis or nice slacks, collared dress shirt and tie (shirt tucked in)—no flip flops and no jeans
- **8th Grade Girls**—nice skirt with blouse, nice pant suit, or dress (dress code applies)—no flip flops and no jeans

**CONTAGIOUS DISEASES / CONDITIONS**

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a 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.

The school nurse or the principal’s office can provide information from the Department of State Health Services regarding these diseases.

**COUNSELING**

**Academic Counseling**

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures. Each spring, students in grades 8 through 11 will be
provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and vocational opportunities.

To plan for the future, each student should work closely with the counselor in order to enroll in the high school courses that best prepare him or her for attendance at a college, university, or training school, or for pursuit of some other type of advanced education. The counselor can also provide information about entrance exams and application deadlines, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

**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. A student who wishes to meet with the counselor should make an appointment through the middle school office.

**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.

[For more information, refer to EHBAA (LEGAL), FFE (LEGAL) and FFG (EXHIBIT).]

**DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION**

The district believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation 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 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, color, religion, gender, national origin, disability, or any other basis prohibited by law. [See policy FFH]

**Dating Violence**

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense. This type of conduct is considered harassment if the conduct is 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.

Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student’s family members or members of the student’s household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

**Discrimination**

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law, that it negatively affects the student.

**Harassment**

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 in the principal’s office and in the superintendent’s office.

Examples of harassment 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.

**Sexual Harassment**

Sexual harassment of a student by an employee, volunteer, or another student is prohibited.

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.

Examples of prohibited sexual harassment may include, but not be limited to, 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.

**Retaliation**

Retaliation against a person who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also 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 student might occur 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.

**Reporting Procedures**

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, counselor, principal, or other district employee. The report may be made by the student’s parent. See policy FFH (LOCAL) for the appropriate districts officials to whom to make a report.

**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 dating violence, 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 FNG (LOCAL).

**DISCRIMINATION**

[See Dating Violence, Discrimination, Harassment, and Retaliation on page 18.]
DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

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

The school yearbook, the Talon, is available to students to purchase.

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

[See Directory Information for School-Sponsored Purposes on page 8.]

Non-school 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 non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made in two school days.

The principal will designate locations for approved non-school materials to be placed for voluntary viewing by students. [See policies at FNAA.]

A student may appeal a principal’s decision in accordance with policy FNG (LOCAL). Any student who posts non-school material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without the principal’s approval will be removed.

Non-school 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 policies at GKDA. To be considered for distribution, any non-school 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 superintendent for prior review. The superintendent 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. [See policies at DGBA, FNG, or GF.]

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 GKD (LOCAL) or a noncurriculum-related student group meeting held in accordance with FNAB (LOCAL).

- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

All non-school materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.
DRESS AND GROOMING

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:

Hair

- Hair should be kept clean, neat, well groomed, and of a natural hair color. Students shall NOT wear distracting hair styles which includes, but is not limited to extensions of extreme colors, “feathers,” extreme multi-tone coloring, Mohawks, etc. Boy’s hair cannot be below mid-ear on the side, below the eyebrow in front, or lower than the top of the collar of a dress shirt in the back (If questionable, the student will be asked to hold down “flipping” hair so that true length can be ascertained).
- Students shall be clean-shaven at all times. Mustaches, goatees, or beards are not permitted. Sideburns shall be no longer than the bottom of the earlobe.

Jewelry, Accessories & Tattoos

- Boys shall not wear ear jewelry on school campus or during school-related activities.
- Tongue, nose, eye, navel, etc. rings (studs) are not permitted by any student on school campus or during school-related activities.
- Any jewelry or trinket that is noisy and/or permits undue distraction in the school environment shall not be permitted.
- Wallet chains are prohibited. No chains will be allowed on school property (ex. wallet, backpack, etc.). Dog chains/collars or bicycle chains worn around the neck or wrist will not be allowed.
- Exposed tattoos shall be covered.
- Appropriate shoes must be worn at all times. “Heelys” are not appropriate unless the wheels have been removed from the heels for school.
- Hats, caps, scarves/bandannas, or any head wear shall not be worn in the building. Hats or caps may be worn ONLY at athletic events (not including pep rallies). Caps are to be worn correctly, with the bill pointed straight forward, and not worn backwards or the bill turned at an angle. “Feathers” are not acceptable to wear in hair.
- Sunglasses are not to be worn in school unless medically prescribed.

Clothes

- Shorts are acceptable, but must meet appropriate length, target modesty, and be of a non-revealing fabric/style. Leggings, spandex, and/or “biker” shorts are not permitted unless worn under skirts or shorts that meet length specifications. Shorts must be longer than the tips of the fingers with the arm extended to the student’s side. Loose, long shirts that meet the length requirements will be allowed over leggings but must follow the same guidelines as dresses and skirts.
- Dresses and skirts will be governed by the same length standard as shorts (longer than the tips of the fingers with the arms extended to the student’s side) to ensure modesty, but proper coverage of the body and undergarments must be maintained as well as being of a non-revealing fabric/style. Dresses and skirts featuring high slashes or slits are not appropriate for school. The length test will be applied to the top of the slash/slit. Dresses and skirts, especially those that flair at the bottom, need to be selected with heightened care to ensure proper coverage of the body.
- Clothes with rips, tears, etc. may be acceptable if patches have been applied under the holes to ensure skin and undergarments will not show unless the rips and tears are in inappropriate places (examples: rips in the seat of jeans are unacceptable even with patches, while tears on the legs/knees may be okay but with a patch under it).
• Clothes must be hemmed or with a sewn cuff. Cutoffs and/or frayed hems are unacceptable with the exception of clothes manufactured in a way that a hem is stitched and then the bottom of the garment is purposefully frayed.

• Students shall not wear oversized clothing including shirts and baggy wide-legged or large outside pocket pants. Waistbands of pants shall be pulled up appropriately and worn to ensure proper coverage of undergarments and mid-sections/lower torsos of students.

• Shirts must cover mid-section. No skin will show at any time. Transparent clothing, halter tops, tank tops, spaghetti straps and form fitting clothing will not be permitted. Girls—shirts must be 2 inches wide at the shoulder. Boys—may not wear sleeveless shirts.

• All clothing shall be appropriately buttoned.

• Appropriate undergarments shall be worn. Any clothing that exposes undergarments or breast cleavage is prohibited.

• Clothing, jewelry or items with coloring, designs, symbols, or lettering that would be interpreted as inappropriately suggestive, offensive, vulgar, or that would advertise alcohol, tobacco, drugs, acts of violence, illegal, or prohibited activities are prohibited.

• No gang apparel will be permitted, which does include bandanas and G-Unit apparel at the time of publication of this handbook. Should school personnel ascertain that other specific apparel items are being used by gangs, all students and parents will be notified.

These rules are in effect during all school hours, at all school-related activities and at any time that a student is on campus and school property. This includes the class periods after athletics.

Students found in violation of the school dress code will be asked to correct the violation or to change immediately in order to attend classes. Students may also be sent home. A Dress Code Violation Report will be filed on each incident and will be kept on record in the office. Repeat offenders will be subject to disciplinary action (consequences for disciplinary action after the 2nd one).

The principal is the final determiner of what is or is not acceptable school dress.

Parents are asked to monitor their child’s clothes daily prior to he/she leaving for school keeping in mind that the child may be growing and clothes that met the dress code at the beginning of the year may not be appropriate later in the school year.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing inter-district competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. [See http://www.uil.utexas.org for additional information.]

• A student who receives at the end of a grading period a grade below 70 in any class—may not participate in extracurricular activities for at least three school weeks (the principal has an Eligibility Calendar of when students become ineligible and when they regain eligibility).

• A student with disabilities who fails to meet the standards in the individualized education program (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 10 absences not related to post-district competition, a maximum of 5 absences for post-district competition prior to state, and a maximum of 2 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. The District shall permit an additional five absences for competitions and performances sponsored by UIL or any other organization approved by the Board.
• An absence for participation in an activity that has not been approved will receive an unexcused absence.
• A student must be in attendance at school at least ½ day in order to be able to participate in an extracurricular event that day.

Standards of Behavior

Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic 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.

A middle school student who has been assigned to ISS or DAEP may not participate in or attend a school sponsored activity until he/she has attended one full day of classes on the middle school campus.

[For further information, see policies at FM and FO. For student-organized, student-led groups, see Meetings of Noncurriculum-Related Groups on page 35.]

Offices and Elections--ELDORADO MIDDLE SCHOOL**

• Student Council—Officers and representatives are elected and maintain these positions according to the organization’s constitution and by-laws. These are located in the Middle School Office.
  o Elected Officers—President 8th grader
    Vice President 8th grader
    Secretary 7th grader
  o Representatives—5 per grade level (grades 6-8)

• Cheerleaders—Guidelines for cheerleaders are located in the Middle School Office and are provided to each student who meets the deadlines determined in the spring of each year just prior to tryouts.

FEES

Materials that are part of the basic educational program are provided with state and local funds 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.
• Buy/rent musical instruments (those not provided by the District), reeds, etc., instrument maintenance, and uniform maintenance, when uniforms are provided by the district.
• Personal apparel used in extracurricular activities that becomes the property of the student.
• Fees for lost, damaged, or overdue library books.
• Fees for lost or damaged text books and/or trade books issued to student in a classroom.

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 Ezra Walling, EMS Principal. [For further information, see policies at FP.]
**FUND-RAISING**

Student clubs 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 EMS Principal at least 5 days before the event. [For further information, see policies FJ and GE.]

Except as approved by the campus principal, fundraising is not permitted on school property.

**GANG-FREE ZONES**

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

**GRADING GUIDELINES**

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the classroom teacher. These guidelines have been reviewed by each applicable curriculum department and have been approved by the campus principal. These guidelines establish the minimum number of assignments, projects, and examinations required for each grading period. In addition, these guidelines establish how the student’s mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.). Grading guidelines also outline in what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade.

Also see **Report Cards/Progress Reports and Conferences** on page 32 for additional information.

**HARASSMENT**

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 18.]

**HAZING**

Hazing is defined as any intentional, knowing, or reckless act occurring on or off campus directed against a student that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated to, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students.

Hazing will not be tolerated by the district. If an incident of hazing occurs, disciplinary consequences will be handled in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal or superintendent.

[Also see **Bullying** on page 12 and policies FFI and FNCC.]
HEALTH-RELATED MATTERS

Bacterial Meningitis

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

• What is meningitis?

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

• What are the symptoms?

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

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

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

• How serious is bacterial meningitis?

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

• How is bacterial meningitis spread?

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

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

• How can bacterial meningitis be prevented?

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

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

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

  You should seek prompt medical attention.

• Where can you get more information?

  Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the Web sites for the Centers for Disease Control and Prevention, http://www.cdc.gov, and the Department of State Health Services, http://www.dshs.state.tx.us/.

Food Allergies

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

**Physical Activity for Students in Middle School**

In accordance with policies at EHAB, EHAC, and FFA, the district will ensure that students in kindergarten through grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week. Students in grades 6-8 shall engage in 30 minutes of moderate or vigorous physical activity per day for at least four semesters OR at least 225 minutes of moderate or vigorous physical activity within a two-week period for at least four semesters.

The district offers 40-45 minutes per day of physical activity to students in middle school to meet district physical education requirements for these grades. For additional information on the district’s requirements and programs regarding middle school student physical activity requirements, please see the principal.

For additional information on the district’s requirements and programs regarding elementary, middle, and junior high school student physical activity requirements, please see the principal.

All students are expected to participate fully in their assigned Physical Education/Athletics classes. **Only with a note from a health care provider will a student be excused from class activities for more than one day.** Questions concerning this can be directed to the school nurse.

**School Health Advisory Council (SHAC)**

The duties of the SHAC range from recommending curriculum to developing strategies for integrating curriculum into a coordinated school health program encompassing school health services, counseling services, a safe and healthy school environment, recess recommendations, and employee wellness. See policies at BDF and EHAA. Additional information regarding the district’s School Health Advisory Council is available from the superintendent. [See also policies at BDF and EHAA.]

[See Removing a Student from Human Sexuality Instruction on page 3 for additional information.]

**Other Health-Related Matters**

**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 Ezra Walling, EMS Principal, to obtain the results of his or her child’s physical fitness assessment conducted during the school year.

**Vending Machines & Food (not from cafeteria)**

The district has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines see the principal. [See policies at CO and FFA.]

For Eldorado Middle School, water is the only allowed beverage to be brought in the hallways, lockers, and classrooms by students. Students may be allowed to bring individual snacks to a class, provided that the teacher has given permission and the snacks fall within the FMNV guidelines, **and the student does not share it with anyone else.** Gum and candy are not allowed on campus during the instructional day as per FMNV guidelines.

**SUNFLOWER SEEDS ARE NOT ALLOWED ON SCHOOL GROUNDS, IN BUILDINGS, IN SCHOOL VEHICLES, etc.**
**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. [See the Student Code of Conduct and policies at FNCD and GKA.]

**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 Billy Collins, SCISD Superintendent, 853-2514 ext. 221.

**Pest Management Plan**
The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free school environment.

All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who have further questions or who want to be notified prior to pesticide application inside their child’s school assignment area may contact Oscar Martinez, the district’s Maintenance Director, at 853-2514 ext.525.

**Head Lice**

**Screening**
Active head lice infestation may create a difficult learning environment for the affected student(s); therefore, the district maintains a program to identify and eliminate head lice. Children shall be screened by the school nurse or other school official with consideration for privacy and confidentiality. Mass screenings are disruptive and initiate unnecessary use of lice medication that can cause resistance, so SCISD will not conduct mass screenings unless there are two or more active cases in the same classroom within the same week. When a student is suspected of having head lice or the teacher notices excessive head scratching, the school nurse or other school official shall inspect the child. When live lice are found, the school nurse or other school official shall check the student’s siblings and all known household contacts on the same campus. A parent can call and request that their child be checked, but they cannot request that another child be checked. It will be determined by the school nurse and campus administrator if a classroom check will be performed upon a parent request. DO NOT DISCUSS A STUDENT’S LICE ISSUE WITH ANYONE OTHER THAN A CUSTODIAL PARENT OR GUARDIAN.

**Notification**
Letters shall be sent to the parents of students with active infestations within 48 hours as required by SB 1566. If an entire classroom is screened following the above mentioned requirements, then the letter needs to be sent home with each student (not just the students with active infestations). Also, as required by SB 1566, notification will be sent to the parents of Elementary students in the same class as the child with lice no later than five (5) days after the date on which the administrator or nurse, as applicable, determines or becomes aware of the fact. Notices will include recommendations of the CDC for treatment and prevention of lice.
Exclusion

Children identified with live lice shall be sent home or excluded from the classroom until treatment is completed by the parents or guardians. The school nurse or other school official shall provide instruction to the parent and/or guardian regarding identification of active infestation, treatment procedures, and readmission guidelines.

Treatment

It is recommended that the parent contact their child’s physician for treatment options and that prescribed medication directions be strictly followed. If they do not have a regular physician, then it is recommended that a FDA approved, over-the-counter lice product be used---again strictly following package directions. It is also important that a lice comb is used to remove the nits and dead lice. Retreatment is recommended in 7-10 days.

Readmission

Children who are sent home for head lice infestation must be free of live lice and virtually all nits must be removed from the hair before the student may return to school. When a student returns to school (presumably on the next day), the student shall be re-examined. If live lice are found, the student will be sent home again. The previous procedure will be followed until the student is free of live lice and virtually all nits. When a student has missed five consecutive days of school related to lice infestation, a warning letter shall be sent to the parent to notify them that the student is immediately required to be at school. There will be no academic penalty imposed for absences.

HOMELESS STUDENTS

For more information on services for homeless students, contact the district’s Liaison for Homeless Children and Youths, Paige Ragsdale, at (325) 853-2514 ext. 321.

HOMEWORK

Any work related to school learning done outside the classroom, outside the regular school work hours, not under the immediate and direct supervision of the teacher and presumably at home under the jurisdiction of home. Homework is an essential part of the educational process. Students are expected to complete assigned homework. Failure to submit completed assignments may result in loss of credit and/or disciplinary action. Points deducted for a late assignment is at the discretion of the individual teacher.

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 State Health Services (DSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at https://webds.dshs.state.tx.us/immco/affidavit.shtm. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

A current list of required immunizations can be found on the school website: www.scisd.net

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 a member of the student’s family or household. This certificate must be renewed yearly.
unless the physician specifies a life-long condition. [For further information, see policy FFAB(LEGAL) and the Department of State Health Services Web site: http://www.dshs.state.tx.us/immunize/school/default.shtm.]

LAW ENFORCEMENT AGENCIES

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

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

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

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

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer’s identity and, to the best of his or her ability, will verify the official’s authority to take custody of the student. The principal will immediately notify the superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student’s release to a law enforcement officer, any notification will most likely be after the fact.

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

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

[For further information, see policies FL(LEGAL) and GRA(LEGAL).]
**LIMITED ENGLISH PROFICIENT STUDENTS**

A student with limited English proficiency (LEP) is entitled to receive specialized services from the district. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student’s parent must consent to any services recommended by the LPAC for a LEP student.

In order to determine a student’s level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services and once a level of proficiency has been established, the LPAC will then designate instructional accommodations or additional special programs the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student’s continued eligibility for the program.

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR-L, as mentioned at **Standardized Testing**, below, may be administered to a LEP student. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to LEP students who qualify for services.

If a student is considered LEP and receives special education services because of a qualifying disability, the student’s ARD committee will make these decisions.

**MAKEUP WORK**

**Makeup Work Because of Absence**

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 order to master the essential knowledge and skills objectives 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 Makeup Work**

A student removed to a disciplinary alternative education program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, a foundation curriculum course in which the student was enrolled at the time of removal. The district may provide the opportunity to complete the course through an 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. [See policy FOCA (LEGAL).]

**In-school Suspension (ISS) Makeup Work**

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. The district will not charge the student for any method of completion provided by the district. [See policy FO(LEGAL).]
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, in accordance with policies at FFAC, may administer:
  - Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
  - Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
  - 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 and principal.

Students that need to monitor or manage medical/health concerns at school during regular class time, (excluding PE, athletics, and extracurricular activities) that require any medical device, must do so in the campus office. The office will contact the nurse if needed, and the student will have access to a sink, soap, sanitizer, sharps container, or other items needed to take care of the individual’s needs.

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. [See policy FFAF (LEGAL).]

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. [For further information, see policies at FFAC.]

NONDISCRIMINATION STATEMENT

In its efforts to promote nondiscrimination, Schleicher County 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:

- **Title IX Coordinator**, for concerns regarding discrimination on the basis of gender: Billy Collins, SCISD Superintendent, (325) 853-2514 ext. 221.
- **ADA/Section 504 Coordinator**, for concerns regarding discrimination on the basis of disability: Billy Collins, SCISD Superintendent, (325) 853-2514 ext. 221.
- **All other concerns regarding discrimination**: Billy Collins, SCISD Superintendent, (325) 853-2514 ext. 221. [See policies FB (LOCAL) and FFH (LOCAL).]

**PHYSICAL EXAMINATIONS / HEALTH SCREENINGS**

A full-time nurse is available for the schools in Schleicher County ISD to aid in taking care of the general health of the students and to give first aid for school-time illnesses and accidents.

Parents have primary responsibility for the health of their children. Health service programs such as hearing, sight, and spinal screenings are designed to assist parents in discharging this responsibility but not to assume it for them.

Good judgment should be used by parents in sending children to school or to the nurse’s office. If a child is sent to school ill or with fever, the parent will be called to the school to pick up the student.

**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. Parents may submit a written request to the principal to excuse their child from reciting a pledge. [See **Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags** on page 3.]

One minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. [See policy EC (LEGAL) for more information.]

**PRAYER**

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional 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 will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student’s teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by the district. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

In grades 5-8, promotion is based on a student receiving an end-of-year grade of at least 70 in Language Arts **AND** Mathematics, and either Social Studies or Science [refer to EIE(LOCAL)].

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the State of Texas Assessments of Academic Readiness (STAAR), if the student is enrolled in a public Texas school on any day between January 1 and the date of the first administration of the STAAR.*

- In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessments in English or Spanish.
- In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessments in English.
If a student in grade 5 or 8 is enrolled in a course that earns high school credit and for which an end-of-course (EOC) assessment will be administered or in a course intended for students above the student’s current grade level in which the student will be administered a state mandated assessment, the student will not be subject to the promotion requirements described above for the relevant grade 5 or 8 assessment. However, the student’s score on the EOC assessment will be used in determining whether the student meets the minimum cumulative score required for graduation.

If a student is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state mandated assessment, the student will only be required to take an applicable state mandated assessment for the course in which he or she is enrolled.

[See Standardized Testing on page 38.]

Parents of a student in grades 3–8 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. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year.

A student in grade 5 or 8 will have two additional opportunities to take a failed assessment. 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 and the student must complete additional special instruction before beginning the next grade level. 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. [See policies at EIE.]

Certain students—some with disabilities and some with limited English proficiency—may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, counselor, or special education director.

A Personal Graduation Plan (PGP) will be prepared for any student in a middle school or beyond who did not perform satisfactorily on a state-mandated assessment or is determined by the district as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented by a guidance counselor, teacher, or other staff member designated by the principal. The plan will, among other items, identify the student’s educational goals, address the parent’s educational expectations for the student, and outline an intensive instruction program for the student. [For additional information, see the principal and policy EIF (LEGAL).]

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 regularly 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 to report to the office. The office will send the student to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student’s parent. A student should never use a personal mobile phone to call/text parent to come pick them up from school because of illness.

REPORT CARDS / PROGRESS REPORTS AND 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 6 weeks.
At the end of the first three weeks of a grading period, parents will be given a written progress report. If the parents are concerned about an unsatisfactory progress report, they may request to schedule a conference with the teacher of the class or subject of concern. 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. [See Working Together on page 1 for how to schedule a conference.]

Teachers follow grading guidelines that have been approved by the principal and are 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. [See policy EIA (LOCAL) and Grading Guidelines on page 24.]

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 in accordance with FNG (LOCAL).

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.

**RETIATION**

[See Dating Violence, Discrimination, Harassment, and Retaliation on page 15.]

**SAFETY**

Student safety on campus and 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.

**Accident Insurance**

Parents will have the opportunity to purchase low-cost accident insurance that would help meet medical expenses in the event of injury to their child. Information may be found in the student’s registration folder.

**Drills: Fire, Tornado, and Other Emergencies**

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**

3 bells       leave the building
1 bell        halt; stand at attention
2 bells       return to the classroom

**Tornado Drill Bells**

1 continuous bell  move quietly but quickly to the designated locations
2 bells          return to the 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 may have to rely on 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

The District may close schools because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the District’s facilities. When it become necessary to open late or to release students early, the following radio and television stations will be notified by school officials:

- KLST – TV  
  San Angelo  
  949-8800
- KHOS – Radio  
  FM 92.1  
  Sonora  
  387-3553
- KIXY – Radio  
  FM 94.7  
  San Angelo  
  949-3333
- KLDE – Radio  
  FM 104.9  
  Eldorado  
  853-3739

The Alert Now system will attempt to call/text each parent who has the correct information on file at EMS office.

SCHOOL FACILITIES

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 front doors and courtyard doors will be the only doors unlocked for student accessibility to the building.

The following areas are open to students before school beginning at 7:45 a.m. These areas, however, will not be monitored by school personnel until 7:45 a.m. Do NOT drop students off before 7:45.

- Courtyard—Outside Area to be used by 7th & 8th grade before school.
- East Porch, Cafeteria Driveway & Playground—Outside Area to be used by 5th and 6th grade before school
- Students will only be allowed into the school building in the morning (before school), with teacher tutorials pass, extreme weather conditions, or principal approval. Students will enter assigned morning areas by sidewalks around the EMS building; 5th/6th grade walk sidewalk next to 5th/6th wing; 7th/8th grade by their wing’s sidewalk
- 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.

NO BICYCLES, SKATEBOARDING, IN-LINE SKATING or HEELYS, etc. are to be ridden on school property including, but not limited to sidewalks, tennis courts, track, courtyards, and concrete slabs.

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 rehearsals, club meetings, athletic practices, 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 established by the sponsor for extracurricular participants.
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.

Cafeteria Services
The district participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student’s participation is confidential. An application is included in each student’s registration material. See Ima Bruce if you have questions.

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. THERE CAN BE NO SHARING OF “OUTSIDE” FOOD AND NO SHARING OF CAFETERIA FOOD WITH ANYONE WHO DID NOT GET A TRAY. [For more information, see policy CO (LEGAL).]

Breakfast will be served from 7:55 a.m.-8:05 a.m. daily for those middle school students choosing to participate.

CHARGING OF STUDENT LUNCHES IS DISCOURAGED.

A student placed in DAEP or ISS will have a cafeteria lunch brought to him daily. The only other alternative is for the student to bring a sack-lunch with him when he arrives to school in the morning. Lunches may not be delivered during the day by the parents.

Closed-Campus
Eldorado Middle School is a closed campus for Grades 5 through 8. A student may only leave campus with a parent following sign-out procedures through the office. A student may not be checked out by another student’s parent without written permission being on file. Students who leave school property without permission of school authorities will be considered truant and dealt with accordingly. The campus is closed to visitors unless they have checked into the office and received permission from the appropriate administrator. Sitting in parked vehicles on school property is unacceptable.

NOTE: This, as with all rules, applies to not only the physical property but extends to an area 300 feet outside property lines of the school, and students are responsible for their actions in school vehicles at all times.

Deliveries, Gifts and Homecoming
Parents, friends, and family members are discouraged from delivering gifts or having gifts delivered to a student during school hours. The Middle School Office will not accept and will not be responsible for gifts for students delivered during school hours. During Homecoming week, students will not be allowed to wear or carry mums, armbands, headdresses, wands, etc. at school (including pep rally).

Library
The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. Each middle school student will have the opportunity to go to the library through his/her Language Arts class weekly. A schedule will be posted for other times of availability.

Meetings of Non-curriculum-Related Groups
Student-organized, student-led non-curriculum-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 policy FNAB(LOCAL).

A list of these groups is available in the principal’s office.
**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.

**Students’ Desks and Lockers**

Students’ 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. **Any middle school student is allowed to bring a lock for his/her locker provided that the combination or extra copy of the key is on file in the office.**

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 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.

Students may personalize the insides of their lockers with removable shelves, supplies, photographs of family and friends (properly clothed in pictures), but magazine and newspaper pictures/articles will not be permitted. Stickers, decals, and use of transparent tape are not allowed (magnets are suggested).

Decorations on the outside of the lockers are limited to EMS organizations and EMS team membership locker signs and all must be approved by the principal.

**Electronic Devices**

Use of district-owned equipment and its network systems is not private and will be monitored by the district. [See policy CQ for more information.]

Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

[See policy FNF (LEGAL) for more information.]

**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 around lockers and the areas around 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. An item in a classroom, a locker, or a vehicle to which a trained dog alerts may be searched by school officials.

**Drug-Testing**

The District requires drug testing of any student in grades 7–12 who chooses to participate in school-sponsored extracurricular activities. A student participating in these activities shall be tested for the presence of illegal drugs and alcohol at the beginning of each school year and prior to joining an extracurricular program at any time during the school year. In addition, students shall be randomly tested throughout the school year.

School-sponsored extracurricular activities for which testing is required include all UIL-sanctioned activities such as athletics, band, one-act play, and academics, FFA, FHA, FCA, National Honor Society, TAFE, cheerleading, including the mascot, prom and other recreational/social events sponsored by the District. Any student who seeks reimbursement from the District for dual credit courses shall be tested as well.

The purposes of the drug-testing program are to: prevent injury, illness, and harm resulting from the use of illegal and performance-enhancing drugs or alcohol; help enforce a drug-free educational environment; deter student use of illegal and performance-enhancing drugs or alcohol; and educate students regarding the harm caused by the use of illegal and
performance-enhancing drugs or alcohol. The District shall provide each parent and student a copy of the drug-testing policy and consent form prior to the student’s participation in an affected activity.

The drug-testing policy shall also be posted on the District’s Web site: www.scisd.net

The District shall conduct meetings with parents and interested student participants prior to the beginning of each semester. District employees shall explain the drug-testing program and review the policy and consent form. Student attendance at the orientation meeting is mandatory. Parent attendance at an orientation meeting is strongly encouraged. Before a student is eligible to participate in extracurricular activities, the student shall be required annually to sign a consent form agreeing to be subject to the rules and procedures of the drug testing program. If the student is under the age of 18, the student’s parent or guardian shall also sign a consent form. If appropriate consent is not given, the student shall not be allowed to participate in extracurricular activities.

Drug test results shall be used only to determine eligibility for participation in extracurricular activities. Positive drug test results shall not be used to impose disciplinary sanctions or academic penalties. Nevertheless, nothing in this policy shall limit or affect the application of state law, local policy, or the Student Code of Conduct. A student who commits a disciplinary offense shall be subject to consequences in accordance with the Student Code of Conduct. Drug-test results shall be confidential and shall be disclosed only to the student, the student’s parents, and designated District officials who need the information in order to administer the drug-testing program. Drug test results shall not be maintained with a student’s academic record. Results shall not be otherwise disclosed except as required by law.

The Board shall contract with a certified drug-testing laboratory to conduct testing of students’ urine samples. Testing laboratories shall not release statistics regarding the rate of positive drug tests to any person or organization without consent of the District. The District shall make available to students and parents a list of the exact substances for which tests will be conducted. Personnel from the drug-testing laboratory shall collect urine samples under conditions that are no more intrusive than the conditions experienced in a public restroom. When selected for testing, a student shall be escorted to the school’s testing site by a District employee and shall remain under employee supervision until the student provides a sample. Samples shall be produced by a student from behind a closed restroom stall. A District employee of the same gender as the student shall be present when any samples are collected. Random tests shall be conducted on as many as ten dates throughout the school year. No less than 15 percent and no more than 30 percent of the students participating in the program shall be randomly selected for each random test date. The drug-testing laboratory shall use a random selection method to identify students chosen for random testing. Students shall not receive prior notice of the testing date or time. A student who refuses to be tested when selected or who is determined to have tampered with a sample shall be deemed to have a positive test result and shall be subject to the appropriate consequences depending on previous positive test results, if any. If a student is absent on the day of the random test, a sample shall be collected on the next random testing date.

An initial positive test shall be confirmed by a second test of the same specimen before being reported as positive. Upon receiving results of a positive drug test, the District shall schedule a meeting with the student, the student’s parent if the student is under the age of 18, and the coach or sponsor of the extracurricular activity to review the test results and discuss consequences. The student or parent shall have five school days following the meeting to provide a medical explanation for a positive result. Consequences of positive test results shall be cumulative through the student’s enrollment in the District.

A student who has a confirmed positive drug test shall be subject to the following consequences: FIRST OFFENSE—the student shall be suspended from any extracurricular activity for 15 school days following the date the student and parent are notified of the test results. During the period of suspension, the student may participate in practices but not in any competitive activities. If the student wishes to return to participation in extracurricular activities, the student must be retested at the end of the period of suspension and have a negative test result; the student shall be retested on the next six random test dates. The District shall notify the parent and student of drug and alcohol abuse prevention resources available in the area. SECOND OFFENSE—the student shall be suspended from any extracurricular activity for 60 school days following the date the student and parent are notified of the test results and shall be required to complete an approved drug/alcohol counseling program. Approved drug/alcohol counseling programs are available in the area at no cost; however if the parent and student choose a program that does include a fee, the District shall not be responsible for any costs associated with the program. During the period of suspension, the student may participate in practices but not in any
competitive activities. If the student wishes to return to participation in extracurricular activities, the student must be retested at the end of the period of suspension and have a negative test result; the student shall be retested on the next six random test dates. THIRD OFFENSE—the student shall be suspended from participation in any extracurricular activity for 180 school days following the date the student and parent are notified of the test results and shall be required to complete an approved drug/alcohol counseling program. Approved drug/alcohol counseling programs are available in the area at no cost; however if the parent and student choose a program that does include a fee, the District shall not be responsible for any costs associated with the program. During the period of suspension, the student shall not be permitted to participate in practices.

If the student wishes to return to participation in extracurricular activities, the student must be retested at the end of the period of suspension and have a negative test result; the student shall be retested on each subsequent random testing date. FOURTH OFFENSE—the student shall be ineligible for participation in any extracurricular activity for the remainder of his or her enrollment in the District.

If a student’s suspension from participation is not completed by the end of the semester, the student shall complete the assigned period of suspension during the following semester or during the first semester of the following school year. A student or parent may appeal a decision made under this policy in accordance with FNG (LOCAL). The student shall be ineligible for participation in extracurricular activities while the appeal is pending.

[For further information, see policy FNF (LOCAL). Also, see Steroids, on page 32.]

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 Ezra Walling, EMS Principal.

A request for a special education evaluation may be made verbally; it does not need to be made in writing. Districts must still comply with all federal prior-written notices and procedural safeguard requirements as well as the requirements for identifying, locating, and evaluating children who are suspected of having a disability and in need of special education. However, a verbal request does not require the district to respond within the 15 school-day timeline.

Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services

5. For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students.

6. If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school’s overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

7. Special Education Referrals:

8. If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the Notice of Procedural Safeguards. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

9. Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of
being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

10. If the district or charter school decides to evaluate the student, it must complete the student’s initial evaluation and evaluation report no later than 45 school days from the day it receives a parent’s written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

11. There is an exception to the 45-school-day timeline. If a district or charter school receives a parent’s consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

12. Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.


Contact Person for Special Education Referrals:

14. The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:

15. Contact Person: Suzie Esparza
16. Phone Number: 325-853-2514 ext.421

17. Section 504 Referrals:

18. Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district’s or charter school’s Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

19. Contact Person for Section 504 Referrals:

20. The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

21. Contact Person: Suzie Esparza
22. Phone Number: 325-853-2514 ext.421

23. Additional Information:

24. The following websites provide information and resources for students with disabilities and their families.

- [Legal Framework for the Child-Centered Special Education Process](#)
- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)
STANDARDIZED TESTING

STAAR (State of Texas Assessments of Academic Readiness)

Grades 3–8
In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated assessments, such as the STAAR, in the following subjects:

- Mathematics, annually in grades 3–8
- Reading, annually in grades 3–8
- Writing, including spelling and grammar, in grades 4 and 7
- Science in grades 5 and 8
- Social Studies in grade 8

Successful performance on the reading and math assessments in grades 5 and 8 is required by law in order for the student to be promoted to the next grade level. For the 2013–2014 school year only, this requirement will be waived. See Promotion and Retention on page 31 for additional information.

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

STAAR-L is a linguistically accommodated assessment that is available for certain limited English proficient (LEP) students, as determined by the student’s Language Proficiency Assessment Committee (LPAC).

End-of-Course (EOC) Assessments for Students in Grades 9–12
End-of-course (EOC) assessments will be administered for the following courses:

- Algebra I
- English I and English II
- Biology
- United States History

Satisfactory performance on the applicable assessments will be required for graduation and will also affect the plan under which the student may graduate.

There will be three testing windows during the year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months. A student may choose to retake an EOC assessment.

STAAR Modified and STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student’s ARD committee. These particular EOC assessments may have different testing windows than the general assessments, and the ARD committee will determine whether successful performance on the assessments will be required for graduation.

STAAR-L, which is a linguistically accommodated assessment, will be available for students who have been determined to be limited English proficient (LEP) and who require this type of testing accommodation.

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.

Students participating in UIL athletic competition may be subject to random steroid testing. More information on the UIL testing program may be found on the UIL Web site at http://www.uil.utexas.edu/athletics/health/steroid_information.html.

STUDENTS IN PROTECTIVE CUSTODY OF THE STATE

The district strives to assist any student who has been placed in either temporary or permanent conservatorship (custody) of the state of Texas with the enrollment and registration process, as well as other educational services throughout the student’s enrollment in the district.

Please contact the EMS Counselor, who has been designated as the district’s liaison for children in the conservatorship of the state, at 853-2514 ext. 529 with any questions.

STUDENT SPEAKERS

As determined by the principal, students who have been selected for special honors, such as captain of an athletic team, student council officers, leaders of school-sponsored organizations, or Valentine’s Dance king and queen may also address school audiences at designated events.

[See FNA (LOCAL)]

SUICIDE AWARENESS

The district is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access the following Web sites or contact the school counselor for more information related to suicide prevention and to find mental health services available in your area: www.texassuicideprevention.org and/or http://www.dshs.state.tx.us/mhservices-search/

SUMMER SCHOOL

Accelerated instruction through Summer School is a requirement for those students who have not met state standards on ANY portion of the STAAR test, including any 5th and 8th grade students not mastering Reading or Math STAAR prior to the third testing opportunity. Placement is determined by the GPC (Grade Placement Committee). However, summer school will not be offered as a means of credit recovery for students who fail required core subjects. Summer school may also be recommended for students in grades 6 and 7 as a means of academic improvement for the following school year.

TARDINESS

A student who is tardy to school/class by more than 10 minutes may be assigned to detention. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the Student Code of Conduct.

TEXTBOOKS, ELECTRONIC TEXTBOOKS, AND TECHNOLOGICAL EQUIPMENT

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. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or paid for by the parent; however, the student will be provided textbooks and equipment for use at school during the school day.

TRANSFERS

[See School Safety Transfers, on page 5, and Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education, on page 5, for other transfer options.]
TRANSPORTATION

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, 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 Joey Jones, SCISD Director of Transportation at 853-3138.

See the Student Code of Conduct for provisions regarding transportation to the Disciplinary Alternative Education Program (DAEP).

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 feet, books, instrument cases, 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.
• Not possess or use any form of tobacco on school buses.
• Observe all usual classroom rules.
• Be seated while the vehicle is moving.
• Wait for the driver’s signal upon leaving the bus or van and before crossing in front of the vehicle.
• NO SUNFLOWER SEEDS ON BUSES

When students ride in a district suburban or passenger car, seat belts must be fastened at all times. Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding privileges may be suspended.

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.

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**

**General Visitors**

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 and must comply with all applicable district policies and procedures.

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 permitted.

**WITHDRAWING FROM SCHOOL**

A student under 18 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.

On the student’s last day, the withdrawal form must be presented to each teacher for current grade averages and book clearance; to the librarian to ensure a clear library record; to the cafeteria to ensure no charges have been incurred; to the secretary for the last report card and health records; and finally, to the principal. A copy of the withdrawal form will be given to the student, and a copy will be placed in the student’s permanent record.
Glossary

**Accelerated instruction** is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level and/or as a result of a student not meeting the passing standard on a state-mandated assessment.

**ACT** refers to one of the two most frequently used college or university admissions exams: the American College Test. The test may be a requirement for admission to certain colleges or universities.

**ARD** is the admission, review, and dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student and his or her parents are members of the committee.

**Attendance review committee** is sometimes responsible for reviewing a student’s absences when the student’s attendance drops below 90 percent of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit lost because of absences.

**DAEP** stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct.

**EOC assessments** are end-of-course tests, which are state-mandated, and are part of the STAAR program. Successful performance on EOC assessments will be required for graduation beginning with students in grade 9 during the 2011–2012 school year. These exams will be given in English I, English II, English III, Algebra I, Geometry, Algebra II, Biology, Chemistry, Physics, World Geography, World History, and United States History.

**FERPA** refers to the federal Family Educational Rights and Privacy Act that grants specific privacy protections to student records. The law contains certain exceptions, such as for directory information, unless a student’s parent or a student 18 or older directs the school not to release directory information.

**IEP** is the written record of the individualized education program prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts, such as a statement of the student’s present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services to be provided, and program modifications or support by school personnel; a statement regarding how the student’s progress will be measured and how the parents will be kept informed; accommodations for state or districtwide tests; whether successful completion of state-mandated assessments is required for graduation, etc.

**ISS** refers to in-school suspension, a disciplinary technique for misconduct found in the Student Code of Conduct. Although different from out-of-school suspension and placement in a DAEP, ISS removes the student from the regular classroom.

**LAT** stands for linguistically accommodated testing, which is an assessment process for recent immigrant English language learners who are required to be assessed in certain grades and subjects under the NCLB Act.

**NCLB Act** is the federal No Child Left behind Act of 2001.

**PGP** stands for Personal Graduation Plan, which is recommended for all students entering grade 9 and is required by state law for any student in middle school or higher who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

**SAT** refers to one of the two most frequently used college or university admissions exams: the Scholastic Aptitude Test. The test may be a requirement for admissions to certain colleges or universities.

**SHAC** stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to assist the district in ensuring that local community values and health issues are reflected in the district’s health education instruction.

**Section 504** is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined to be eligible
for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

**STAAR** is the State of Texas Assessments of Academic Readiness, the state’s system of standardized academic achievement assessments, effective beginning with certain students for the 2011–2012 school year.

**STAAR Alternate** is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student’s ARD committee.

**STAAR Modified** is an alternative state-mandated assessment based on modified achievement standards that is administered to eligible students receiving special education services, as determined by the student’s ARD committee.

**STAAR Linguistically Accommodated (STAAR L)** is an alternative state-mandated assessment with linguistic accommodations designed for certain recent immigrant English language learners.

State-mandated assessments are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion, and passing the grade 11 exit-level test or end-of-course assessments, when applicable, is a condition of graduation. Students have multiple opportunities to take the tests if necessary for promotion or graduation.

**Student Code of Conduct** is developed with the advice of the district-level committee and adopted by the board and identifies the circumstances, consistent with law, when a student may be removed from the classroom or campus. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP. It outlines conditions for out-of-school suspension and for expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student’s violation of one of its provisions.

**TAKS** is the Texas Assessment of Knowledge and Skills, the state’s standardized achievement test currently given to students in certain subjects in grades 10 and 11 and required for graduation for students at these grade levels.

**TELPAS** stands for the Texas English Language Proficiency Assessment System, which assesses the progress that English language learners make in learning the English language, and is administered for those who meet the participation requirements in kindergarten–grade 12.

**TxVSN** is the Texas Virtual School Network, which provides online courses for Texas students to supplement the instructional programs of public school districts. Courses are taught by qualified instructors, and courses are equivalent in rigor and scope to a course taught in a traditional classroom setting.

**UIL** refers to the University Interscholastic League, the statewide voluntary nonprofit organization that oversees educational extracurricular academic, athletic, and music contests.
Schleicher County Independent School District provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence in the Schleicher County schools by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers and support staff. The use of these technology resources is a privilege, not a right.

With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in the context of the school setting. Schleicher County ISD firmly believes that the value of information, interaction, and research capabilities available outweighs the possibility that users may obtain material that is not consistent with the educational goals of the district.

Proper behavior, as it relates to the use of computers, is no different than proper behavior in all other aspects of Schleicher County ISD activities. All users are expected to use the computers and computer networks in a responsible, ethical, and polite manner. This document is intended to clarify those expectations as they apply to computer and network usage and is consistent with District Policy.

Definition of District Technology Resources

The District's computer systems and networks are any configuration of hardware and software. The systems and networks include all of the computer hardware, operating system software, application software, stored text, and data files. This includes electronic mail, local databases, externally accessed databases (such as the Internet), CD-ROM, optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. The District reserves the right to monitor all technology resource activity.

Acceptable Use

The District's technology resources will be used only for learning, teaching and administrative purposes consistent with the District's mission and goals. Commercial use of the District's system is strictly prohibited.

The District will make training available to all users in the proper use of the system and will make copies of acceptable use guidelines available to all users. All training in the use of the District's system will emphasize the ethical use of this resource.

Software or external data may not be placed on any computer, whether stand-alone or networked to the District's system, without permission from the Superintendent or designee.

Other issues applicable to acceptable use are:

- Copyright: All users are expected to follow existing copyright laws, copies of which may be found in each campus library.
- Supervision and permission: Student use of the computers and computer network is only allowed when supervised or granted permission by a staff member.
- Attempting to log on or logging on to a computer or email system by using another's password is prohibited: Assisting others in violating this rule by sharing information or passwords is unacceptable. Improper use of any computer or the network is prohibited. This includes the following:
- Using racist, profane, or obscene language or materials.
• Using the network for financial gain, political or commercial activity.
• Attempting to or harming equipment, materials or data.
• Attempting to or sending anonymous messages of any kind.
• Using the network to access inappropriate material.
• Knowingly placing a computer virus on a computer or the network.
• Using the network to provide addresses or other personal information that others may use inappropriately.
• Accessing of information resources, files and documents of another user without their permission.
• The use of Internet chat rooms is prohibited on all school computers unless approved by the Superintendent &/or his designee.

System Access
Access to the District's network systems will be governed as follows:

• Students will have access to the District's resources for class assignments and research with their teacher's permission and/or supervision.

• Any system user identified as a security risk or having violated the District’s Acceptable Use Guidelines may be denied access to the District's system. Other consequences may also be assigned.

• The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Superintendent, campus principals, technology director and/or their designees will deem what is inappropriate use and their decision is final. The system administrator may close an account at any time as required or as they deem appropriate without notice.

• The use of personal devices such as PDA’s (Palms, Visors, cell phones with web capability, etc) and laptops (either wireless or Ethernet) or any device used to access SCISD networks is prohibited unless special permission is granted from the technology director. Only after the device is deemed to be of minimal or no security risk to the SCISD network will such permission be granted.

SCISD Student Responsibilities
The following standards will apply to all users of the District's computer network systems:

• The individual in whose name a system account is issued will be responsible at all times for its proper use.

• The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by district guidelines.

• System users may not use another person's system account without written permission from the campus coordinator or principal, as appropriate.

• System users are responsible for making sure they do not violate any copyright laws.

Vandalism Prohibited
Any malicious attempt to harm or destroy District equipment or materials, data of another user of the District's system, or any of the agencies or other networks to which the District has access is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of district guidelines and, possibly, as criminal activity under applicable state and federal laws, including the Texas Penal Code, Computer Crimes, Chapter 33. This includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism as defined above will result in the cancellation of system use privileges, possible prosecution, and will require restitution for costs associated with system restoration, hardware, or software costs.
The willful introduction of computer “viruses” or other disruptive/destructive programs into the District’s network or into external networks is prohibited.

**Forgery Prohibited**

Forgery or attempted forgery of electronic messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited.

**Information Content/Third Party Supplied Information**

System users and parents of students with access to the District's system should be aware that use of the system may provide access to other electronic communications systems outside the District's networks that may contain inaccurate and/or objectionable material.

A student bringing prohibited materials into the school's electronic environment will be subject to a suspension and/or a revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Student Code of Conduct. An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with District policies.

**Network Etiquette**

System users are expected to observe the following network etiquette (also known as netiquette):

- Use appropriate language: swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language is prohibited.
- Pretending to be someone else when sending/receiving messages are prohibited.
- Transmitting obscene messages or pictures is prohibited.
- Revealing such personal information as addresses or phone numbers of users or others is prohibited.
- Using the network in such a way that would disrupt the use of the network by other users is prohibited.
- Be polite. For example, messages typed in capital letters are the computer equivalent of shouting and are considered rude.

**Termination/Revocation of System User Account**

The District may suspend or revoke a system user's access to the District's system upon violation of District policy and/or administrative regulations regarding acceptable use.

Termination of an employee's account or of a student's access will be effective on the date the principal or campus coordinator receives notice of user withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

**Consequences of Improper Use**

Improper or unethical use may result in disciplinary actions consistent with the existing Student Discipline Policy and, if appropriate, the Texas Penal Code, Computer Crimes, Chapter 33, or other state and federal laws. This may also require restitution for costs associated with system restoration, hardware, or software costs.
Disclaimer

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District uses a variety of vendor supplied hardware and software. Therefore, 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 user's requirements. Neither does the District warrant that the system will be uninterrupted or error-free, nor that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not necessarily the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's computer systems and networks.

Network storage areas may be treated like school lockers. Network administrators and/or their designees may review files and communications to maintain system integrity and insure that users are using the system properly. Users should not expect that files stored on District servers would always be private.

User Security Responsibilities

• Your username and password should be protected from unauthorized use at all times. Do not post any of this information where others can view it.

• Do not share your password with other students at any time. Sharing passwords will result in revocation of network privileges and the person using your password.

Schleicher County ISD employs a filtering program to minimize access to inappropriate web sites for its students. The filtering software is a commercially produced filter product that attempts to block possibly objectionable sites. No filter is perfect. Schleicher County ISD will not accept responsibility of student’s disregard of the District’s policies and guidelines as they relate to Internet access.

ANY ATTEMPT TO BY-PASS SCISD FILTER SYSTEM WILL RESULT IN ACCOUNT LOCKOUT AS WELL AS OTHER DISCIPLINARY ACTION BY PRINCIPAL.

DISTRICT WEB SITE

The District will maintain a District Web site for the purpose of informing employees, students, parents, and members of the community of District programs, policies, and practices. Requests for publication of information on the District Web site must be directed to the designated Webmaster. The Technology Director and the District Webmaster will establish guidelines for the development and format of Web pages controlled by the District.

No personally identifiable information regarding a student will be published on a Web site controlled by the District where a ‘Denial Form’ has been filled out and made available to the Webmaster in the Principal’s office.

No commercial advertising will be permitted on a Web site controlled by the District.

SCHOOL OR CLASS WEB PAGES

Schools or classes may publish and link to the District's site Web pages that present information about the school or class activities, subject to approval from the Webmaster. The campus principal will designate the staff member responsible for managing the campus's Web page under the supervision of the District's Webmaster. Teachers will be responsible for compliance with District rules in maintaining their class Web pages. Any links from a school or class Web page to sites outside the District's computer system must receive approval from the District Webmaster.
STUDENT WEB PAGES
With the approval of the District Technology Director, students may establish individual Web pages linked to a campus or District Web site; however, all material presented on a student's Web page must be related to the student's educational activities. Student Web pages must include the following notice: "This is a student Web page. Opinions expressed on this page shall not be attributed to the District." Any links from a student's Web page to sites outside the District's computer system must receive approval from the District Webmaster.

EXTRA-CURRICULAR ORGANIZATION WEB PAGES
With the approval of the District Webmaster, extracurricular organizations may establish Web pages linked to a campus or District Web site; however, all material presented on the Web page must relate specifically to organization activities and include only student produced material. The sponsor of the organization will be responsible for compliance with District rules for maintaining the Web page. Web pages of extracurricular organizations must include the following notice: "This is a student extracurricular organization Web page. Opinions expressed on this page shall not be attributed to the District." Any links from the Web page of an extracurricular organization to sites outside the District's computer system must receive approval from the District Webmaster.

The Student and Parent AUP Agreement Form is included in the student’s registration packet and is required to be turned in to the middle school office.