



**Elementary Student  
Handbook  
&  
Acceptable Use Policy**

**2011--2012**



## PREFACE

### To Students and Parents:

The Schleicher County ISD Student Handbook contains information students and parents are likely to need to ensure a successful school year. The handbook is organized alphabetically by topic. Throughout the handbook, the term “the student's parent” means parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

Students and parents also need to be familiar with the Schleicher County ISD Student Code of Conduct which sets out the consequences for inappropriate behavior, is required by state law, and is intended to promote school safety and an atmosphere for learning. This document may be found as an attachment to this handbook.

The Student Handbook is designed to be in harmony with Board policy and the Student Code of Conduct adopted by the Board. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Therefore, any changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications. These changes will generally supersede provisions found in this handbook that have been made obsolete by newly adopted policy.

### REQUIRED LEGAL NOTICES:

#### Nondiscrimination:

Schleicher County ISD does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing educational services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended.

Schleicher County ISD will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. The following District staff members have been designated to coordinate compliance with these requirements:

Superintendent of Schools

P O Box W

Eldorado, Texas 76936

325-853-2514 Ext. 222

#### Family Educational Rights and Privacy Act:

Regarding student records, federal law requires that Directory information@ on my child be released by the District to anyone who requests it unless the parent or guardian objects in writing to the release of any or all of this information. This objection must be filed within ten school days of the time this handbook was issued to the student. Directory information ordinarily includes the student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended. In exercise of this right to object, I have marked through the items of directory information listed above that I wish the District to withhold about my child.

ATTENDANCE.....	6
AWARDS, HONORS, AND SCHOLARSHIPS.....	7
CAFETERIA SERVICES.....	8
CAMPUS-OPEN/CLOSED.....	8
COMMUNICABLE DISEASES/CONDITIONS.....	8
COMMUNICATION BETWEEN HOME AND SCHOOL.....	9
COMPLAINTS BY STUDENTS/PARENTS.....	9
CONDUCT.....	10
COUNSELING.....	11
DISTRIBUTION OF MATERIAL.....	12
DRESS AND GROOMING.....	12
DRILLS.....	13
EMERGENCY MEDICAL TREATMENT.....	13
EXTRACURRICULAR ACTIVITIES.....	13
FOODS OF MINIMAL NUTRITIONAL VALUE.....	13
FEES.....	14
FUND RAISING.....	14
HOMEWORK.....	14
IMMUNIZATIONS.....	15
LAW ENFORCEMENT.....	15
MEDICINE AT SCHOOL.....	15
PARENT INVOLVEMENT.....	16
PHYSICAL EDUCATION.....	17
PHYSICAL EXAMINATIONS/HEALTH SCREENINGS.....	17
PRAYER.....	17
PROTECTION OF STUDENT RIGHTS.....	17
RELEASE OF STUDENTS FROM SCHOOL.....	17
REPORT CARDS AND PROGRESS REPORTS.....	18
RETENTION AND PROMOTION.....	18
SAFETY/ACCIDENT PREVENTION.....	19
SCHOOL BUSES OR OTHER VEHICLES.....	19
SCHOOL FACILITIES.....	19
SEARCHES.....	20
SPECIAL PROGRAMS.....	20
STUDENT PICK-UP.....	20
STUDENT RECORDS.....	20
STUDENT SUCCESS INITIATIVE.....	22
TEXTBOOKS.....	22
TRAVEL.....	22
VISITORS.....	22
APPENDIX A: SCHLEICHER COUNTY ISD LOCAL POLICY: DISCIPLINE (LOCAL, FO)	
APPENDIX B: STUDENT SUCCESS INITIATIVE	

## **ATTENDANCE:**

To receive credit in a class, a student must be in attendance for at least 90% of the days the class is offered during a semester. Ninety percent represents 9 days for the first semester and 9 days for the second semester a student is allowed to be absent before an attendance hearing is convened.

The District considers the following as extenuating circumstances for the purpose of granting credit for a class:

1. Board-approved extracurricular activity or public performance subject to limitations in FDD (LEGAL) preceding.
2. Required screening, diagnosis, and treatment for Medicaid-eligible students.
3. Documented health care appointment, if the student begins classes or returns to school on the same day as the appointment.
4. Temporary absence resulting from any cause acceptable to the teacher, principal, or Superintendent.
5. Juvenile court proceeding documented by a probation officer.
6. Absence required by state or local welfare authorities.
7. Family emergency or unforeseen or unavoidable instance requiring immediate attention.

### Perfect Attendance Certificate

- a. Awards presented to each student who shows a record of not being tardy and being present every period for the entire year.
- b. A student may sign out early due to illness and still qualify for the end-of-year perfect attendance drawing. They must have been present for the accounting period and they must present written documentation from either Susie Richters (school nurse) or a doctor verifying illness.
- c. A student may sign out for a family emergency AFTER the accounting period and still qualify for the end-of-year perfect attendance drawing.
- d. A student may only sign-out three times during the year (after the accounting period) to remain eligible for the perfect attendance drawing.

### 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 a year.

### Attendance Committee:

An attendance committee will be appointed by each campus to hear appeals from students who are in attendance less than 90% of the days the class is offered. Required documentation is doctor/dentist appointment card, a note or letter verifying date and time of court appointment, a note verifying date and time of funeral when death in family occurs.

The committee will consist of the principal and 3 teachers. The attendance committee will have the authority to:

1. Grant excessive absences.
2. Offer alternative ways for students to make up time and school work missed.
3. Deny credit

### Compulsory Attendance:

Students will be required to attend school if they are 6 years old on or before September 1, and until student has completed the school year in which their 18<sup>th</sup> birthday occurs.

Upon enrollment in school, pre-kindergarten and kindergarten students will be required to attend school.

Absences:

- A student absent from school for any reason, other than for a documented health care appointment or family emergency with Principal's approval, will not be allowed to participate in school-related activities on that day or evening.
- 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.
- **An absence will be considered unexcused without a note. If a child receives an unexcused absence, he/she will not be allowed to complete any make-up work and will receive zeros for the grades that were assigned during the absence.**
- A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth study assigned 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.
- If a student knows in advance that he/she will be absent, it is the student's responsibility to 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.
- A student is considered tardy when the bell to begin class rings.
- All tardies 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 tardies will be at the discretion of the Principal.

### 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).

### Bad Weather Closing (Policy CKC):

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 becomes 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 659-2409

KHOS Radio Sonora 387-3553

KIXY Radio San Angelo 949-7470

## **AWARDS, HONORS, AND SCHOLARSHIPS:**

### B. Eagle Excellence - -Grades 2-4

- a. No absences or tardies or leaving campus for any reason prior to the 3:00 PM dismissal.  
One exception: a student may be signed out through the office on a Friday during football season immediately prior to the pep rally. The proper documentation must be in place for this student NOT to be denied Eagle Excellence.
- b. Excellent work habits - -E on report card
- c. Grades – A/B Honor Roll

- C. “A” Honor Roll – Grades 2 – 4: Grades – 90 to 100 and E’s and S’s in every subject
- D. “A/B” Honor Roll – Grades 2 – 4 : Grades – 80 to 100 and E’s and S’s in every subject
- E. UIL Awards – Grades 2-4 (Ribbons and Medals)
- F. Presidential Academic Fitness B 4th grade only (Special Requirements must be met as established by the National Academic Fitness Program.)
- G. Shannon Harber Relays - - Grades 2 -4 (Ribbons)

### **CAFETERIA SERVICES:**

The District participates in the National School Lunch Program and offers nutritionally balanced meals daily to students. Free and reduced-price meals are available based on financial need. Information on this program can be obtained from the Food Service Director.

CHARGING OF STUDENT LUNCHES IS DISCOURAGED. Students who do not have lunch money will be given an alternative meal after 5 charges. Student lunches are \$1.50, employee lunches are \$2.00 and guests are \$3.00. Breakfast is \$.75 and \$1.75 for employees.

### **CAMPUS - OPEN/CLOSED:**

The Eldorado Elementary School will be a closed campus.

### **COMMUNICABLE DISEASES / CONDITIONS**

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who might have been exposed to the disease can be alerted. These diseases include:

- Amebiasis, Impetigo Salmonellosis,
- Campylobacteriosis, Infectious mononucleosis
- Chicken Pox (varicella) Influenza, Scabies
- Common cold with fever, Measles (Rubeola), Shigellosis
- Fifth Disease (Erythema Infectiosum), Mumps
- Streptococcal disease, invasive (group A or B) Gastroenteritis, viral
- Pinkeye (Conjunctivitis), Tuberculosis, Pulmonary Giardiasis
- Ringworm of the scalp, Whooping Cough (Pertussis), Head Lice(Pediculosis)
- Rubella (German Measles), Hepatitis A (Acute)

Pediculosis (Head Lice): Students shall be excluded from attendance if active head lice are detected. Screening can be scheduled or randomly done. Parents should check their child’s hair for evidence of nits (eggs) or lice. If your child is sent home, they are permitted to return the next day with a written statement signed by the parent or guardian confirming that the student has been treated and indicating what product was used. The nurse will reinspect excluded student prior to their return to class. Students shall be excluded from the classroom if documentation of treatment is not provided and active lice/nits remain. (Local policy FFAD).

#### Bacterial 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. 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). If you think you or a friend might have Bacterial Meningitis, seek prompt medical attention.

FOR MORE INFORMATION: Your school nurse, family doctor, and the staff at your local or regional health department office are excellent resources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention ([www.cdc.gov](http://www.cdc.gov)) and the Texas Department of Health ([www.tdh.state.tx.us](http://www.tdh.state.tx.us)).

## **COMMUNICATION BETWEEN HOME AND SCHOOL**

Good communication between home and school regarding a child's education is important, and it is essential for the student to make the most of the opportunities provided. School communication starts with informative documents such as this handbook, progress reports and report cards, student work for parents to review and sign, and continues into interaction: messages and phone calls from teachers, and other school activities.

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

## **COMPLAINTS BY STUDENTS/PARENTS**

Usually student or parent complaints or concerns can be addressed simply by a phone call or conference with the teacher. For those complaints and concerns that cannot be so easily handled, the District has adopted a standard complaint policy.

### **The parent should follow the district hierarchy to make a formal complaint:**

1. A parent or student should first raise the complaint with the teacher directly involved with the complaint.
2. A parent or student should raise the complaint with the campus principal.
3. If unresolved, a written complaint and a request for a conference should be sent to the Superintendent.
4. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees, members of the community elected to set policy and priorities for the District.

Some complaints require different procedures. Any campus office or the Superintendent's office can provide information regarding specific complaint processes for the following:

- Discrimination on the basis of sex; policy FB.
- Sexual abuse or sexual harassment of a student; policy FNCJ and the Student Code of Conduct.
- Harassment of a student on the basis of race, color, religion, national origin, or disability; policy FNCL and the Student Code of Conduct.
- Removal of a student by a teacher for disciplinary reasons; policy FOAA and the Student Code of Conduct
- Removal of a student to a disciplinary Alternative education program; policy FOAB and the Student Code of Conduct
- Expulsion of a student; policy FOD and the Student Code of Conduct
- Identification, evaluation, or educational placement of a student with a disability; policies EHBA and FB.
- Instructional materials, policy EFA.
- On-campus distribution of non-school materials to students; policy FMA.

## **CONDUCT**

**Eldorado Elementary will be operating under the premise of four student expectations. They are as follows:**

- 1. I will take responsibility for myself and my actions.**
- 2. I will behave in safe ways.**
- 3. I will treat everyone with kindness and respect.**
- 4. I will make good choices to allow myself and others to learn.**

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

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

**Consequence for violation of rules or choosing not to behave responsibly will be determined on a case-by-case basis.** Classroom teachers, administrators and all other school employees will consider the following five factors when determining appropriate consequences:

1. The precipitating events
2. the child's intentions
3. the personality and temperament of the child
4. what actually happened
5. the damage or hurt caused by the misbehavior or rule violations

### Academic Dishonesty / Cheating / Plagiarism

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

### 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. Corporal punishment will be governed by the following conditions:

- The student will be told the reason for the corporal punishment.
- The punishment may be administered only by the Principal, or a Teacher.
- The instrument to be used will be approved by the Principal.
- The punishment will be administered in the presence of one other District Professional Employee and out of view of other students.
- Parents will be notified when corporal punishment is used, unless prior arrangements have been made between parents and school faculty.

## Harassment

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

Students must not engage in harassment behaviors motivated by race, color, religion, national origin, or disability directed toward another student. A student who believes he or she has been harassed by another student or by a District employee is encouraged to report the incident to the principal or Superintendent. The allegations will be investigated and addressed. The student or a parent may appeal the decision of the principal regarding the outcome of the investigation in accordance with policy FNB (LOCAL). See also policy FNCL.

### *Sexual Harassment / Sexual Abuse*

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by work, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual abuse by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation. A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX coordinator, or the Superintendent of Schools. The student or parent may appeal the decision regarding the outcome of the investigation in accordance with policy FNCJ (LOCAL).

## In-School Suspension (ISS)

An on-campus setting, apart from the regular classroom where the student continues to receive instruction in each course to the extent possible, for students who commit disciplinary infractions.

## Out of School Suspension (OSS)

Removal of a student from school and school activities for a period not to exceed three days at a time, for disciplinary infractions.

## Ipods, MP3 Players, CD Players, Cell Phones and other Electronic Devices and Games

Students are not permitted to possess such items as cell phones, pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, or electronic devices or games at school.

Teachers will collect the item and turn it in to the principal's office. The principal will determine whether to return the item at the end of the day for the student to take home, whether the parent will be contacted to pick up the item or the item will not be returned. Any disciplinary action will be in accordance with the student Code of Conduct.

## **COUNSELING**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, or substance abuse needs. The counselor may also make available information about community resources to address personal concerns.

Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent.

## **DISTRIBUTION OF MATERIAL**

### School Materials

School publications distributed to students include: Talon (Yearbook). All school publications are under the supervision of the teacher, sponsor, and Principal.

### Non-school Materials

Written materials (including party invitations), handbills, photographs, pictures, petitions, films, tapes, cds or cd players, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus by a student or a non-student without the prior approval of the principal. Materials displayed without authorization will be removed. If the material is not approved within two school days of the time it was submitted, it should be considered disapproved. Disapprovals may be appealed by submitting the disapproved material to the Superintendent; material not approved by the Superintendent within three days is considered disapproved. This disapproval may be appealed to the Board in accordance with policy FMA (LOCAL). Any student who posts material without prior approval will be subject to disciplinary action. Materials displayed without this approval will be removed.

## **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:

1. Hair should be kept clean, neat, and well groomed. Hair should be of a natural hair color (no feathers). Boy's hair cannot be below mid-ear on the side, below the eyebrow in front, or lower than the collar of a dress shirt in the back. Students shall not wear distracting hairstyles or hair pieces.
2. Boys shall not wear ear jewelry.
3. Tongue, nose, eye, navel, etc. rings (studs) are not permitted by any student on school campus or during school-related activities.
4. Any jewelry or trinket that is noisy and/or permits undue distraction in the school environment shall not be permitted.
5. Shorts are acceptable, but must meet appropriate length, target modesty, and be of a non-revealing fabric/style. No spandex and/or "biker" shorts are permitted unless worn under skirts or shorts that meet length specifications. Shorts and pants must be hemmed or with a sewn cuff. Dresses and skirts will be governed by the same length standard as shorts to ensure modesty. Clothes with fashionable rips, tears, holes, etc. are unacceptable. Skirts featuring high slashes or slits are not appropriate for school. The length test will be applied to the top of the slash/slit.
6. (Fingertip Rule) Shorts and skirts must be longer than the tips of the fingers with the arm extended to the student's side.
7. Temporary Tattoos will not be permitted. Exposed tattoos shall be covered. Cheek Cheers worn to display school spirit will be the exception.
8. Appropriate shoes must be worn at all times. Sandals with back straps that fit securely to the feet may be worn to class, provided they do not cause a distraction. However, for safety reasons, tennis shoes or sneakers must be worn to P.E. classes every day. No exceptions.
9. Students shall not wear oversized clothing including shirts and baggy wide-legged or large outside pocket pants. Pants shall be worn at the waist.
10. Shirts may be worn out unless designed to be worn in.
11. Shirt 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 ½ inches wide at the shoulder. Boys-may not wear tank tops.
12. Hats, caps, or any head wear shall not be worn in the building. Hats or caps may be worn ONLY at athletic events (excluding pep rallies).

13. Appropriate undergarments shall be worn. Any clothing that exposes undergarments or breast cleavage is prohibited.
14. 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.
15. 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.

These rules are in effect during all school hours, at all school-related activities and at any time that a student is on campus. 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 may be subject to disciplinary action. The principal is the final determiner of what is or is not acceptable school dress.

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

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

**Evacuation procedures will be practiced in order to insure the utmost safety of our children.**

## **EMERGENCY MEDICAL TREATMENT**

If a student should have a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information (name of doctor, emergency phone numbers, allergies to medications, etc.) up-to-date: having current information will be of critical importance should an accident or injury occur that requires medical attention. Please contact the school nurse to update any information. The District is not responsible for medical costs associated with a student's injury. The District does make available, however, an optional, low-cost student accident insurance program to assist parents in meeting medical expenses. The insurance is secondary coverage and provides limited benefits for medical expenses. Schleicher County ISD, under state law, is exempt from Tort Claims unless negligence is a cause of injury. Request for additional information regarding these issues should be directed to the Superintendent of Schools.

## **EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS**

Participation in school and school-related activities is an excellent way for a student to develop talents, receive individual recognition, and forge strong friendships with other students. Participation is a privilege. While many of the activities are governed by the University Interscholastic League statewide association of participating districts eligibility for participation in many of these activities is governed by state law as well as U.I.L. rules:

- A student who receives, at the end of any grade evaluation period, a grade below 70 in any academic class, other than an identified honors or advanced class, or a student with disabilities who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extracurricular activities for at least three weeks.
- Any restrictions on participation related to discipline are set out in the Student Code of Conduct.

## **FOODS OF MINIMAL NUTRITIONAL VALUE (FMNV)**

There is a state law concerning "foods of minimal nutritional value" at school. The aim of this new law is to foster a healthier nutritional environment for children at school. By reducing foods of minimal nutritional value, the USDA hopes to reverse the increase of "junk food" and carbonated beverages, being

consumed by school children. This consumption is being linked to an alarming rise in childhood obesity and Type II diabetes.

This law specifically addresses four categories of treats. Chewing gum, candy, sodas (carbonated beverages), and Popsicles that aren't made primarily of fruit juice. We are unable to serve these "foods" during school hours. This includes: holiday parties, classroom parties, birthday celebrations and any other school events during regular school hours.

**In order for our school to stay in compliance with this mandate, the District requests that you do not send food, irregardless of the occasion, for your child to share with the entire class.**

You are still free to send whatever you choose to send in your child's lunch, (as long as he/she isn't sharing any of these four targeted items with others!)

**FEES**

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

Costs for materials for a class project that the student will keep.

- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance; this insurance is a supplemental policy which pays benefits on a limited basis.
- Musical instrument rental 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 and/or textbooks.
- Fees for driver training courses, if offered.
- Field trips
- Fees for lost and/or damaged to school documents (such as report cards)

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

**FUND RAISING**

Student clubs or classes, outside organizations, and/or parent groups may occasionally be permitted to conduct fund-raising drives for approved school purposes.

Except as approved by the Campus Principal, fund raising is not permitted on school property.

**HOMEWORK**

Eldorado Elementary believes that education is a partnership between the home and school and that students learn best when such a partnership exists. Homework is an important bond in this partnership.

On behalf of this belief, the following policy is in effect:

- ✓ Homework will not be used as a punitive measure.
- ✓ Homework assignments will conform to time guidelines as judged by the teacher.
- ✓ Teachers will take activities and holidays into consideration and use discretion when assigning homework.

### Purpose of Homework

1. To increase learning
2. To develop independent study habits.
3. To serve as an extension of independent practice.
4. To reinforce what the student is learning.
5. To aid in the assessment of learning.
6. To provide opportunities for individualization of assignments.
7. To allow parents to have concrete examples of what is happening at school and what the child is learning.
8. To help the parents become actively involved in what the child is learning.

### Homework Policy Guidelines

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.

## **IMMUNIZATION**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: hepatitis B, diphtheria, tetanus, polio, measles (rubeola), mumps, rubella, and haemophilus influenza. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation. If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly.

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 would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long contraindication.

## **LAW ENFORCEMENT**

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 principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

The District is also required by state law to notify all instructional and support personnel who have regular contact with a student who has been arrested or taken into custody by a law enforcement agency.

## **MEDICINE AT SCHOOL**

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

- Authorized employees, in accordance with the policy FFAC, may administer:

- Prescription medication provided by the parent, along with a written request, and in the original, properly labeled container.
- 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 provided by the parent along with a written request, and in the original, properly labeled container.
- Herbal or dietary supplements provided by the parent if required by the student's individualized education plan (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 who must take prescription medicine during the school day must bring a written request from his or her parent and the medicine, in its original, properly labeled container, to the nurse. The nurse will either give the medicine at the proper times or give the student permission to take the medication as directed. A student who has written authorization from his or her parent and physician or other licensed health care provider, and who meets all other requirements, may be permitted, at the student's discretion, to use asthma medication at school or school-related events. The student and parents should see the school nurse or principal if the student has been prescribed asthma medication for use during the school day.

## **PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS**

Education succeeds best when there is a strong partnership between home and school. This partnership thrives on communication and includes parents, teachers, administrators, and the Board of Trustees. Every parent is urged to:

- Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the student handbook (including the attached Student Code of Conduct) with his or her child and sign and return the acknowledgment form(s). A parent with questions is encouraged to contact the Campus Administrator.
- Become familiar with all of the child's school activities and with the academic programs offered in the District. Discuss with the counselor or Principal any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child. Monitor the child's academic progress and contact teachers as needed.
- Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child.
- Review the child's student records when needed. A parent may review (1) attendance records, (2) test scores, (3) grades, (4) disciplinary records, (5) counseling records, (6) psychological records, (7) applications for admission, (8) health and immunization information, (9) teacher and counselor evaluations, (10) reports of behavioral patterns, and (11) state assessment instruments that have been administered to his or her child.
- If an instructional activity in which the child is scheduled to participate conflicts with the parent's religious or moral beliefs, the parent may temporarily remove the child from the classroom. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, the child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency (TEA).
- Become a school volunteer. For further information, contact the Campus Administrator or Parent Liaison.

- Participate in campus parent organizations. The activities are varied-ranging from band boosters to District and campus planning committees formulating plans to improve student achievement. For further information, contact the Campus Administrator.

## **PHYSICAL EDUCATION**

All Elementary students are required to participate in P.E. A student can be exempted for one (1) day from participation in regular P.E. classes with a signed and dated note by parents/guardian. If a student cannot participate in P.E. for a period of more than one (1) day, a signed and dated doctor's note will be required. Also, students will be required to do physical activities. APPROPRIATE FOOTWEAR WILL BE NEEDED EVERYDAY.

## **PHYSICAL EXAMINATIONS / HEALTH SCREENING**

A full-time nurse is available for the schools in the 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.

## **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 require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

## **PROTECTION OF STUDENT RIGHTS**

No student will 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.
- Mental and psychological problems potentially embarrassing to the student or family.
- Sexual behavior and attitudes.
- Illegal, anti-social, self-incriminating, and demeaning behavior.
- Critical appraisals of other individuals with whom the student or the student's family has close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

Parents shall be able to inspect any teaching materials used in connection with such a survey, analysis, or evaluation. Each parent also has a right to review all instructional materials used in his or her child's classroom and to review each test that has been administered to his or her child.

## **RELEASE OF STUDENTS FROM SCHOOL**

A student will not be released from school at times other than regular dismissal hours except with the principal's permission or according to the campus sign-out procedures. A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

## **REPORT CARDS AND PROGRESS REPORTS**

Written reports of absences and student grades or performance in each class or subject are issued to parents at least once every six weeks.

At the end of the first three weeks of a grading period, parents are notified if the student's grade average is near or below 70, or below the expected level of performance. If a student receives a grade of less than 70 in any class or subject during a grading period, a parent teacher conference is recommended. The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade below 70 in a class or subject.

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

### **Pre-kindergarten, Kindergarten**

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

### **Grades 1 - 12**

In grades 1- 12 achievement shall be reported to parents as numerical grades.

1<sup>st</sup> Grade will give a letter grade in both science and social studies.

## **RETENTION AND PROMOTION**

Elementary decisions regarding retention/promotion shall be based on academic progress and a collaborative effort of the school and home to determine the most appropriate placement of the student.

### **Curriculum Mastery**

Promotion, grade-level advancement, and course credit shall be based on mastery of the curriculum. Expectations and standards for promotion shall be established for each grade level, content area, and course, and shall be coordinated with compensatory/accelerated services (See EHBC).

### **Standards for Mastery**

Mastery shall be determined as follows:

1. Course assignments and unit evaluation shall be given to determine student grades in a subject. An average of 70 or higher shall be considered a passing grade.
2. Mastery of the skills necessary for success at the next level shall be validated by assessments that may either be incorporated into unit or final exams or may be administered separately. Mastery of at least 70 percent of the objectives shall be required.

### **Grades 1 – 8**

In grades 1-8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based upon course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in three of the following areas: language arts, mathematics, science, and social studies.

### **Students with Disabilities**

Promotion standards, as established by the individual education plan (IEP), or grade-level classification of students eligible for special education, shall be determined by the ARD committee.

### Limited English Proficiency Students

In assessing students of limited English proficiency for mastery of the essential knowledge and skills, the District shall be flexible in determining methods to allow the students to demonstrate knowledge or competency independent of their English language skills in the following ways:

1. Assessment in the primary language.
2. Assessment using ESL methodologies.
3. Assessment with multiple varied instruments. (See EHBE).

### **SAFETY / ACCIDENT PREVENTION**

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

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the Student Code of Conduct and any additional rules for behavior and safety set by the Principal, teachers, or bus drivers.
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

### **SCHOOL BUSES OR OTHER 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; its cost is reimbursed by the state of Texas. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling the Transportation Director.

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students must:

- Follow the driver's directions at all times.
- Board and leave the bus in an orderly manner at the designated bus stop nearest home.
- Keep books, band instrument cases, feet, and other objects out of the aisle.
- Not deface the bus and/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.
- Not smoke or use any form of tobacco.
- Upon leaving the bus, wait for the driver's signal before crossing in front of the bus.

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

### **SCHOOL FACILITIES**

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

Meetings of Noncurriculum-related groups:

Students are permitted to meet with noncurriculum-related groups during the hours designated by the principal before and after school. These groups must comply with the requirements found in policy FNA.

## **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.

Searches of Students, Lockers, and bags of any description on School Property:

- School officials may search a student or a student's property with reasonable or probable cause or the student's free and voluntary consent. However, consent obtained through threat of contacting the police authorities is not considered to be freely and voluntarily given.
- Searches of student's outer clothing and pockets may be conducted if reasonable cause exists. Highly intrusive invasions of a student's privacy, such as searches of the student's person, shall be conducted only if probable cause exists that leads to the belief that the student may possess contraband. All searches of student's body will be accomplished by professional staff of the same sex.
- Administrators and teachers have the right to question students regarding their conduct or the conduct of others.

## **SPECIAL PROGRAMS**

The District provides special programs for gifted and talented students, students with limited English proficiency, dyslexic students, "504", At-Risk, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements and programs and services offered in the District or by other organizations. A student or parent with questions about these programs should contact the Campus Administrator.

## **STUDENT PICKUP**

Elementary School dismissal times are at 3:00 p.m. or 3:40 p.m., depending on student's involvement in tutorials, U.I.L. participation, Spanish, etc... Parents/Guardians will be notified if their son/daughter will be required to stay until 3:40 p.m. Parents must be punctual picking up their children at school dismissal. The sheriff's office will be notified of habitual late pickup by parents/guardians.

## **STUDENT RECORDS**

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

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 reviewed during regular school hours upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If circumstances prevent a parent or eligible student from inspecting the records, the District will either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. School officials with legitimate educational interests@ include any employees, agents, or Trustees of the District, or cooperatives of which the District is a member, or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

- Working with the student;
- Considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under IDEA, or an individually designed program for a student with disabilities under Section 504;
- Compiling statistical data; or
- Investigating or evaluating programs.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students after they are no longer students in the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student. Certain officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

Students over 18, and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor 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, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with the law regarding student records. Copies of student records are available at a cost of 15¢ per page, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about District students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on form signed by the parent to acknowledge receipt of this handbook. Should circumstances change, the parent can contact the Principal to indicate his or her desire to change the original request. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

#### Special Education Records

Parents of a student with disabilities who has been provided special education services by the District will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if the retention period established by law has not expired, the material will be deleted from the records but the records will be maintained until the time has expired.

## **TEXTBOOKS**

State-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report that fact to the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent or guardian. However, a student will be provided textbooks for use at school during the school day.

## **TRAVEL - SCHOOL-SPONSORED**

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The Principal/Sponsor, however, may make an exception if the parent personally requests that the student be permitted to ride with the parent, or the parent presents a note to the sponsor requesting that the student ride with the parent.

## **VISITORS TO THE SCHOOL**

Parents and others are welcome to visit the elementary campus. 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.

Visits to individual classrooms during instructional time are permitted only with the approval of the principal and teacher; and 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.

# Appendix A:

Student Discipline  
Schleicher County ISD  
FO (LOCAL)

# Appendix B:

Texas Education Agency:  
Student Success Initiative