



EAGLE MOUNTAIN-SAGINAW ISD

---

**2009-2010**

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**MIDDLE SCHOOL**  
***STUDENT HANDBOOK***

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# PREFACE

To Students and Parents:

Welcome to school year 2009–2010! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The Eagle Mountain-Saginaw ISD 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—REQUIRED NOTICES AND INFORMATION FOR PARENTS**—with notices that the district must provide to all parents, as well as other 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; and

**Section II—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 EM-S 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 an attachment to this handbook and is posted on the district website at [www.emsisd.com](http://www.emsisd.com) under the “Parents” tab.

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 or other communications.

In case of conflict between board policy or the *Student Code of Conduct* and any provisions of the Student Handbook, the current provisions of board policy or the *Student Code of Conduct* 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 your school’s principal.

**Also, please complete and return to your child’s campus the following required forms provided in the back of this student handbook.**

- 1. Parental Acknowledgment Form;**
- 2. Release of Information to Military Recruiters and Institutions of Higher Learning Form; and**
- 3. Consent/Opt-Out Form;**
- 4. Student Directory Information Form.**

[See **Obtaining Information and Protecting Student Rights** on page 4 and **Directory Information** on page 11 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 on the district's website at [www.emsisd.com](http://www.emsisd.com) under the "Parents" tab.

## **SECTION I: REQUIRED NOTICES AND INFORMATION FOR PARENTS**

This section of the EM-S ISD 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.

### ***STATEMENT OF NONDISCRIMINATION***

In its efforts to promote nondiscrimination, EM-S ISD does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education 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; and Section 504 of the Rehabilitation Act of 1973, as amended.

The following district staff members have been designated to coordinate compliance with these legal requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of gender:  
Steve Williams, Assistant Superintendent for Human Resources and Student Services  
817-232-0880
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability:  
Jana Burns, Director of Special Programs  
817-847-7790
- All other concerns regarding discrimination:  
Dr. Cole Pugh, Superintendent  
817-232-0880

### ***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 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.

- Reviewing the requirements of the graduation programs with your child, if your child is entering ninth grade.
- Monitoring your child’s academic progress and contacting teachers as needed. [See **Academic Counseling** on page 27 and **Academic Programs** on page 18.]
- 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 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 45.]
- Becoming a school volunteer.
- Participating in campus parent organizations.
- 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 the school.
- 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 page 39 of this handbook for more information.]
- Attending board meetings to learn more about district operations.

## ***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 non-emergency, 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. All curriculum materials used by the district are available for public inspection. Areas of instruction dealing with human sexuality are addressed in terms of personal health and safety. Parents will be given prior notification when instruction contains information concerning human sexuality. Parents do have the right to remove the student from specific areas of instruction when they feel the instruction is inappropriate for their student.

[Also see **Removing a Student from Human Sexuality Instruction** on page 7 for additional information.]

### **Displaying a Student’s Artwork and Projects**

The district will seek parental consent before displaying students’ artwork, special projects, photographs taken by students, and the like on the district’s website, 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 9.]

## **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 Texas State Board of Education, is incorporated into the district's health education classes.

## **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.

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 45 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 Notices of Certain Student Misconduct**

A non-custodial 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 his or her 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*.]

### **Requesting Transfers for Your Child**

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 its designee 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 campus. See the superintendent or designee for information. [See policy FDB.]

[See **Bullying** on page 18 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 FDD(LOCAL).]
- To request the transfer of your child to another campus 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 policies FDD(LEGAL) and (LOCAL).]

### **Requesting Classroom Assignment for Multiple Birth Siblings**

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

## ***OTHER IMPORTANT INFORMATION FOR PARENTS***

### **Parents of Students with Disabilities**

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, see **Special Programs** on page 52 and contact the Director of Special Services.

### **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*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Jana Burns at 817-847-7790.

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.

### **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.

### **Services for Title I Participants**

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Dr. Mary Jones. She may be contacted at 817-232-0880

### **Student Records**

Parents are encouraged to keep the school office informed of any change of address, telephone number, or place of employment. It is imperative that we maintain up-to-date records on each student in case of injury or sudden illness.

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 post-secondary 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.
- 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 principal 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 1200 Old Decatur Road, Fort Worth, Texas 76179.

The addresses of the principals' offices are: Boswell High School, 5805 Bailey-Boswell Road, Fort Worth, TX 76179 and Saginaw High School, 800 N. Blue Mound Road, Saginaw, TX 76131.

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 45 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 website at [www.emsisd.com](http://www.emsisd.com) under the "Parents" tab.

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 this handbook.

### **Directory Information for School-Sponsored Purposes**

The district often needs to use student information for school-sponsored purposes. The District has designated the following categories of information as directory information: student name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams. This information will not be used for other purposes without the consent of the parent or eligible student, except as described above at Directory Information.

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 above.

### **Release of Student Information to Military Recruiters and Institutions of Higher Education**

The district is required by federal law to comply with a request by a military recruiter or an institution of higher education for students' names, addresses, and telephone listings, unless parents have advised the district not to release their child's information without prior written consent. A form has been attached for you to complete if you do not want the district to provide this information to military recruiters or institutions of higher education.

### **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 websites 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/>.

## **SECTION II: 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 the school.

### **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 18<sup>th</sup> 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. 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.

In addition, a junior or senior student's absence of up to two days related to visiting a college or university may 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.

If the student is over age 18, the student's parents shall not be subject to penalties as a result of their child's violation of state compulsory attendance law. [See 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 religious holy days and documented health-care appointments will be considered days of attendance for this purpose. [See policies at FEB.]

- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

The student or parent may appeal the committee's decision to the 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 upon whether the class is for a full semester or for a full year.

### **Parent's Responsibility in Notifying the School of an Absence**

The parent/guardian should call the school each day their student is absent. If the parent/guardian does not call, we will attempt to contact you. If phone contact is not made, it will be necessary to send a note signed by the parent/guardian on the day the student returns to school explaining the absence. Failure to bring the required note will result in the absence being counted as truant. Before returning to class following an absence, students must acquire an admit slip from the attendance office. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older.

### **Excused / Unexcused Absences**

Absences are excused for illness, appointments with a health care professional (with a note or receipt from the health care professional), serious illness or death of a member of the student's immediate family, or an emergency that prevents the student from being in school.

A school administrator may excuse an absence for reasons other than those above on an individual basis. In the case of prior knowledge of an absence, a parent should submit a written request to the principal for an excused absence stating the exact dates the student will be absent and the special circumstances.

Examples of unexcused absences include but are not limited to the following:

1. Personal business
2. Shopping
3. Car trouble

4. Non-medical appointments
5. Non-subpoena court appearances
6. Missed bus
7. Illness other than the immediate family
8. Work
9. Detained by train

In addition to the guidelines for determining excused and unexcused absences, the following rules and procedures apply to absences:

1. Make-up work is the responsibility of the student who has an absence. The student must check with the teacher regarding make-up work on the day he/she returns to class. All work must be made up within two days after the student returns to class unless other arrangements are made with the teacher.
2. Zeroes will be given for any required make-up work not turned in.
3. Missing class due to a school activity is not an absence nor is it treated as one. Arrangements for missed work should be made in advance of school related trips and activities and is due as designated by the teacher.
4. The maximum grade for make-up work submitted after a student is determined to be truant shall be a 75.
5. The school shall not impose a grade penalty for make-up work after an absence due to suspension unless it is not submitted by the designated due date.
6. Any student who is not in compliance with the attendance law is subject to loss of credit. Students who are out of attendance compliance may receive credit for classes passed by attending make-up sessions. Students should contact the appropriate assistant principal for more information about attendance make-up hours.

A parent may request homework assignments for students who have been absent three (3) or more days by calling the office. If the request is made by 9 a.m., parents can pick up homework that afternoon in the office.

Students who miss school due to a family vacation or trip are counted absent but are not considered truant if the following guidelines are met:

1. Only one such request may be approved per student per year.
2. The absences should not exceed three (3) consecutive school days.
3. The absence should not include any school days in which six weeks tests or semester exams are scheduled.
4. His/her parent or legal guardian should accompany the student.
5. The request is made in writing to the principal at least seven (7) days in advance of the absence.
6. All school assignments are made up in advance or by a deadline set by the teacher in each class. Make-up work is the responsibility of the student.

7. Student should have a satisfactory academic, attendance, and discipline record.

### **Partial Day Absences / Entering or Leaving the Campus during the Day**

1. Upon entering or leaving the campus during the school day a student must sign in/out at the attendance office.
2. A student may leave campus only if office staff have spoken with the parent/guardian in person or by phone, or the student brings a written request from the parent to the office which includes:
  - Specific reason for the request.
  - Exact time the student is to leave school.
  - Telephone number for verification.
  - Parent signature (both natural parents have the legal right to pick up their student unless the principal is given a copy of a legal document stating otherwise).

The student will be allowed to leave after the note is verified.

3. A student must present a note from a health care provider in order to receive partial day credit. Partial day absences due to health care visits are considered an absence for exemption purposes.

Forging notes or making telephone calls under false pretenses to verify absences will be considered serious disciplinary offenses.

Truancy will be treated as a major disciplinary offense. The maximum grade for make-up work after a student is determined to be truant is 75. A student is considered truant when he/she meets any one of the following:

- Does not attend school when the parent thinks otherwise.
- Leaves school during the day without permission.
- Misses a class or classes without permission from a teacher or administrator.
- Does not attend school and is not under the direct supervision of a parent or guardian.

### **ACADEMIC PROGRAMS**

The school counselor provides students and parents information regarding academic programs to prepare for higher education and career choices. [For more information, see policies at EIF.]

[See **Academic Counseling** on page 27.]

### **ACTIVITY PERIOD**

A tutorial/activity program may be offered. This period shall be used for reading, advisory activities, TAKS practice, and teacher assistance and tutoring as needed.

### **BULLYING**

Bullying occurs when a student or group of students directs written or verbal expressions or physical conduct against another student and the behavior results in harm to the student or the

student's property, places a student in fear of harm to himself or his property, or is so severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment.

The board has established policies and procedures to prohibit bullying and to respond to reports of bullying. [See FFI(LOCAL).]

## **CAREER AND TECHNOLOGY PROGRAMS**

Eagle Mountain-Saginaw Independent School District offers Career and Technical Education programs in Agriculture, Business Education, Family and Consumer Science, Health Science Technology, Technology Education, and Trade and Industry. Admission to these programs is based on interest, age, grade level, and pre-requisite requirements.

Eagle Mountain-Saginaw Independent School District will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

## **CHILD SEXUAL ABUSE**

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 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 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, 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](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 sexual abuse:

<http://www.tea.state.tx.us/index.aspx?id=2820>

<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/childabuse1.shtml)

[http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse2.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>).

## **COMPLAINTS AND CONCERNS**

The Eagle Mountain-Saginaw School District has adopted procedures consistent with the requirements of Federal and State laws that are designed to secure the prompt equitable resolution of problems at the first possible level. Concerns involving a classroom or campus should first be directed to the campus teacher or principal. Further assistance on resolving concerns can be obtained by calling campus or district administrators.

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 principal's or superintendent's office or on the district's website at [www.emsisd.com](http://www.emsisd.com) under the "Parents" tab.

## **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 computer resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement (separate from 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 will be monitored by district staff.

## **Inappropriate Use of Technology**

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

## **User Responsibilities**

1. Eagle Mountain/Saginaw ISD is providing Internet resources for educational purposes only. Student/staff use of Internet resources must be related to an expressed educational/administrative goal or objective.

2. The use of the Eagle Mountain/Saginaw ISD Internet and computer network must be in support of educational goals, research, and class assignments and consistent with the educational objectives of the district.
3. The system may not be used for illegal purposes, in support of illegal activities, or for any activity prohibited by District policy.
4. Student users shall not download or copy any data, including music and video, to removable media or hard drives without prior teacher approval.
5. Participation in Internet chat rooms, instant messaging services, and Internet newsgroups is prohibited for all users.
6. Users must have a valid, authorized account to access the network, and use only those computer resources that are authorized. Accounts may be used only in accordance with authorized purposes.
7. Individual accounts may be used only by the owner of the account except where specifically authorized by the Eagle Mountain/Saginaw ISD administrators. In the case of class accounts, all use must be under the supervision of the sponsoring teacher.
8. **Vandalism** is prohibited and will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm, disrupt or destroy data of another user of the District's network, or any of the agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creating of computer viruses. Any of these actions may be viewed as violations of District policy, administrative regulations and, possibly, as criminal activity under applicable state and federal laws. Users must respect the privacy of other users. Users will not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or represent themselves as another user unless explicitly authorized to do so by that user. Deliberate attempts to degrade or disrupt system performance and/or degrade, disrupt, or bypass system security are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws.

### **Consequences**

The following consequences will apply to all Eagle Mountain/Saginaw ISD Internet users. Violation of EMS-ISD policies and procedures concerning the use of the computer on the networks will result in the same disciplinary actions that would result from similar violations in other areas of Eagle Mountain/Saginaw ISD life. Any or all of the following consequences may be enforced:

1. Loss of computer privileges/Internet access, with length of time to be determined by the campus administration.
2. Any campus-based disciplinary consequence, including suspension as deemed appropriate by the administration.
3. DAEP placement may be considered in flagrant violations or violations that corrupt the educational value of the computers or the Internet. Additionally, expulsion may be considered in instances where students have used Eagle Mountain/Saginaw ISD Internet access to engage in conduct that constitutes felony criminal mischief.

4. Violations of law may result in criminal prosecution as well as disciplinary action by the District.

[For additional information, see policies at 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.

### **Assaults**

Students are prohibited from assaulting anyone on school property or at any school-related event. An assault is defined as:

1. Intentionally, knowingly, or recklessly causing bodily injury to another person.
2. Intentionally or knowingly threatening another with imminent bodily injury.
3. Intentionally or knowingly causing physical contact with another when the student knows or should reasonably believe that the other will regard the contact as offensive or provocative.

Assaults are serious disciplinary offenses that result in mandatory assignment to the ADC.

### **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.

### **Detention**

A teacher or administrator may assign any student who has excessive tardies, absences, or other discipline problems to detention. Students will be given prior notice. Students who cannot attend an assigned day of detention should make arrangements with the assigning teacher or administrator to reschedule.

When detention is used, notice shall first be given to the student to inform them of the reason for the detention and permit arrangements for the necessary transportation of the student. The student's parent or guardian, if the student is a minor, may be required to provide transportation when the student has been assigned to detention. Failure to attend will result in additional discipline options assigned by the principal or assistant principal.

## **Disruptions**

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.

## **Hazing**

Hazing is considered a serious disciplinary offense. Hazing means any intentional, knowing, or reckless act occurring on or off campus directed against a student, by one person alone or acting with others, that endanger the mental or physical health or the safety of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students. The term includes but is not limited to:

1. Any type of physical brutality, such a whipping, beating, striking, branding, electronic shock, placing of harmful substance on the body, or similar activity.
2. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk or harm or that adversely affects the mental or physical health or the safety of the student.
3. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk or harm or that adversely affects the mental or physical health or the safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from remaining registered in a District school, or that may reasonably be expected to cause a student to leave the organization or the school rather than submit to acts described above.

5. Any activity that includes, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code. Students shall have prior approval from the principal or designee for any type of “initiation rites” of a school club or organization. No student shall engage in any form of hazing, nor shall any student encourage or assist any other person in hazing. Acts of hazing and failure to report known hazing or planned hazing can result in criminal penalties, as well as school discipline.

### **Telecommunications and other Electronic Devices and Personal Equipment**

Students are prohibited from bringing sports cards and equipment, toys, radios, tape recorders, electronic games, skates, skateboards, scooters, pocket knives, and other personal items to school unless permission is granted by an administrator. (These items may be confiscated. Parents need to schedule a time to pick-up confiscated items.) If personal items are brought to school, students do so at their own risk. Book bags, backpacks, large purses, etc. are not allowed in classrooms. If brought to school, such items must be stored in lockers until the end of the school day.

The school is limited in the amount of time that can be devoted to recovery of lost/stolen items.

**Skating or skateboarding is not allowed on campus at any time.**

Students shall be able to possess electronic communication devices (i.e. cell phones, pagers) in school subject to the following rules and regulations:

- The electronic communication devices must be turned off and kept out of sight during school hours (8:00 – 3:45). Devices that ring, vibrate, or emit tones may be taken up by the teacher and given to an administrator until a parent is notified.
- The electronic communication devices may be used at school-sponsored activities pursuant to the event. They should remain off or silenced during events to respect the participants and the audience.
- It is the student’s responsibility to ensure that electronic devices are turned off and out of sight during unauthorized times.

Any student who violates the above rules is subject to:

1. The first violation will result in a written warning by an administrator
2. All subsequent violations will result in a \$15.00 recovery charge and parent notification.

[See policy FNCE.]

Parents shall be notified within two school days after the cellular telephone or paging device is confiscated. Confiscated cellular telephones and paging devices shall be held by the District for a period of 30 days after notification has been made. Parents or telecommunications companies may obtain the release of the cellular telephone or paging device. After the 30-day period has expired, the District shall dispose of the cellular telephone or paging device.

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

## ***Secret Societies and Gang Activities***

“A public school fraternity, sorority, secret society, or gang” means an organization, composed wholly or in part of students of public primary or secondary schools, that seeks to perpetuate itself by taking in additional members from the students enrolled in school on the basis of the decision of its membership rather than on the free choice of a student in the school who is qualified by the rules of the school to fill the special aims of the organization.

A school district board of trustees or an educator shall recommend placing in an alternative education program any student who violates this section.

An offense under this section is a Class C misdemeanor.

## **Special Assignment Class**

Assignment to SAC will be made at the discretion of the principal or vice principal. Below is a list of some common Special Assignment Class offenses and the suggested number of days in the Special Assignment Class for the first offense. For subsequent violations of school policy, a pre-determined number of days will be added to the Special Assignment Class for the first offense. Deviation from these recommendations will be at the discretion of administrators depending on the circumstances of the offense.

<b><u>Offense</u></b>	<b><u>Suggested Number of Days in SAC</u></b>
Truancy	3
Vandalism	3
Failure to attend detention hall	3
Disrespect/disobedience	3
Fighting	3-5
Persistent misbehavior	3-5

### **Rules:**

1. All school rules and regulations will be in effect.
2. Any student who habitually violates school or Special Assignment Class rules will be subject to additional disciplinary action.
3. A student must satisfactorily complete the assigned number of days before being re-admitted to regular classes.
4. A student may not participate in the following extra-curricular activities while assigned to SAC:
  - a. athletic events
  - b. musical productions
  - c. U.I.L. events
  - d. speech and drama events
  - e. vocational events

- f. trips and activities held during school hours
  - g. any other activities designated by the administration
5. Students may attend school sponsored activities held after school
  6. Students will turn in completed classroom assignments to Special Assignment Class instructor so the regular classroom teacher may grade the work. Students will receive full credit for work completed correctly.
  7. Students will be allowed one morning and one afternoon restroom break.
  8. Students will need to bring a sack lunch or purchase a cafeteria lunch. All lunches will be eaten in SAC.
  9. Students may be assigned additional reflective assignments or study drills by the SAC teacher. Students who have completed their assignments may read or sit quietly with permission from the Special Assignment Class teacher.
  10. Students are not allowed to talk or leave their carrel without permission.
  11. A student may ask for permission to talk quietly with the teacher when asking for help or instructions on assignments.
  12. Students may not sleep or pass notes.
  13. Students will be assigned a carrel upon admittance to the class. All books and study materials should be brought by the student to the Special Assignment Class. Students should be in assigned carrels and prepared to work on assignments when the tardy bell rings and after breaks and lunch.
  14. Students are to face the wall while seated at the carrel. Turning around, leaning back in the chair, or placing the head on the desk is not permitted.
  15. No food & drinks (except lunch), radios, or other such materials are allowed in Special Assignment Class.
  16. Schoolbooks and assignments are not to be taken from Special Assignment Class until the student is released or permission is given by the teacher.

## **Social Events**

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

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

## ***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**

Academic counseling services are available on the campus. Counseling is provided for assistance with academic concerns and for course selection and testing. Students may see a counselor by making a request to a teacher, office personnel or by going directly to the counselor. Parents may make appointments through the main office.

Each spring, students in grades 5 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. Pre-registration in the spring is the time to make definite course selections. Course offerings and teaching assignments are planned on the basis of courses selected by students in pre-registration. No courses will be dropped or added unless approved by the administration through the schedule change process.

To plan for the future, each student should work closely with the counselor in order to enroll in the courses that best prepare him or her for high school and attendance at a college, university, or training school, or for pursuit of some other type of advanced education.

### **Personal Counseling**

The school counselors and intervention counselor are 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.

### **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 FFE(LEGAL) and FFG(EXHIBIT).]

### ***CREDIT BY EXAM—If a Student Has Not Taken the Course***

A student will be permitted to take an exam to earn credit for an academic course for which the student has had no prior instruction. The dates on which exams are scheduled during the 2009–2010 school year include:

Dates Scheduled:

- June 22, 2010
- June 23, 2010
- June 24, 2010

- July 14, 2010
- July 15, 2010
- July 16, 2010

A student will earn credit with a passing score of at least 90 on the exam.

A student planning to take an examination for acceleration shall be required to register with the principal or designee at least 30 days prior to the scheduled testing date on which the student wishes to take the test.

The District shall not charge for an examination for acceleration on the published dates or alternate dates. The District may deny a parent's or student's request for an alternate examination or alternate date. [For further information, see EEJB(LOCAL).]

## ***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. 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 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 or on the district's website.

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 involving 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 28.]

## ***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.

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

[See **Directory Information for School-Sponsored Purposes** on page 12.]

### **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 within two school days.

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**

The District's classrooms during the school day are provided for the limited purpose of delivering instruction to students in the courses and subjects in which they are enrolled. Classrooms shall not be used for distribution of any materials over which the school does not exercise control. Hallways in school buildings are provided for the limited purpose of facilitating

the movement of students between classes and allowing access to assigned lockers. Hallways shall not be used for the distribution of any materials over which the school does not exercise control.

Each secondary school campus shall designate an area where materials over which the school does not exercise control that have been approved for distribution to students, as provided below, may be made available to students or distributed to students in accordance with the time, place, and manner restrictions developed and approved by the campus principal.

Distribution of written materials over which the District does not exercise control may be restricted, subject to the following guidelines:

1. When circumstances reasonably support a foreseeable interference with normal school operations that is both material and substantial resulting directly from a distribution, the District may limit the distribution.

2. Reasonable administrative regulations as to the time, place, and manner of distribution shall promote orderly administration of school activities by preventing disruption, but shall not be designed to stifle expression.

3. Content of the non-school sponsored materials to be distributed shall conform to the following standards:

- Materials that are obscene or sexually inappropriate for the age and maturity of the audience or that endorse actions endangering the health and safety of students shall not be distributed.
- Materials may not be forbidden if the portions of specific language objected to may also be found in material that is made available to students through school facilities, i.e., the school library or reading assigned by teachers.
- Libelous material may be prohibited from distribution. Libelous material includes defamatory falsehoods about public figures or governmental officials, which are made with knowledge of their falsity or reckless disregard for truth.
- Publications that criticize Board members or school officials or advocate violation of school rules may be prohibited if they fall within the disruption standard described at item 1 above.
- Advocacy directed toward inciting or producing imminent lawless or disruptive action and that is likely to incite or produce such action shall be restricted.
- Hate literature that scurrilously attacks ethnic, religious, or racial groups, and similar irresponsible publications aimed at creating hostility and violence may be banned if they fall within the disruption standard described at item 1 above.

### **Prior Review of Non-School Materials**

All written material over which the school does not exercise editorial control that is intended for distribution to students shall be submitted for prior review according to the following procedures:

1. Material shall be submitted to the building principal or a designee for review.

2. The principal or a designee shall approve or disapprove submitted material within twenty-four hours of the time the material is received. Failure to act within the twenty-four hour period shall be interpreted as disapproval.
3. The student may appeal disapproval to the Superintendent, who shall decide the appeal within three days of its receipt. Failure of the Superintendent to act within the three-day period shall be interpreted as disapproval.
4. If the request to distribute material was initiated by a student, disapproval may be appealed to the Board under FNG (LOCAL), beginning at Level Three. If the request to distribute material was initiated by someone other than a student, disapproval may be appealed to the Board under GF (LOCAL), beginning at Level Three.

## ***DRESS AND GROOMING***

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. In order to maintain an orderly environment conducive to the attainment of the educational mission and purpose of the District, all students shall be required to meet the expectations of the dress and grooming code. Dress and apparel that unduly attract the attention of other students often precipitate comments and/or other reactions that are disruptive. Safety, general health, and hygiene are factors that are also considered in the establishment of this dress/grooming and personal standards code.

1. Student's hair shall be neatly cut, clean, and/or combed so as to be kept out of the eyes. Odd colored hair dyes and hairstyles or cuts, which are distracting to others, shall not be permitted.
2. Appropriate footwear must be worn.
3. Shirts of underwear type, see-through clothing, muscle shirts, halters, spandex clothing or any clothing which exposes a bare midriff, back (below the shoulder blades), chest or underwear **MAY NOT BE WORN**. Shoulders, back, chest and midriff must be covered.
4. Shorts and skirts should be no shorter than fingertip length when the arm is at the side. Biker (spandex) shorts, boxer shorts, wind shorts, hats, and pajamas are not allowed.
5. Clothing or possessions which promote/display inappropriate messages shall not be permitted. Apparel should not display risqué prints or symbols, gang graffiti or monikers, lewd, vulgar, obscene or suggestive language/design. Advertisements or symbols that promote or depict drugs, alcohol, tobacco products, violence or Satanism are prohibited on all apparel, jewelry and accessories. No chains, handcuffs or any other accessories that suggest weaponry will be allowed.
6. Any clothing, which is identified by the administration as gang-related or a safety concern, will not be permitted.
7. Pants or shorts must be worn at a natural waistline.
8. **SPECIAL EXCEPTION** – This code is not to be construed so as to apply to those pupils in certain elective subjects such as band, organized sports, or to students in voluntary student organizations which are called upon from time to time to represent their school in public events. Teachers and sponsors of these subjects and organizations will continue to

require those standards of dress and appearance that they deem appropriate and which have served in the past to mark those school representatives with honor and distinction.

9. Students will not be allowed to wear visible body piercing jewelry except earrings. Earrings, if worn, must be worn in the ear. Tongue ornaments will be considered visible.
10. No pupil shall engage in any inappropriate public display of affection.

**ANY CLOTHING, PERSONAL APPEARANCE, OR PERSONAL STANDARD,  
WHICH IN THE JUDGEMENT OF ADMINISTRATORS DISRUPTS THE  
EDUCATIONAL ENVIRONMENT SHALL NOT BE PERMITTED.**

If the principal determines that a student's grooming violates the dress code, the student shall be given an opportunity to correct the problem at school. If not corrected, the student will be assigned to in-school suspension for the remainder of the day or until the problem is corrected. Repeated dress/grooming code offenses may result in more serious disciplinary action.

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

**UIL Activities**

A variety of extracurricular activities are open to students. The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students who violate dress and grooming standards established for such an activity may be removed or excluded from the activity for a period determined by the principal or sponsor, and may be subject to other disciplinary action under the Student Code of Conduct. The District has a mandatory drug testing program for students participating in extracurricular school-sponsored athletics, band, cheerleading, dance, choir, and UIL academic activities.

In order to be eligible to participate in an extracurricular activity for a six weeks period following the initial six weeks period of a school year, a student must not have a recorded grade average lower than 70 on a scale of 0 to 100 in any course for the preceding six weeks period.

A student whose recorded six weeks grade average in any course is lower than 70 at the end of a six weeks period shall be suspended from participation in any extracurricular activity event.

At the end of any three weeks period in which a student has attained a course grade average for that six weeks of 70 or more in each course taken, any suspension from participation in extracurricular activities shall be removed.

All UIL-sponsored activities are sanctioned as school-related activities and therefore come under the provisions of this section. The governing boards at the highest state level of any other organizations requiring student participation which cause a student to miss a class during the school day must request approval, in writing, from the commissioner of education. If approval of the organization is granted and the Eagle Mountain-Saginaw Board of Trustees concurs, student participation in the organization's activities will be subject to all provisions of this section. If approval is not granted, any absences incurred by the student will be considered unexcused.

The district shall not permit students to participate in an extracurricular activity or a public performance that would require, permit, or allow a student to be absent from class in any course more than ten times during the school year.

The principal or principal's designee may approve or disapprove participation in extra-curricular activities for any student who is absent from a class or classes on the day of the activity.

When it is necessary for students to make trips in connection with athletics, band, choir, cheerleaders or other school-related activities, the following regulations will be in effect:

1. All students must go in school-approved transportation, and the presence of an adult is required. Any student who does not travel by school approved transportation will not be considered as part of the group.
2. All students must return by school-approved transportation unless the parents personally arrange in writing with the sponsor for the student's return.
3. Students are under the supervision of the sponsor and are expected to conduct themselves according to school policy.
4. A student who fails to observe these and other rules of good behavior will lose the privilege of making such trips, in addition to other disciplinary action.

**Please note:** 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.

[For further information, see policies at FM and FO. For student-organized, student-led groups, see **Meetings of Non-Curriculum-Related Groups** on page 50.]

## **Social Activities**

Only currently enrolled students or registered approved guests of currently enrolled students are eligible to attend social activities. To purchase tickets and gain access to a social event, a student must present a current student identification card.

To obtain approval for a guest (only 1), a student should fill out the appropriate form and submit the request to an assistant principal for approval. If approved, the student should bring the form to the social activity along with picture identification of the guest to gain admittance. Guests invited to school functions and activities shall conform to the same conduct, behavior, dress and grooming code as all high school students. Guests who do not adhere to this code shall be asked to leave the activity.

**NO MIDDLE SCHOOL STUDENTS WILL BE ADMITTED TO HIGH SCHOOL SOCIAL ACTIVITIES.**

## **Camp Goddard**

50 sixth graders will be chosen to attend an environmental science camp in April. Students are chosen based on the following criteria:

1. A Science Aptitude Test (weight of 1)

2. An average of academic grades in the core classes for the first 4 six weeks (weight of 7). Extra points are not added to honors classes in calculating the average for Camp Goddard selection.
3. No grade below 70 in **any** subject
4. Citizenship – No more than 1 “N”. No “U’s”.

## **Cheerleaders**

Eight candidates representing the seventh grade and eight candidates representing the eighth grade will be selected. Academic eligibility to try out for cheerleader is based on grades earned during the current school year in the five (5) core classes. The core classes are English/Language Arts, Reading/Literature, Math, Science, and Social Studies.

- The cumulative average in **each** core subject (average of the six weeks grades through the most recent 6-weeks reporting period) shall be 70 or above for each core class.
- The overall average of **all** six weeks grades (through the most recent 6-weeks reporting period) in **all** core classes shall be 75 or above.
- Citizenship eligibility shall be based on all classes taken. To be eligible to try out a student must have more “S’s” than “N’s”. In addition, two or more “U’s” in citizenship will disqualify a student from participating in the selection.
- No student who has more than one term of placement in SAC, suspension, or an alternative education program will be eligible to tryout. Any student who has been expelled from school for any portion of the school year will be unable to tryout.
- The candidates will try out before a panel of judges. The judges’ scores will count 100%. The scores will be tabulated under the supervision of an administrator and new squad members’ names will be posted.
- An application blank and parent approval sheet must be completed and turned in by the announced deadline. No late sign-ups will be accepted.

## **Student Council**

Purpose:

- To develop attitudes of, and practice in good citizenship;
- To promote harmonious relations throughout the entire school;
- To improve student-teacher relationships;
- To improve school morale;
- To provide a forum for student expression;
- To promote the general welfare of the school.

Officers:

The officers of this organization shall be a president, vice-president, secretary, and treasurer. The officers of the Student Council shall be selected from the eighth grade.

Requirements for candidates:

1. Candidates must sign up to run for Student Council Office. The cumulative average in **each** core subject (average of the six weeks grades through the most recent 6-weeks reporting period) shall be 70 or above for each core class. The overall average of **all** six weeks grades (through the most recent 6-weeks reporting period) in **all** core classes shall be 75 or above. In addition, no more than two “N’s” in citizenship are allowed. A “U” in citizenship will disqualify a student from participating in the election.
2. Candidates for officer must be a member in good standing of the Student Council.
3. An application blank and parent approval sheet must be completed and turned in to the sponsor prior to the election. The Student Council sponsors will review the application and approval sheet.
4. No student who has more than one term of placement in SAC, suspension, or an alternative education program will be eligible to tryout. Any student who has been expelled from school for any portion of the school year will be unable to run.
5. During the spring preceding the year of service, the sponsor will supervise those students who desire to run for the office and who meet the qualifications.
6. There shall be two days of campaigning under the direction and supervision of the Student Council, after which the election shall take place. Campaigning is limited to hanging of posters and making a speech before the student body. Voting shall be by secret ballot.
7. The Student Council sponsor(s) and an assistant principal will tabulate the votes and announce the results. The candidates receiving the highest number of votes will be declared the winners.
8. The term of office for each officer shall be one year.

Representatives:

Students desiring to serve as a representative must meet the same academic and citizenship requirements for Student Council Officer and complete the application process.

### **National Junior Honor Society**

Membership in the local Chapter of the National Junior Honor Society, sanctioned and sponsored by the National Association of Secondary School Principals, is open to students whose standards of scholarship, leadership, character, citizenship, and services are far above those of the average student.

Election of members shall be based on the following criteria:

1. Candidates must have attended the school a least one full semester.
2. Candidates for membership shall have maintained an overall average in the core areas of 93 or above (the core subjects averaged together for the current year should be 93 or above. Averages are not rounded up or down.). For calculation purposes only, 3 points will be added to the numeric grade in honors classes.

3. Students who have been in the Special Assignment Class or have been suspended from school for any reason during the year in which they are being considered for membership are not eligible for admission to NJHS.
4. No more than two N's in citizenship are allowed. A "U" in citizenship will disqualify a student from selection.
5. Each candidate must complete a student information sheet that will include a list of school activities and service to the community and/or school. The final selection of members shall be by the approval of the Faculty Advisory Council based on the determination of character, leadership, and service.
6. An active member of the NJHS who transfers from another accredited school will be accepted for membership in this chapter.

## **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:

1. Costs for materials for a class project that the student will keep.
2. Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
3. Security deposits.
4. Personal physical education and athletic equipment and apparel.
5. Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
6. Voluntarily purchased student accident insurance.
7. Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
8. Personal apparel used in extracurricular activities that becomes the property of the student.
9. Parking fees and student identification cards.
10. Fees for lost, damaged, or overdue library books.
11. Fees for driver training courses, if offered.
12. Fees for optional courses offered for credit that require use of facilities not available on district premises.
13. Summer school for courses that are offered tuition-free during the regular school year.
14. A reasonable fee for providing transportation to a student who lives within two miles of the school. [See **Buses and Other School Vehicles** on page 55.]
15. A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent

chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal. [For further information, see policies at FP.]

## ***FUND-RAISING***

Funds may not be solicited on campus to purchase a group gift for an individual except with special permission made through the principal's office.

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least 30 days before the event. [For further information, see policies at FJ and GE.]

## ***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 1000 feet of any district-owned or leased property or campus playground.

## ***GRADING SYSTEM***

### Grade

90 – 100 = Excellent (A)

80 – 89 = Above Average (B)

75 – 79 = Average (C)

70 – 74 = Below Average (D)

69 – Below = Failure (F)

### Citizenship

S – Satisfactory

N – Needs Improvement

U – Unsatisfactory

## ***HEALTH-RELATED MATTERS***

### **Health Care**

Basic first aid and health care is available at our school. **It is the parent or guardian's duty to arrange care for sick children promptly.** A student who needs to visit the nurse must have a pass from his/her teacher, sign the register, and will be seen by an administrator, secretary, nurse/nurse aide. An up-to-date health record, which includes immunizations, screening results, and other pertinent medical data, is maintained on each student. Each parent should keep the school and the nurse informed yearly about any special medical information that would be important should the student have a medical emergency that needs attention. To keep information updated a Student Health Card should be completed by the parent/guardian each year.

**It is the parent/guardian's responsibility to provide current telephone numbers where they or alternate adults can be reached.**

Refer to the medical section at the end of this handbook for information on communicable diseases, immunizations, medications, screenings, and emergencies.

### **Physical Activity for Students in Elementary and Middle School**

In accordance with policies at EHAB, EHAC and EHBG, the district will ensure that students in full-day pre-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 middle or junior high school 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.

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.

### **School Health Advisory Council**

During the preceding school year, the district's School Health Advisory Council held 5 meetings. Additional information regarding the district's School Health Advisory Council is available from the district website. [See also policies at BDF and EHAA.]

### **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 Mike Leiby, Assistant Director for Athletics and Coordinator for Health/PE Curriculum, to obtain the results of his or her child's physical fitness assessment conducted during the school year.

### **Vending Machines**

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 contact the school principal. [See policies at CO and FFA.]

### **Other Health-Related Matters**

#### **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 central administration office.

## **Pest Management Plan**

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

## **HOMELESS STUDENTS**

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Dr. Mary Jones at 817-232-0880.

## **HOMEWORK**

As a general rule, work that cannot be finished in class becomes homework. Most assignments can be finished during allotted time at the end of the class period if the student uses the time to their best advantage. Some long term assignments and projects will require time spent in research and development after school hours. The student is responsible for handing in completed work on time and informing his/her parents of work that needs to be done at home. **No late work** is accepted unless special arrangements have been made between the student and teacher.

## **HONOR ROLL**

An "A Honor Roll" and a "B Honor Roll" are prepared each grade reporting period. The "A Honor Roll" recognizes students who maintain "A's" in all subject areas and "S's" and "N's" in citizenship. The "B Honor Roll" recognizes "A's" and "B's" in subject area classes and "S's" and "N's" in citizenship.

For honor roll recognition a grade of 87 and above in a Pre AP will be considered an "A".

## **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.

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

If a student should not be immunized for medical reasons, the student or 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 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 Health Services section of this handbook or the Department of State Health Services website: <http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

## ***INDIVIDUAL PICTURES***

Individual student pictures will be taken during the fall semester. All students must have pictures taken and will pay for them only if they decide to purchase. Retakes will be scheduled at a later date.

## ***INTERROGATION AND SEARCHES***

School officials may search a student's outer clothing, pockets, or property by establishing reasonable cause or securing the student's voluntary consent. However, consent obtained through threat of contacting parents or the police authorities is not considered to be voluntarily given.

Vehicles on school property are also subject to search. Areas such as lockers, which are owned by the District and jointly controlled by the District and student, may be searched if reasonable cause exists to believe that contraband is inside the locker. Students shall not place, keep, or maintain any article or material in school-owned lockers that is forbidden by District policy or that would lead school officials to reasonably believe that it would cause a substantial disruption on school property or at a school sponsored function.

Administrators and teachers have the right to question students regarding their conduct or the conduct of others.

## ***LAW ENFORCEMENT AGENCIES***

### **Citations**

Citations can be issued for offenses that include, but are not limited to: possession of tobacco products, fighting, disorderly conduct, disruption of classroom, and failure to attend school or truancy. Possible fines and court fees may incur.

### **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:

1. 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.
2. The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
3. 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:

1. To comply with an order of the juvenile court.
2. To comply with the laws of arrest.
3. 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.
4. By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
5. 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.
6. 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:

1. 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.
2. 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).]

## **MAKEUP WORK**

### **Routine and In-depth Makeup Work Assignments Because of Absence**

Make-up work is the responsibility of the student who has an absence. The student must check with the teacher regarding make-up work on the day he/she returns to class. All work must be made up within two days after the student returns to class unless other arrangements are made with the teacher. Zeroes will be given for any required make-up work not turned in. [For further information, see policy EIAB(LOCAL).]

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 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:

1. 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.
2. 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.

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.]

## **OFFICE AND LIBRARY ASSISTANTS**

Office and library assistants will be selected based on the following criteria:

1. Must have no six weeks grade lower than a 75 during the previous five six weeks periods in academics.
2. Must have more "S's" than "N's" and no "U's" in citizenship.
3. Recommendation of library and office personnel.

Selection will be made by the librarian and the principal after consideration of the previous three criteria.

A serious disciplinary infraction may result in a student being removed as an office or library assistant.

## **PERSONAL GRADUATION PLAN**

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 counselor and policy EIF(LEGAL).]

## ***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 7.]

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***

Students shall be promoted from one grade to the next on the basis of academic achievement. Middle school students must have an overall average of 70 or above, as well as an average of 70 or above in at least three of the following subjects: language arts (including reading improvement, if required), mathematics, social studies and science. Summer school may be offered for those students who do not meet the requirements for promotion. Eighth grade students are also governed by state mandated TAKS policies for promotion.

## ***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 before reporting to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

## ***REPORT CARDS / PROGRESS REPORTS AND CONFERENCES***

Grades are issued after each six weeks grading period. Report cards are computerized; therefore there is one-week delay between the end of the grading period and issuance of report cards. Students receive report cards and are responsible for returning the signed report card to designated teachers.

At the end of the third week of each six weeks period, reports are mailed to parents of students who are failing or in danger of failing one or more courses. Parents are encouraged to schedule a

conference with the teacher if a notice is received. Conferences can be scheduled through the office.

Teachers follow grading guidelines that have been approved by the principal or superintendent 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.

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.

Report cards and unsatisfactory progress reports must be signed by the parent and should be returned to the school within 3 days.

If you need to discuss your child's work with a staff member, please contact the school offices to arrange for an appointment. Conferences may be held by phone or on-site with teachers, counselors, assistant principals or the principal. A conference may be scheduled by calling the school offices between 8:20 a.m. and 4:00 p.m.

## **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:

1. Avoid conduct that is likely to put the student or other students at risk.
2. 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.
3. 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.
4. Know emergency evacuation routes and signals.
5. Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

## **Accident Insurance**

Accident insurance is available for purchase by the parent and covers students to and from school and while the student is in school. The district, under state law, cannot pay for medical expenses associated to a student's injury.

The school district will not purchase insurance to cover students who participate in UIL activities.

Parents shall accept full responsibility for medical insurance/medical costs for any injury their child may incur at any school sponsored activity.

## **Crisis Management Plan**

A crisis management handbook is available for public review in the principal's office on each campus. The crisis management handbook was prepared to provide the principal and the local crisis team a quick reference guide of procedures to follow when a crisis occurs that affects the school.

## **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 would need to have written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

## **Emergency School-Closing Information**

All other major local radio and TV stations make all official announcements concerning the postponement or cancellation of school.

## **Identification Cards**

**ID's are mandatory for students** and will be made free of charge at the beginning of each school year. Replacement ID's will be made for a fee. Students must have ID cards with them at all times. Failure to present ID cards upon request from school personnel will result in disciplinary action.

## **Physical Restraint**

Any District employee may, within the scope of the employee's duties, use and apply physical restraint to a student that the employee reasonably believes is necessary in order to:

- Protect a person, including the person using physical restraint, from physical injury.
- Obtain possession of a weapon or other dangerous object.

- Protect property from serious damage.
- Remove from a specific location a student refusing a lawful command of a school employee, including from a classroom or other school property, in order to restore order or impose disciplinary measures.
- Restrain an irrational student.

## **SCHOOL FACILITIES**

### **School Hours**

The regular school day begins at 8:40 a.m. and ends at 3:45 p.m. Students should report to the cafeteria immediately upon arrival at school and proceed to their 1st period class when the bell rings. Breakfast is available in the school cafeteria.

Students should be picked up within 15 minutes after dismissal. Supervision will be provided only from 8:00 – 4:00 unless other arrangements are made. The school office staff and faculty are on duty each day from 8 a.m. to 4 p.m.

Notes to parents and/or school announcements will be used to notify parents of any early dismissals or activities after school hours, which might keep students from being dismissed at the regular hour. Local radio and TV stations make all official announcements concerning the postponement or cancellation of school due to weather.

There is a five-minute break between classes. This is sufficient time to visit the restroom, locker and go to the next class. There is not enough time between classes to visit with friends.

### **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.

### **Closed Campus**

All EMS-ISD schools operate a closed campus. Students cannot leave during school hours without permission from parents and the office.

### **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. 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. Students who may qualify for the free or reduced lunch and breakfast program should make application in the office. Applications are sent out at the beginning of each year but are also available in the office at any time. Information about a student's participation is confidential

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. [For more information, see policy CO(LEGAL).]

The cafeteria is a center of activity before school and during lunch. Students may purchase breakfast, hot lunches, chef salads or a la carte items. Students are allowed to bring a sack lunch and buy additional items if they so desire. Parents/Guardians may bring lunch to only their student during the day.

Parents may choose to have their student deposit money in a lunch account or have their student pay for lunches on a daily basis. Student lunch account deposits can be made in the cafeteria before school or processed online through [www.lunchbucks.com](http://www.lunchbucks.com). Lunch charges are not allowed.

Students may eat in the plaza or cafeteria area only. The serving lines should be single file and crowding, pushing, "cutting in", or loud talking will not be permitted. Students who do not return trash and food to the proper place are subject to disciplinary action and will be required to do extra clean-up duty in the cafeteria.

Classes are held simultaneously during the lunch period so students must confine their lunchtime activities to the cafeteria or designated area. Students will not be permitted to leave the campus during the lunch periods without permission from an administrator.

## **Library and Media Center**

The library is a source of varied learning experiences. It provides access to a variety of materials, a stimulating environment for learning, and a laboratory for individual and group research.

- Books and non-book materials are available to the students beginning at 8:10 a.m.
- Fiction and non-fiction books may be checked out for two weeks and are renewable for another two weeks. Two books may be checked out at a time.
- In order to provide for the widest possible use of books, fines are charged at the rate of five cents each school day for each overdue book. Students who have been ill and return to school with an excused absence slip may be excused from paying the fines for the days they were absent.
- If a student loses a book that he/she has checked out, that student is responsible for the book and should report the loss to the library as soon as possible. If a book is lost or damaged, the student owes the price of the book. If the student has paid for a lost book and it is later found, his/her money will be refunded.
- If a student loses the blue date due card, he/she will be charged a fine of .10; if a bar code is damaged, the charge will be \$2.00.

- Reference books, magazines, and current newspapers are may not be taken home. A loss of some of these materials could pose a handicap to those students who might need them for research purposes.
- An environment is maintained at all times so that all may enjoy reading and doing research in an orderly and quiet atmosphere. Students are expected to take care of all library materials in the library so others may enjoy their use.
- Reserved books checked out overnight are due before first period the next school day. If not turned in, a fine will be assessed.
- Chewing gum will not be allowed in the library.
- Caps and hats will not be worn in the library.
- Book bags must be left inside the library door.

## **Lockers**

Students will be assigned lockers and combination locks or lock combinations. Student are not to exchange lockers or share lockers with other students. No usage fee will be charged for the lock provided it is returned in reasonable condition at the end of the year or when the student withdraws. Only school locks will be used. Non-school locks will be cut off. The use of locks is a great deterrent for lost or stolen items.

Searches of lockers may be conducted at any time there is reasonable cause to do so whether or not students are present.

## **Lost and Found**

Keeping valuables under lock and key is strongly recommended. Lost or stolen articles should be reported to the office immediately. If you lose an item, please check in the lost and found. Unclaimed items will be donated to charity.

## **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.

## ***SCHOOL ISSUED EQUIPMENT***

Each student is responsible for any equipment issued, such as athletic clothing, locks, calculators, etc. The student is required to pay for damaged or lost equipment.

## ***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. Students must be certain that their lockers are locked, and that the combinations are not available to others.

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.

## **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 Use and Testing**

The use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful. No student shall possess, use, transmit, or attempt to possess, use or transmit, or be under the influence of any of the following substances on school premises during any school term or off school premises at a school-related activity, function, or event:

1. Any controlled substance or dangerous drug as defined by state and federal law, without regard to amount, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, barbiturate, or steroids.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
4. Any other intoxicant, mood-changing, mind-altering, or behavior-altering drug, including caffeine pills, and other over-the-counter stimulants and sedatives.

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 website at [http://www.uil.utexas.edu/athletics/health/steroid\\_information.html](http://www.uil.utexas.edu/athletics/health/steroid_information.html).

“Use” means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath, or speech.

“Under the influence” means a student’s faculties are noticeably impaired, but the student need not be legally intoxicated.

The transmittal, sale or attempted sale of what is represented to be any of the above-listed substance is also prohibited under this rule.

A student determined to be guilty of a drug/alcohol violation will be assigned to the ADC or expelled.

A student who uses a drug authorized by a licensed physician through a prescription specifically for that student’s use should not be considered to have violated this rule. A student who violates this provision shall be subject to disciplinary action, which may include suspension or expulsion and referral for prosecution, and may be required to complete an appropriate rehabilitation program.

The District has a mandatory drug testing program for all students in grades 7-12 participating in extracurricular school-sponsored athletics, band, cheerleading, dance, choir, and UIL academic activities. This program includes testing at the beginning of each school year and at the beginning of the spring season, and random testing throughout the school year.

Each student and his or her parent shall be required to give written permission that will be effective as long as the student is enrolled at the EMS-ISD campus designated on the permission form for student drug testing. If a student or parent refuses to sign a form or provides written notice of revocation of the consent to the principal, the student shall not be allowed to participate in the school sponsored extracurricular activities for which such testing is required.

Participation in extracurricular activities is a privilege, not a right, and students must meet specific requirements in order to participate.

The results of any drug test shall be used only to determine eligibility for participation in extracurricular secondary school-sponsored athletics, band, cheerleading, dance, choir, and UIL academic activities. Nothing in the requirements of the drug testing program shall limit or prohibit application of the District’s Student Code of Conduct providing for disciplinary action involving students using, under the influence or in possession of, or distributing alcohol or illegal drugs on school property or at school related events, on or off school property. Consequences in the Student Code of Conduct shall not be invoked in the event a student tests positive in the student drug testing program.

All results of drug testing shall be confidential and shall be disclosed only to the student, the student’s parents, and designated District officials. No drug test results shall be maintained in a student’s records. All test results shall be destroyed when the student graduates from high school.

[For further information, see policy FNF(LOCAL).

## ***SPECIAL PROGRAMS***

The district provides special programs for gifted and talented students, homeless students, bilingual 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 call 817-232-0880 for specific contact information.

## ***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 or leaders of school-sponsored organizations, may be allowed to address school audiences at designated events.

The selection of students who may speak or events at which students may speak will be governed by any District regulation that may concern such selection of speakers or events.

Students are eligible to use the limited public forum if they:

1. Are selected as determined on the basis of viewpoint-neutral criteria;
2. Are not in a disciplinary placement at the time of the event; and
3. Where appropriate, are members or elected officers of the student group that is conducting, participating in, or sponsoring the event.
4. The subject of the student speech must be related to the purpose of the event at which the student is to speak and the purpose of the student's participation at the event.
5. A student's comments must remain related to the purpose or topic and the student may not engage in obscene, vulgar, offensively lewd, or indecent speech.

The District shall treat a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject in the same manner the District treats a student's voluntary expression of a secular or other viewpoint on an otherwise permissible subject and may not discriminate against the student based on a religious viewpoint expressed by the student on an otherwise permissible subject.

[See FNA(LOCAL).]

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

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

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

[See policy EKB(LEGAL).]

## ***TARDINESS***

Because tardiness disrupts the classroom and negatively affects the learning environment, students should arrive punctually to each of their classes. Students are allowed an adequate passing period to travel from one class to the next.

Unexcused tardies (lacking written excuse from faculty member or administrators) can affect the student's citizenship grade and are also subject to other disciplinary consequences. Students are given one free unexcused tardy for each six weeks grading period. After that, the student will be assigned to detentions and/or to Saturday school.

Examples of unexcused tardies include, but are not limited to the following:

1. car trouble
2. missed bus
3. personal business
4. non-medical appointments
5. court appearances
6. weather
7. illness other than immediate family
8. oversleeping

## ***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 **Requesting Transfers for Your Child**, on page 8, and **Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education**, on page 8, 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 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. Students living within the two mile radius can apply for transportation by following the *Alternative Guidelines for inside 2 Mile & Voluntary Transfer Bus Service* found on [www.emsisd.com](http://www.emsisd.com).

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 Petermann Southwest Transportation at 817-306-0684. Their website is [www.petermannbus.com](http://www.petermannbus.com). The bus driver is charged with the responsibility of maintaining discipline. He/she shall report violations to the school principal. **THE BUS DRIVER HAS THE SAME AUTHORITY OVER THE STUDENT AS A CLASSROOM TEACHER**

All eligible students will be permitted to ride the bus provided they conduct themselves properly and have a signed bus card on file. Students may be forbidden to ride the bus because of misconduct.

Students should report to the designated bus loading area as soon as the bell rings in order to avoid missing the bus.

Bus safety is of primary concern to the school district. The district has attempted to balance the loads in buses by assigning students to a certain bus. It is very important that a student ride the assigned bus. *Permission to ride a different bus or to get off the bus with another student must be obtained prior to the end of the school day. An administrator must approve a note written by the parent.*

The policies that govern riding the school bus are listed below. In an effort to make bus riding safer, the enforcement of these rules will be very rigid. The student's conduct and behavior on the school bus is extremely important for bus safety.

- **First Offense** – driver will make a written referral to the principal and contact the parent. The principal will determine if other consequences are warranted.
- **Second Offense** – the student may be suspended from riding the bus for 3 days and other alternative discipline may be used at the discretion of the principal.
- **Third offense** – the student may be suspended from riding the bus for 5 days and other alternative discipline may be used at the discretion of the principal.
- **Fourth offense** – the student may be suspended from riding the bus for the remainder of the semester and other alternative discipline may be used at the discretion of the principal. If the offense occurs during the last six weeks of a semester, it may be extended to the end of the following semester.

The principal has the authority to skip steps for serious violation, or repeat them if necessary.

## **Bus Rules and Regulations**

1. Be on time at designated school bus stops.
2. Stay off the road at all times while waiting for the bus. All school and bus rules are to be observed at and around bus stops.
3. Wait until the bus comes to a complete stop before attempting to enter the school bus.
4. Be careful in approaching bus stops.
5. Bus riders shall not move toward the bus at the school-loading zone until the busses have been brought to a complete stop.
6. Keep hands and head inside the bus at all times after entering and until leaving the bus.
7. Assist in keeping the bus clean and sanitary at all times.
8. Loud talking and laughter or unnecessary confusion diverts the driver's attention and may result in a serious accident.
9. Treat bus equipment as you would furniture in your own home. Damage to seats, etc., must be paid for by the offender.
10. Bus riders should never tamper with the bus or any of its equipment.
11. Articles left on the bus will be taken to the bus barn.
12. Keep books, packages, coats and all other objects out of the aisles.
13. Help look after the safety and comfort of small children.
14. Do not throw anything out of the bus window.
15. Stay seated while the bus is in motion.
16. "Horseplay" is not permitted around or on the school bus.
17. Bus riders are expected to be courteous to fellow pupils, the driver and patrol officers or drivers assistants.
18. The students must be quiet when approaching a railroad-crossing stop.
19. In case of a road emergency, students are to remain in the bus.
20. Cross the road, when necessary after getting off the bus, but only after looking to be sure that no traffic is approaching from either direction.
21. Be alert to the danger signal from the driver.
22. The driver will not discharge riders at other places than the regular bus stop unless by proper authorization from parent or school official.
23. Students shall respect the wishes of a competent chaperone appointed by the school
24. The bus driver has the authority to "take up" a student's identification card.
25. Food and/or canned or bottled drinks are not allowed on the bus.
26. Students are not allowed to transport sharp, pointed, breakable, or other dangerous objects on the bus.

27. All school rules are in effect on the bus.
28. Students may not ride any other bus than the one assigned to them unless authorized by the principal.
29. No fire-starting objects or materials will be tolerated.
30. The driver will assign all students seats.
31. Only “2 mile eligible” students will be allowed rider ship. (Certain routes have hazardous areas that are exceptions.) Students living within the two mile radius can apply for transportation by following the *Alternative Guidelines for inside 2 Mile & Voluntary Transfer Bus Service* found on [www.emsisd.com](http://www.emsisd.com).
32. Any student that is not bus-eligible will not be permitted to ride a bus unless authorized by the principal.
33. Serious or habitual infractions of these rules and regulations will result in suspending the student from riding the bus until such time as behavior is acceptable.
34. The above rules and regulations would apply to any trip under school sponsorship.

## **VANDALISM**

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. Students shall not vandalize or otherwise damage or deface any property, including furniture and other equipment, belonging to or used by the District or District schools. Parents or guardians of students guilty of damaging school property shall be liable for damages in accordance with law. Students may be subject to criminal penalties if damage exceeds \$750. Students shall be responsible for the care and return of state-owned textbooks and may be charged for replacement of lost textbooks. Each student is responsible for any equipment issued, such as athletic clothing, locks, calculators, etc. The student is required to pay for damaged or lost equipment.

## **VIDEO CAMERAS**

For safety purposes, video/audio equipment may be used to monitor student behavior, including 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. Students from other schools or friends of students will not be permitted to visit our classes at any time.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

### **Visitors Participating in Special Programs for Students**

The district invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

### ***WEAPONS***

A student shall not go onto the school premises with a firearm, explosive weapon, or illegal knife, unless pursuant to written regulation or written authorization of the District. The student shall not interfere with normal activities, occupancy, or use of any building or portion of the campus or of a school bus by exhibiting, using or threatening to exhibit or use the firearm, explosive weapon, or illegal knife.

Students are prohibited from bringing to school or a school-related activity any weapons. This prohibition will not normally apply to school supplies such as pencils, compasses, and the like, unless they are used in menacing or threatening manner.

Weapons include, but are not limited to: A firearm, illegal knife, pocketknife, explosive weapon, machine gun, short-barrel firearm, imitation firearms including pellet, BB and pop guns, switchblade knife, metallic knuckles, ammunition, chemical dispensing device, zip gun, club, fireworks, razor, chain, or any other object used in a way that threatens to inflict bodily injury on another person. Use or possession of weapons on school premises or at school functions is an expellable offense and subject to federal, state, and local criminal penalties.

The possession or use of articles not generally considered weapons might be prohibited when, in the principals, designee's judgment, a reasonable apprehension of danger exists to the student in possession, other students, staff, or school property by virtue of possession or use.

### ***WITHDRAWING FROM SCHOOL***

A student under 18 may be withdrawn from school only by a parent. Parents are asked to call the counseling office for an appointment to withdraw. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. All school issued materials (textbook, athletic clothes/equipment, etc.) should be returned, and any financial obligations cleared (book fines, etc.) at the time of withdrawal. A copy of the withdrawal form will be given to the student, and a copy will be placed in the student's permanent record.

A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature.

## 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.

**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's parents are part 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*. Students in the DAEP will be separated from students not assigned to the program. The DAEP will focus instruction on English language arts, mathematics, science, history, and self-discipline, and provide for students' educational and behavior needs, as well as supervision and counseling.

**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, 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.

**Personal Graduation Plan (PGP)** 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.

**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.

**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 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; 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, and states whether self-defense is a consideration in suspension, DAEP placement, or 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 3–11.

**TAKS-Accommodated** is a state mandated assessment based on the same grade-level academic achievement standards of TAKS available to certain students who receive special education services who need specific accommodations, as determined by the student and his or her ARD committee.

**TAKS-Alternate** is an alternate state mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student and his or her ARD committee.

**TAKS-Modified** is an alternate state mandated assessment based on modified achievement standards and is administered to eligible students receiving special education services, as determined by the student and his or her ARD committee.

**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.

**UIL** refers to the University Interscholastic League, the statewide voluntary nonprofit organization that oversees educational extracurricular academic, athletic, and music contests.

# **APPENDIX I**

## **FORMS**

## ***Acknowledgment of Electronic Distribution of Student Handbook***

My child and I have been offered the option to receive a paper copy or to electronically access the EM-S ISD Student Handbook and the ***Student Code of Conduct*** for 2009–2010.

I have chosen to:

- Receive a paper copy of the Student Handbook and the ***Student Code of Conduct***.
- Accept responsibility for accessing the Student Handbook via the District's Web site at <http://www.ems-isd.com> located under the "Parent" tab.

I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the ***Student Code of Conduct***. If I have any questions regarding this handbook or the Code, I should direct those questions to the principal.

Printed name of student: \_\_\_\_\_

Student signature: \_\_\_\_\_

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

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

<b><i>Please sign and date this page and return it to your student's school.</i></b>
--

***Parent's Response Regarding Release of Student Information to  
Military Recruiters and Institutions of Higher Education***

Federal law requires that the district release to military recruiters and institutions of higher education, upon request, the name, address, and phone number of secondary school students enrolled in the district, unless the parent or eligible student directs the district not to release information to these types of requestors without prior written consent. [See **Release of Student Information to Military Recruiters and Institutions of Higher Education** on page 12 for more information.]

**Parent:** Please complete the following only if you do not want your child's information released to a military recruiter or an institution of higher education without your prior consent.

I, parent of \_\_\_\_\_ (*student's name*), request that the district **not** release my child's name, address, and telephone number to a military recruiter or institutions of higher education upon their request without my prior written consent.

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

## ***Use of Student Work in District Publications***

Occasionally, the EM-S ISD wishes to display or publish student artwork or special projects on the district's website and in district publications. The district agrees to only use these student projects in this manner.

**Parent: Please circle one of the choices below:**

I, parent of \_\_\_\_\_ (student's name), **(do give) (do not give)** the district permission to use my child's artwork or special project on the district's website and in district publications.

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

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

## **Consent/Opt-Out Form**

Dear Parent:

The district is required by federal law to notify you and obtain your consent for or denial of (opt-out) for your child's participation in certain school activities. The activities include any student survey, analysis, or evaluation, known as "protected information survey" that concerns one or more of the following eight areas:

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sexual behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom the student has a close family relationship;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility or to receive financial assistance under such a program.

If you wish to review any survey instrument or instructional material used in connection with any protected information survey, please sign this request and return it to your student's school. The principal will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

I, parent of \_\_\_\_\_ (student's name), wish to review all survey instruments before they are given to my student.

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

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

## **Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information**

State law requires the district to give you the following information:

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want EM-S ISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by September 7<sup>th</sup> or within ten school days of your child's first day of instruction for this school year.

This means that the district must give certain personal information (called "directory information") about your child to any person who requests it, unless you have told the district in writing not to do so. In addition, you have the right to tell the district that it may, or may not, use certain personal information about your child for specific school-sponsored purposes. The district is providing you this form so you can communicate your wishes about these issues. [See **Directory Information** on page 11 for more information.]

EM-S ISD has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- E-mail address
- Photograph
- Date and place of birth
- Major field of study
- Degrees, honors, and awards received
- Dates of attendance
- Grade level
- Most recent school previously attended
- Participation in officially recognized activities and sports
- Weight and height, if a member of an athletic team

Directory information identified only for limited school-sponsored purposes remains otherwise confidential and will not be released to the public without the consent of the parent or eligible student.

**Parent: Please circle one of the choices below:**

*I, parent of \_\_\_\_\_ (student's name), (do give) (do not give) the district permission to release the information in this list in response to a request.*

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

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

# **APPENDIX II**

## **HEALTH SERVICES**

## **HEALTH SERVICES**

Basic first aid and health care is available at our school. **It is the parent/guardian's duty to arrange care for sick children promptly.** A student who needs to see the nurse must have a pass from his/her teacher and will be seen by an administrator, secretary, nurse or nurse aide. An up-to-date health record, which includes immunizations, screening results, and other pertinent medical data, is maintained on each student. Each parent should keep the school and the nurse informed yearly about any special medical information that would be important should the student have a medical emergency that needs attention. To keep information updated, a Student Health Card should be completed by the parent/guardian each year.

**It is the parent/guardian's responsibility to provide current telephone numbers where they or alternate adults can be reached.**

There are automated external defibrillators (AED's) located on each campus and in each secondary athletic department.

(Each registered nurse in health services is responsible for two campuses and supervises the unlicensed assistive personnel (UAP) or nurse aide for those campuses.)

## **SCREENINGS**

During the year, school Health Services screens all new students and students in Pre-K, K, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup> & 7<sup>th</sup> grades for hearing and vision. Students in other grades can be screened at the parent/guardian's request. Spinal screening for scoliosis is conducted in the 5<sup>th</sup> and 8<sup>th</sup> grades. Students are screened for scoliosis individually, while fully clothed. All 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup> and 8<sup>th</sup> grade students are screened for Acanthosis Nigricans (AN) by observing the back of the neck for a light brown-black, velvety marking, which may indicate a hyperinsulin condition or precursor to Type 2 diabetes.

**IF YOU DO NOT WISH FOR YOUR STUDENT TO BE SCREENED FOR SCOLOSIS AT SCHOOL, PLEASE SEND A NOTE TO THE SCHOOL BEFORE NOVEMBER 1<sup>ST</sup>.**

## **COMMUNICABLE DISEASES**

A student who has symptoms of an infectious or contagious disease (including vomiting, temperature of 100 degrees or greater, or rash of undetermined origin) shall be temporarily removed from school until the danger of transmitting the infection/disease has passed.

The student should be free of fever for 24 hours (without medication) before returning to class. Students with rash will be readmitted with a written statement from the physician indicating treatment; freedom from communicable disease; or condition no longer exists.

The following table lists the most common communicable diseases, indicates the incubation period, and states the requirements set by the Texas Department of State Health Services for re-admission to school:

Name of Disease and Incubation Period	Requirements for Readmission to School
<b>Chicken Pox:</b> 2-3 weeks, commonly 13-17 days	Exclude until all blisters are crusted and dry and child is free of fever.
<b>Diphtheria:</b> 2-5 days, maybe longer	Exclude case and/or close contacts until released by physician.
<b>Infectious Hepatitis:</b> 15-50 days, commonly 25-30 days	Exclude until one week after onset of illness
<b>Impetigo:</b> 4-10 days	Exclude unless under treatment by a physician
<b>Lice:</b> Eggs hatch in 7-10 days	Exclude until student receives medicated treatment for live lice and ALL visible lice have been removed from the infested person. Nits (eggs) should be removed DAILY. Research indicates that total removal of nits is essential, including removal from bedding, clothing and the home.
<b>Measles, Rubeola:</b> 7-18 days, commonly 8-12 days	Exclude until released by physician or Health Department (proof of disease is required for vaccination exemption)
<b>Measles, Rubella:</b> 14-23 days, commonly 16-18 days	Exclude until released by physician or Health Department
<b>Meningitis:</b> 2-10 days, commonly 3-4 days	Exclude until statement from physician that the person is non-infectious
<b>Mononucleosis:</b> 30-50 days	Exclude until release by physician
<b>Mumps:</b> 12-25 days, commonly 16-18 days	Exclude until release by physician
<b>Pink Eye:</b> 1-3 days (Bacterial) 12 hours – 12 days (Viral)	Exclude until recovered, or physician's statement that the person is non-infectious and is under treatment
<b>Ringworm (Body):</b> 4-10 days	May attend school provided the person is under treatment of a physician and the lesions are covered.

<b>Ringworm (Scalp):</b> 10-21 days	Exclude unless under treatment of a physician
<b>Scabies:</b> 2-6 weeks	Exclude until under treatment and no open lesions are observed
<b>Streptococcal Infections:</b> (Strep Throat, Scarlet Fever, Scarletina) 1-3 days	Exclude until released by a physician, or until 24 hours after antibiotic treatment is begun and child is free from fever
<b>Tuberculosis:</b> 2-12 weeks	Exclude until released by the physician or Health Department
<b>Typhoid Fever:</b> Range 1-3 weeks, Average 2 weeks	Exclude case, carrier, and/or household until released by physician
<b>Whooping Cough (Pertussis):</b> 6-21 days, commonly 7-10 days	Exclude until released by physician and completion of 5 days of antibiotic therapy

## ***EMERGENCIES AND ILLNESSES***

In the event of injury or illness of a pupil, the school official shall attempt to notify the legal guardian or other designated responsible party. If the school office is unable to contact a responsible party, the principal and/or school nurse shall assume responsibility for obtaining appropriate emergency care. It is the parent/guardian's responsibility to provide telephone numbers where they or alternate adults can be reached.

## ***EMERGENCY TRANSPORT***

The following classifications will be used in dealing with serious injury or illness requiring further medical care:

- **Urgent:** requiring prompt medical intervention. Parent will be notified and will transport the student for appropriate medical care. Basic first aid will be given on campus. Condition is serious, but not life-threatening.
- **Emergency:** existence of life-threatening situation requiring immediate medical assistance, transportation or advanced life-support measures. Basic first aid will be given on campus and the 911 system will be activated, and parents will be notified.

Classification shall be determined by the school nurse, principal, person trained in first aid or as designated in the campus crisis management procedures. Since the most important step in managing true life-threatening emergencies is to transport the person to a facility where they can be treated as quickly as possible, time will not be spent repeatedly attempting to notify the physician or guardian. **FIRST**, 911 will be activated. **SECOND**, the parent/guardian will be notified. If deemed necessary by the paramedics, school nurse, principal or designee, the child shall be transported immediately without prior notification of the parent/guardian. The school office will continue to search for the parents or persons listed as the emergency contacts while

the child is being transported. Our basic concern is the securing of immediate life-saving care for the student.

If a hospital preference is given, the child shall be transported there, if possible. If no hospital preference is given, the child shall be transported to Harris Methodist Hospital or Cook Children's Medical Center. The school district assumes no financial responsibility for transportation or medical treatment of the child.

## ***IMMUNIZATIONS***

Admission to school is not allowed until records are produced showing 1) that a student has been immunized in accordance with the rules of the Texas Department of State Health Services; 2) the student has an exemption from immunization requirements on file with the school in accordance with the rules of the Texas Department of State Health Services; or 3) that the child is entitled to provisional enrollment.

Provisional enrollment allows a student to enroll in school under the following situations:

1. Transfer students from one Texas public/private school to another
2. Homeless students
3. Military families
4. Students in progress with their immunizations, who have received at least one dose of each specified vaccine as required by Texas Department of State Health Services and completes the required remaining doses as rapidly as is medically feasible

Provisional enrollment allows a student to be admitted to school on a temporary basis for up to 30 days. During the 30 day period, the parent/guardian is responsible for ensuring that the student receives the necessary immunization(s) as fast as is medically feasible and/or provide a complete and current immunization record to the school. If, at the end of the 30 day period, the student has not met the needed provisions the school shall exclude the student from attendance until the immunization record is complete and current.

The following immunizations are required for admission to or continued attendance in school:

### **Diphtheria, Tetanus, and Pertussis (DTaP/DTP/DT/Td/Tdap)**

18 months-4 years: 4 doses

5-6 years: 4 or more doses with at least 1 dose on or after the 4<sup>th</sup> birthday

7 years +: 3 or more doses with at least one dose on or after the 4<sup>th</sup> birthday; booster dose of Tdap/Td vaccine is required every 10 years after the dose obtained on or after the 4<sup>th</sup> birthday.

**\*7<sup>th</sup> Grade Entry for 2009-2010 School Year: Must have 1 booster of Tdap/Td within the last 5 years or as soon as the 5 year interval has passed. This requirement will be phased in by grades through School Year 2014-15 by adding a grade each**

year. For example: 2010-2011 will be 7<sup>th</sup> through 8<sup>th</sup> grade, School year 2011-12 will be 7<sup>th</sup> through 9<sup>th</sup> grade and so on until grades 7<sup>th</sup> through 12<sup>th</sup> are phased in.

**\*\*9<sup>th</sup> Grade Entry:** 1 booster dose of Tdap/Td within last 6 years

**Polio – Oral or Injected (OPV, IPV)**

18 months-4 years: 3 doses

5-17 years: 3 or more doses with at least 1 dose on or after the 4<sup>th</sup> birthday

(Not required for age 18 and over)

**Measles (Rubeola), Mumps and Rubella (German Measles) or also known as MMR**

18 months-4 years: 1 dose on or after the 1<sup>st</sup> birthday

**\*Kindergarten Entry for 2009-10 School Year:** Must have 2 doses of MMR with the 1<sup>st</sup> dose received on or after the 1<sup>st</sup> birthday. This requirement will be phased by grades through School year 2021-22 by adding a grade each year. For example 2010-11 will be K through 1<sup>st</sup> and 2011-12 will be K through 2<sup>nd</sup> and so on until all grades are phased in.

1st-12<sup>th</sup> Grades: 2 doses of a measles-containing vaccine, and one dose each of rubella and mumps vaccine with 1<sup>st</sup> dose on or after the 1<sup>st</sup> birthday

**Hemophilus Influenza (Hib CV) type b conjugate vaccine**

15 months-4 years: minimum of 2 HIB with booster after 12 months or 1 HIB on or after 15 months

5 years +: not required after age 5

**Hepatitis A**

12 months-4 years: 2 doses after 1<sup>st</sup> birthday

**\*Kindergarten Entry for 2009-2010 School Year:** Must have 2 doses of Hepatitis A with the 1<sup>st</sup> dose received on or after the 1<sup>st</sup> birthday. This requirement will be phased by grades through School year 2021-22 by adding a grade each year. For example: 2010-11 will be K through 1<sup>st</sup> and 2011-12 will be K through 2<sup>nd</sup> and so on until all grades are phased in.

**Hepatitis B**

3 doses are required for Pre-K through 12<sup>th</sup> grade

**Varicella (Chickenpox)**

**\*Kindergarten Entry for 2009-10 School Year:** Must have 2 doses of Varicella received on or after the 1<sup>st</sup> birthday

**\*7<sup>th</sup> Grade Entry for 2009-10 School Year:** Must have 2 doses of Varicella received on or after the 1<sup>st</sup> birthday

This requirement will be phased by grades through School year 2015-16 by adding grades each year. For example: 2010-11 will be K through 1<sup>st</sup> and 7<sup>th</sup> through 8<sup>th</sup> grades, 2011-12 will be K through 2<sup>nd</sup> and 7<sup>th</sup> through 9<sup>th</sup> grades and so on until all grades are phased in

1<sup>st</sup>-6<sup>th</sup> Grade: 1 dose received on or after the 1<sup>st</sup> birthday

13 years +: 1 dose unless the 1<sup>st</sup> dose was received at age 13 or older, then 2 doses are required.

*Previous illness may be documented with a written verification of having had chickenpox.*

### Meningococcal (MCV)

**\*7<sup>th</sup> Grade Entry for 2009-10 School Year:** Must have one dose of Meningococcal vaccine. This requirement will be phased by grade through School year 2012-13 by adding a grade each year. For example: 2010-11 will be 7<sup>th</sup> through 8<sup>th</sup> grades and 2011-12 will be 7<sup>th</sup> through 9<sup>th</sup> grade and so on until all grades 7<sup>th</sup> through 12<sup>th</sup> are phased in.

### Pneumococcal (PCV, Prevnar, PCV7)

12 months-4 years: 1 dose after 1<sup>st</sup> birthday

## **MEDICAL CONDITIONS**

Physician's instructions should be specific and on record annually for students with serious or other medical conditions. Parents/guardians need to consult with the Registered Nurse about any student needing a specialized nursing procedure (i.e.: nebulizer treatments, glucose monitoring, etc.) Written instructions from student's physician and parent/guardians are needed yearly.

Every student with asthma or seizures should have an "Action Plan" filled out by the student's doctor in consultation with the student's parent/guardian on file and updated annually.

For students who have diabetes and will seek care for the diabetes at school, HB 984 requires that the student's parents/guardians and doctor submit a diabetes management and treatment plan. The principal, school nurse and student's parents/guardians will develop an individualized health plan (IHP). School districts are also required to provide trained, unlicensed diabetes care assistants (UDCAs) to assist students with diabetes at school, in the event a school nurse is not available.

## **MEDICATION**

**No medication may be given to a student without written parent permission.**

All medications should be given outside of school hours if at all possible. If it is necessary for the student to have medication in order to remain in school, the appropriate request form should be completed and returned to Health Services. Sample forms have been placed at the back of this handbook. Original forms may be obtained from the school. **Medication, prescription or non-prescription, will not be given without written permission.**

All medication will be kept locked in the Health Services office. Maintenance of adequate amounts of continuing medication is the responsibility of the parent or legal guardian.

**Prescription Medication: Requires that both the parent/guardian and the physician sign the request for administration of medication form.** Prescription medication, including inhaler, must be in the original container, properly labeled including the student's name and instructions, and be a current prescription.

**Non-prescription Medication: Must be in the original container or package with contents and correct dosage listed.** Only FDA approved non-prescription medications can be given. Medication will not be given after the 10<sup>th</sup> day without physician's signature on the request form or a physician's order on file.

***A hand written request shall be accepted for one day only. It must include the date, child's name, name of medication, time, amount of dose, and parent/guardian's signature. An***

official medication request form will be sent home with the student or may be picked up in the clinic, and must be returned in order for continued administration of the medication.

Students may NOT carry or self-administer medications at school unless determined to be a medical necessity by the physician and a written statement, from the physician, on file in the Health Services office. Students who need to carry an inhaler will also need to sign a **Contract to Carry** form with the registered nurse on campus.

It is the parent/guardian's responsibility to take outdated/unused medication home. Written permission is required for a student to carry non-prescription medication home. After notification, outdated/unused medication will be destroyed if not picked up. Parents are strongly encouraged to pick up all medication.

### ***MEDICATION FOR FIELD TRIPS***

Students may NOT carry or self-administer medications on field trips. Teachers/staff members will be responsible for carrying and administering medications (except if letter of medical necessity, signed by physician, is on file in the Health Services office).

### ***BACTERIAL MENINGITIS***

#### **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 long outside of the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes).

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

### **How can bacterial meningitis be prevented?**

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

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

### **What you should do if you think you or a friend might have bacterial meningitis.**

Seek prompt medical attention.

### ***For more information***

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources of 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.dshs.state.tx.us](http://www.dshs.state.tx.us).