

Middle School Handbook

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ABSENCES/ATTENDANCE

The leading cause of failure in school is irregular attendance. Excessive absences are often a warning that a student is at-risk of eventually dropping out of school. Parents are urged to cooperate with the school to encourage good attendance.

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 and will require the student to meet with an administrator who will make a determination. Before returning to class following an absence, students must acquire an admit slip from the attendance office.

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.

An absence for reasons other than those above may be excused on an individual basis by a school administrator. 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. For guidelines on family trips, refer to the section entitled "family vacation or trip".

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. Zeroes will be given for any required make-up work not turned in.
2. 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.
3. The maximum grade for make-up work submitted after a student is determined to be truant shall be a 75.
4. 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.

A parent may request homework assignments for students who have been absent more than one day by calling the office. If the request is made by 9 a.m., parents can pick up homework that afternoon in the office.

UNDER TEXAS LAW, STUDENTS ARE TO BE IN ATTENDANCE FOR AT LEAST 90% OF THE DAYS THE COURSE IS OFFERED IN ORDER TO RECEIVE CREDIT FOR THE CLASS. REQUESTS FOR CREDIT FROM STUDENTS WITH FEWER THAN THE REQUIRED DAYS OF ATTENDANCE MUST BE MADE TO AN ADMINISTRATOR. CREDIT MAY BE AWARDED TO STUDENTS IF EXTENUATING CIRCUMSTANCES EXIST THAT MEET GUIDELINES DETERMINED BY THE DISTRICT (BOARD POLICY FDD LOCAL).

Students who are out of attendance compliance may receive credit for classes passed by attending make-up sessions. Students should contact an assistant principal for more information about attendance make-up hours.

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.

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. A student is considered truant when he/she:

- 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.
- The maximum grade for make-up work after a student is determined to be truant is 75.

ACTIVITY PERIOD

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

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.

BUSES

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. A note written by the parent must be approved by an administrator.

School buses are operated by Durham Transportation. The office number is 817-847-6537. 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.**

The policies that govern riding the school bus are listed below. The enforcement of these rules will be very rigid since the student's 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. The above rules and regulations would apply to any trip under school sponsorship.
24. Students shall respect the wishes of a competent chaperone appointed by the school
25. 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.
26. The bus driver has the authority to "take up" a student's identification card.
27. Food and/or canned or bottled drinks are not allowed on the bus.
28. Students are not allowed to transport sharp, pointed, breakable, or other dangerous objects on the bus.
29. All school rules are in effect on the bus.
30. Students may not ride any other bus than the one assigned to them unless authorized by the principal.
31. No fire-starting objects or materials will be tolerated.
32. All students will be assigned seats by the driver.
33. Only "2 mile eligible" students will be allowed ridership. (Certain routes have hazardous areas that are exceptions.)
34. Any student that is not bus-eligible will not be permitted to ride a bus unless authorized by the principal.

CAFETERIA

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 may choose to have their student deposit money in a lunch account or have their student pay for lunches on a daily basis. Lunch charges are not allowed. Students may eat in the plaza or cafeteria area only.

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.

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 with lunch so students must confine their lunch time activities to the cafeteria area. No students will be permitted to leave the campus during the lunch periods without permission from an administrator.

CHANGE OF INFORMATION

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.

CLOSED CAMPUS

All EMS-ISD schools operate a closed campus. Students cannot leave without permission from parents and the office. Once a student enters the campus, he/she cannot leave without checking out through the office.

COMPUTER ACCESS – ACCEPTABLE USE AND CODE OF CONDUCT

Students are allowed to use computers under the supervision of designated District employees.

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. Staff consequences – Any of the above consequences as deemed appropriate by the administration or possible termination of employment for noncompliance of the Eagle Mountain/Saginaw ISD policies.
5. Violations of law may result in criminal prosecution as well as disciplinary action by the District.

CONFERENCES

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

CONSENT/OPT-OUT

The District is required by federal law to notify you and obtain your consent or denial (opt-out) for your child to participate in surveys that involve areas known as "protected information". These areas are: political affiliations or beliefs of the student or student's parent; mental or psychological

problems of the student or student's family; sex behavior or attitudes; illegal, antisocial, or demeaning behavior; legally recognized privileged relationships, such as with lawyers, doctors, or ministers; religious practices, affiliations, or beliefs of the student or parents; income, other than as required by law to determine program eligibility. This requirement also applies to the collection, disclosure, or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

COUNSELING AND GUIDANCE SERVICES

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

CREDIT BY EXAMINATION/EXAMINATIONS FOR ACCELERATION

A qualifying student may use examinations in lieu of course work for acceleration to advance on grade level. Questions regarding these examinations and procedures should be discussed with the campus counselor or administration.

CRISIS MANAGEMENT PLAN

A crisis management handbook is available for public review in the principal's 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.

DEFICIENCY (PROGRESS) REPORTS

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.

DETENTION

Any student who has excessive tardies will be assigned to detention in accordance with the tardy policy. Detention may be assigned for other disciplinary reasons.

Teachers may also assign morning or afternoon detention.

Students who have been referred to the office for excessive tardies, absences or other discipline problems may be assigned to morning or afternoon D-Hall. Students will be given notice and must provide their own transportation. Failure to attend will result in additional discipline options assigned by the principal or vice principal.

Additional detention may be assigned as needed, before school, after school or on Saturday for tardies or other disciplinary problems.

DISCIPLINE

An expected student code of conduct is stated in the District Student Code of Conduct (Printed in back of handbook)

DISRUPTION OF CLASSES

For purposes of this rule, “school property” includes the public school campuses or school grounds upon which any school is located, and any grounds or buildings used by District schools for assemblies or other school-related activities, and “public property” includes any street, highway, alley, public park, or sidewalk.

No student shall be permitted, on school property or on public property within 500 feet of school property, to willfully disrupt, alone or in concert with others, the conduct of classes or other school activities. Conduct that disrupts the educational activities of a school includes:

1. Emitting noise of an intensity that prevents or hinders classroom instruction.
2. Enticing or attempting to entice students away from classes or other school activities that students are required to attend.
3. Preventing or attempting to prevent students from attending classes or other school activities that students are required to attend.
4. Entering into a classroom without consent from either the principal or teacher and either through acts of misconduct and/or use of loud or profane language causing disruption of class activities.

DISRUPTION OF LAWFUL ASSEMBLY

No student or group of students acting in concert may willfully engage in disruptive activity or disrupt a lawful assembly on the campus or property of any school in the District. Disruptive activity means:

1. Obstructing or restraining the passage of persons in an exit, entrance, or hallway of any building without the authorization of the administration of the school.
2. Seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized activity.
3. Preventing or attempting to prevent by force or violence or the threat of violence any lawful assembly authorized by the school administration.
4. Disruption by force or violence or the threat of force or violence any lawful assembly authorized by the school administration.
5. Obstructing or restraining the passage of any person at an exit or entrance to said campus or property or preventing or attempting to prevent by force or violence or by threats thereof the entrance or exit of any person to or from said property or campus without the authorization of the administration of the school.
6. Interfering with the normal activity, occupancy, or use of any school bus engaged in the transportation of students to and from school-sponsored activities by exhibiting, threatening to exhibit, or using a firearm.

A lawful assembly is disrupted when any person in attendance is rendered incapable of participating in the assembly due to the use of force or violence or due to reasonable fear that force or violence is likely to occur.

Conduct by students, in or out of class, that for any reason materially disrupts class work or involves substantial disorder or invasion of the rights of other students or employees at school or school-related activities is prohibited.

Student demonstrations and similar activities shall be prohibited when there is evidence that may reasonably lead school authorities to forecast substantial disruption of, or material interference with, normal school operations or approved school activities.

DRESS AND PERSONAL STANDARDS

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 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 and spandex clothing may not be worn. Shoulders, back, chest and midriff must be covered and no underwear may be visible.
4. Shorts and skirts should be no shorter than fingertip length when the arm is at the side. Biker (spandex), boxer, and wind shorts are not allowed.
5. Clothing or possessions which promote/display inappropriate messages shall not be permitted. Apparel should not display 'risque' 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 must be worn at a natural waistline. Hats, caps, forehead bands, bandannas, sunglasses, or other head coverings and distracting accessories will not be worn in the school building.
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.

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

Dress/Grooming Violations

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.

DRUG/ALCOHOL USE

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, or mood-changing, mind-altering, or behavior-altering drug, including caffeine pills, and other over-the-counter stimulants and sedatives.

"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 shall 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.

EARLY DISMISSAL

To provide a safe and orderly environment and increase the safety awareness of staff, students and parents, we will take the following precautions:

1. Students are dismissed only through the office. The parent or designated person signs the students out on the appropriate form in the office. Students will be released only to persons listed on AGR card unless parent or guardian is contacted.
2. Parents should report special concerns about persons that might try to pick students up at school.
3. The secretary will ask for identification if parent or guardian is not recognized.

EXTRACURRICULAR ACTIVITIES & ELIGIBILITY

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. Students participating in extra curricular activities are subject to district mandatory drug testing.

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 that 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.

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 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.

FAMILY VACATION OR TRIP

A family trip or vacation may be excused on an individual basis using the following guidelines:

1. Only one such request may be approved per student per year.
2. The absences may not exceed three (3) consecutive school days.
3. The absence will not include any school days in which six weeks tests or semester exams are scheduled.
4. The student must be accompanied by his/her parent or legal guardian
5. The request be made in writing to the principal at least seven (7) days in advance of the absence.
6. All school assignments be 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 must have a satisfactory academic, attendance, and discipline record.

GRADING SCALE

Grading System

90-100 = Excellent
 80-89 = Above Average
 75-79 = Average
 70-74 = Below Average
 69-Below = Failure

Citizenship

S = Satisfactory
 N = Needs Improvement
 U = Unsatisfactory

HALL PASSES

Any time it is necessary for students to be in the hall while class is in session, the student must obtain a pass from their teacher that should include the time they left the class, their destination, and the teacher's signature.

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 terms includes but is not limited to:

1. Any type of physical brutality, such a whipping, beating, striking, branding, electronic shocking, 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.

HEALTH CARE

HEALTH SERVICES

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.

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 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

A “High Honor Roll”, an “A Honor Roll” and a “B Honor Roll” are prepared each grade reporting period. The “High Honor Roll” recognizes the students who maintain straight “A’s” in all subject areas and all “S’s” in citizenship. 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 an honors class will be considered an “A”.

HONORS/GIFTED AND TALENTED CLASSES

Honor classes are available to seventh and eighth grade students in science and math. Eligible sixth grade students may take honor math. A gifted/talented program is available in language arts and literature.

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 discipline action.

INDIVIDUAL PICTURES

Individual student pictures will be taken during the fall semester. Students must pay for the pictures prior to having them taken. 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.

LIBRARY & 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.

1. Books and non-book materials are available to the students beginning at 8:10 a.m.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. Reserved books checked out overnight are due before first period the next school day. If not turned in, a fine will be assessed.
9. Chewing gum will not be allowed in the library.
10. Caps and hats will not be worn in the library.
11. 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.

LUNCHES

The school cafeteria serves a Type A lunch each day. A la carte items are available for those students who desire this type of meal. Students are allowed to bring a sack lunch and buy additional items from the snack bar if they so desire. Lunch must be eaten in the designated area. Trays may not be removed from the cafeteria. Students are responsible for properly disposing their trash and placing trays in the designated area.

It is the student's responsibility to bring a sack lunch or lunch money. The office will not provide monies for student lunches. (NO LUNCH CHARGES)

The district participates in the National Lunch Program and offers free and reduced-price lunches.

ORGANIZATIONS

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 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 of any "F" 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.

1. 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.
2. 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.

3. 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.
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 tryout.
5. 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.
6. 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

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

Officers

The officers of this organization shall be a president, vice-president, secretary, and treasurer.

Election Procedures for Student Council Officers

The officers of the Student Council shall be selected from the eighth grade.

Requirement 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.

OFFICE AND LIBRARY ASSISTANTS

Selection:

Office and library assistants will be selected based on:

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

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

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.)

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

1. The electronic communication devices must be turned off and kept out of sight during school hours. Devices that ring, vibrate, or emit tones may be taken up by the teacher and given to an administrator until a parent is notified.
2. 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.
3. 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.

PESTICIDE

This school periodically applies pesticides. Information concerning these applications may be obtained from Jim Knight at 232-0123.

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:

1. Protect a person, including the person using physical restraint, from physical injury.
2. Obtain possession of a weapon or other dangerous object.
3. Protect property from serious damage.
4. 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.
5. Restrain an irrational student.

POLICE QUESTIONING OF STUDENTS

The following guidelines shall apply when law enforcement officers or other lawful authorities desire to question or interview a student at school

1. The principal shall verify and record the identity of the officers or other authority and request an explanation of the need to question or interview the student at school.
2. The principal ordinarily shall make reasonable efforts to notify the student's parents or other person having lawful control of the student. If the interviewer raises what the principal considers to be a valid objection to the notification, parents will not be notified.
3. The principal or a designee ordinarily shall be present during the questioning or interview. If the interviewer raises what the principal considers to be a valid objection to a third party's presence, the interview shall be conducted without that person's presence.

POLICY OF NON-DISCRIMINATION

The Eagle Mountain-Saginaw School District does not discriminate in the basis of race, religion, color, national origin, sex, 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; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.

The following have been designated to coordinate compliance with these legal requirements.
The Americans with Disabilities Act – Gwen Gordon
Section 504 of the Rehabilitation Act of 1973 – Gwen Gordon
Title VI of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972 – Steve Williams

POSTPONEMENT OR CANCELLATION OF SCHOOL

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

PROMOTION/RETENTION POLICY

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.

PROTECTION OF STUDENTS RIGHTS

Parents have the right to inspect all instructional materials, including teacher's manuals, films, tapes, or other supplementary material, that will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education. Please contact your student's principal if you desire an appointment to review such materials.

If your children are under the age of 18, they will not be required to participate in a survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education that reveals information concerning the following topics without your prior written consent.

1. Political affiliations.
2. Mental or psychological problems potentially embarrassing to the student or his or her family.
3. Sex behavior and attitudes.
4. Illegal, anti-social, self-incriminating, and demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and minister.
7. Income (other than required to determine a child's eligibility for participation in a program or for receiving financial assistance under such a program).

If your children are 18 or older or are emancipated minors, they will have the opportunity to give withhold consent to participate in the survey, analysis, or evaluation.

PUBLICATIONS

School-Sponsored Publications

The District's professional employees shall exercise editorial control over style and context of student speech in school-sponsored expressive activities so long as their actions are reasonable related to legitimate instructional concerns.

The District may refuse to disseminate or sponsor student speech that:

1. Might reasonably be perceived to advocate drug or alcohol use, inappropriate and irresponsible sexual behavior, or conduct otherwise inconsistent with the shared values of a civilized social order.
2. Is inappropriate for the level of maturity of the readers.
3. Does not meet the standards of the professional employees who supervise the production of the publication.
4. Can be reasonably interpreted to associate the school with any position other than neutrality on matters of political controversy.

Non-School Publications

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 in 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 it 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.

REPORT CARDS

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

RESOLUTION OF 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. Concern 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.

REVIEW OF CURRICULUM MATERIALS

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 any instruction contains information concerning human sexuality. Parents do have the right to remove the student from specific areas in instruction when they feel the instruction is inappropriate of their student.

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.

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.

SELLING ON CAMPUS

Students are prohibited from selling any items on the school campus without the approval of the administration.

SEXUAL HARASSMENT

Every student has the right to attend District school and school-related activities free from all forms of discrimination on the basis of sex, including sexual harassment. The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools. Sexual harassment of a student by an employee includes any welcome or unwelcome sexual advances, request for sexual favors, and other verbal (oral or written), physical, or visual conduct of a sexual nature. It also includes such activities as engaging in sexually oriented conversations for purposes of personal sexual gratification, telephoning a student at home or

elsewhere to solicit inappropriate social relationships, physical contact that would be reasonable construed as sexual in nature, and enticing or threatening a student to engage in sexual behavior in exchange for grades or other school-related benefits.

Sexual harassment of a student by another student includes unwanted and unwelcome verbal or physical conduct of a sexual nature, whether by word, gesture, or any other sexual conduct, including request for sexual favors.

SMOKE FREE CAMPUS

Eagle Mountain/Saginaw ISD prohibits smoking and use of tobacco products within all district buildings and on all district owned property by any individual.

SOLICITING OF FUNDS

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.

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.

<u>Offense</u>	<u>Suggested Number of Days in SAC</u>
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 and eat lunch in SAC.
 9. 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.

STUDENT HANDBOOK

A student handbook containing policies and regulations on the rights and responsibilities of students, the code of student conduct, and student discipline shall be distributed to all students and parents, teachers, and administrators at the beginning of the school year. It shall also be provided to new professional employees, newly enrolled students, any parent, and any other person on request. Changes during the year shall be published and distributed during the next semester, but no later than the beginning of the next school year.

STUDENT 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 the 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.

STUDENT RECORDS

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

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

The principal is custodian of all records for currently enrolled students at the assigned school. The superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The phone numbers and addresses of the Superintendent and principals are listed in the front of this handbook.

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

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, or handicapped student's IEP;
3. Compiling Statistical data; or
4. Investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. The District forwards a student's records without prior consent on request to a school in which a student seeks or intends to enroll. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teacher's personal notes on a

student that are shared only with a substitute teacher and records on ex-students, do not have to be made available to the parents or student.

Students over 18 and parents of minor students may inspect the student's records and request a correction if they believe the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the District refuses the request to amend the records, the requestor has the right to a hearing and to place in the student's record a statement commenting on the information. Although improperly recording grades may be challenged, parents and students are not allowed to contest a student's grade in a course through this process. Parents or students may complain to the Superintendent if they feel that the district is not in compliance with the law regarding student records.

Copies of student records are available at a cost of fifteen cents per page, payable in advance. Parents may be denied copies of a student's record (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; or (3) if the parent fails to follow proper procedures and pay the copying charges. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about District students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects in writing to the principal within ten school days after the issuance of this handbook. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, most recent previous school attended, and other similar information.

STUDENTS WITH SPECIAL NEEDS OR DISABILITIES

Options and Requirements For Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date of the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the

notice must inform the parent how to obtain a copy of the Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is:

Contact Person : Gwen Gordon
Phone Number: 817-232-0880

All qualifying special needs students will have an Individual Education Plan (IEP) specifically designed to meet their individual needs. A continuum of placements is available to meet the needs of handicapped students. The school district curriculum shall enable handicapped students to acquire knowledge and skills in the basic areas of learning commensurate with the students' needs and abilities. These skills may be attained in the general program of special service instructions, as determined by the Admission, Review, and Dismissal Committee (ARD).

A Homebound program is offered to students who are confined to their homes or in a hospital because of illness or physical handicaps. This program provides the opportunity for the student to continue his/her education while disabled. Parents may contact the school for information regarding specific program availability.

If the IEP of a student with a disability contains disciplinary sanctions, including emergency removal, suspension, and removal to alternative education programs, and those sanctions are not currently being challenged in court or special education administrative appeal, the sanctions implemented in accordance with specifications in the IEP shall be followed without regard to the procedural requirements of emergency removal, suspension, or removal to alternative education programs.

Students with disabilities may be suspended in the same manner as students without handicaps for a period not to exceed six school days within a semester or removed to an alternative education program for a period not to exceed ten consecutive school days.

Students with disabilities shall not be removed to an alternative education program for more than ten days unless the ARD committee first determines whether the alleged behavior in question was related to the handicapping condition. If the ARD committee determines there is a connection, it must also determine what action is appropriate. Removals for more than ten consecutive school days requires ARD committee action, subject to the parent's right to appeal.

Removal for more than ten consecutive days require ARD committee action. Removals to alternative education in accordance with the disabilities is removed from his or her regular placement for any reason for a total of 16 days or more in the school year, the ARD committee shall review the student's IEP, unless the removal is warranted in the discipline management portion of the student's IEP.

STUDENTS WITH DISABILITIES UNDER IDEA

A student with a disability being served in special education may be expelled for engaging in conduct that would warrant such action for a student without a disability only if the ARD committee determines the misconduct is not related to the disabling condition or inappropriate placement.

In determining whether a student's disruptive behavior was related to a student's disabling condition, the ARD committee shall base its decision on currently effective evaluation and assessment data and on review of the current IEP documentation rather than on established eligibility or previous committee decisions. The ARD committee shall consider whether the student's behavior indicates the need for new assessment or evaluation data. Unless the parents agree otherwise, the student must be returned to his or her current placement after ten days while additional assessments are being conducted.

The ARD committee shall determine the instructional and related services to be provided during the time of expulsion. The student's IEP shall include goals and objectives designed to assist in returning the student to school and preventing significant regression.

If the ARD committee determines that the student's disruptive behavior is related to the disabling condition or inappropriate placement, the student shall not be expelled. If the disruptive behavior on the part of the student indicates an inappropriate placement, the ARD committee shall review the placement and recommend alternatives. If the ARD committee determines that the behavior was related to the disabling condition, it shall either rewrite the IEP to address the student's behavioral and educational needs, or when appropriate, consider the extension of an emergency removal.

STUDENTS DISABLED UNDER SECTION 504

A student disabled according to Section 504 shall not be expelled unless the District first determines that the misbehavior is not a manifestation of the student's disability. That determination may be made by the same group of people who make placement decisions. The group must have available to it evaluation data that is recent enough to afford an understanding of the student's current behavior. At a minimum, the group shall include persons knowledgeable about the student and the meaning of the evaluation data.

TARDIES

Students should be punctual to each of their classes. 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.

Example 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

TELEPHONES

Office telephones are used exclusively for school business. Students may use the office telephones with permission only for emergencies. If a student is ill and needs to leave school, the nurse or secretary will call a parent. Students may use the pay telephone before, after school, at lunch and with a pass.

TEXTBOOKS

Textbooks are provided by the State of Texas for use in our school. The state requires that full replacement price be charged for lost books. The school will charge fines for damaged textbooks. The student is fully responsible for any textbook that is issued to him/her. Lost books should be paid for immediately so the student may be issued another one. Students with lost books should frequently check in the office. A refund will be made for any lost books recovered during the school year. Textbooks should be kept covered at all times and in locked lockers when not in use. Students who find books not belonging to them should promptly turn them in to the office.

TRUANCY

Truancy will be treated as major disciplinary offense. A student is considered truant when he/she:

1. does not attend school when the parent thinks otherwise,
2. leaves school during the day without permission,
3. misses classes without permission from the school and parent,
4. does not attend school and is not under the direct supervision of parent or guardian.
5. The maximum grade for make-up work submitted after a truancy shall be 75.

If a 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 on three or more days or parts of days within a four-week period, the student's parent is subject to prosecution under Education Code 25.093, and the student is subject to prosecution under Education Code 25.094.

VANDALISM AND DAMAGE TO SCHOOL PROPERTY

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.

VISITORS

All visitors should first report to the office. Parents are encouraged to visit at any time. A photo ID will be required and an identification badge will be generated. Students from other schools or friends of students will not be permitted to visit our classes at any time.

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 may 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.

WITHDRAWAL FROM SCHOOL

If a parent or guardian cannot come to school to withdraw a student, a note should be sent to school authorizing the withdrawal date. 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.

HEALTH SERVICES HANDBOOK

HEALTH SERVICES

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 see 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.

SCREENINGS

During the year, school Health Services screens all new students and students in Pre-K, K, 1st, 3rd, 5th, 7th, & 9th for hearing and vision. Students in other grades can be screened at the parent's request. Spinal screening for scoliosis is conducted in the 5th and 8th grades. Students are screened for scoliosis individually, while fully clothed.

IF YOU DO NOT WISH YOUR STUDENT TO BE SCREENED FOR SCOLIOSIS AT SCHOOL PLEASE SEND A NOTE TO THE SCHOOL NURSE BEFORE OCTOBER 1ST.

COMMUNICABLE DISEASES

A pupil who has symptoms of an infectious or contagious disease (including vomiting, temperature of 100 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 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 State Health Department for re-admission to school:

NAME OF DISEASE AND INCUBATION PERIOD REQUIREMENTS FOR READMISSION TO SCHOOL

Chicken Pox 2-3 weeks, commonly 13-17 days	Exclude until all blisters are crusted and dry and child is free of fever.
Diphtheria 2-5 days, maybe longer	Exclude case and/or close contacts until released by the physician.
Infectious Hepatitis 15-20 days, commonly 25 days	Exclude until one week after onset of illness.
Impetigo 4-10 days	Exclude unless under treatment by a physician.
Lice Eggs hatch in 7-10 days	Exclude until student receives medicated treatment for 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.
Measles, Rubella	Exclude until released by physician or Health Dept. (proof of

7-14 days	disease is required for vaccination exemption.)
Measles, Rubella 14-21 days	Exclude until released by physician or Health Dept.
Meningitis 2-10 days, commonly 3-4 days	Exclude until statement from physician that the person is noninfectious.
Mononucleosis 2-6 weeks	Exclude until released by physician.
Mumps 12-26 days, commonly	Exclude until released by physician.
Pink Eye 24-72 hours	Exclude until recovered, or physician's statement that the person is noninfectious and is under treatment.
Ringworm 4-14 days (skin or scalp)	May attend school provided person is under treatment of a physician.
Scabies Several days or weeks	Exclude until under treatment and no open lesions are observed.
Streptococcal Infections (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.
Tuberculosis From infection to primary lesion about 4-6 weeks	Exclude until released by the physician.
Typhoid Fever Range 1-3 weeks average 2 weeks	Exclude case, carrier, and/or household until released by physician.
Whooping Cough (Pertussis) commonly 7 days, usually within 10, not more than 21	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 he 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 or 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 or 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 Hospital-Methodist or Cook Fort Worth Children's Medical Center. The school district assumes no financial responsibility for transportation or medical treatment of the child.

IMMUNIZATIONS

The responsibility for providing immunization records of students entering school for the first time or transferring from another district rests solely with the parents or guardian. Students entering school for the first time or transferring from outside the United States shall be current on all immunizations prior to school entry. Students transferring from another district within the United States shall be given a 30-day grace period for transfer of school records. If, after the grace period has expired, the school has not been furnished with complete records of immunization, the student shall be excluded from attendance until such records are complete and current.

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

DTaP, DPT, and/or Td

18 mo.-4 yrs: 4 doses

5-6 yrs: 4 or more doses with at least 1 dose after the 4th birthday

7-11 yrs: 3 or more doses with at least one dose after 4th birthday

*12+ yrs: 3 or more doses with at least 1 dose after the 4th birthday; booster doses of tetanus/diphtheria (Td) vaccine are required every 10 years after the dose obtained on or after the fourth birthday.

**NINTH GRADE At the beginning of the student's ninth grade year, verification of the required Td booster within the past six years shall be required.*

Polio oral or injected (OPV/IPV)

18 mo.-4 yrs: 3 doses

5-11 yrs: 3 or more doses with at least 1 dose after the 4th birthday

12-17 yrs: 3 or more doses with at least 1 dose after the 4th birthday

Measles (Rubeola)

18 mo.-4 yrs: 1 dose after first birthday

5-11 yrs: 1 dose after first birthday; 2nd measles for those born on or after 9/2/91.

*12+ yrs: 2 doses - 1 dose after first birthday and 2nd dose on or before the 12th birthday

**See special sixth grade note*

Mumps

18 mo. and older: 1 dose after first birthday

5-11 yrs: 1 dose after first birthday

12+ yrs: 1 dose after first birthday

Rubella (German Measles)

18 mo. and older: 1 dose after first birthday

5-11 yrs: 1 dose after first birthday

*12+ yrs: 1 dose after first birthday

*See special sixth grade note

Hemophilus Influenza (HibCV) type b conjugate vaccine

15 mo.-4 yrs: minimum 2 HIB with booster after 12 mo. or 1 HIB on or after 15 mo.

5 (+) yrs: not required after age 5

***Hepatitis B** - 5-6 yrs: 3 doses for those born on or after 9/2/92. *effective 8/1/2000, children 12 years old or older or who were born on or after 9/2/88 but before 9/2/92 will need series of 3 doses.

*See special sixth grade note

***Varicella (chickenpox)** - *effective 8/1/2000, children 5 years old or older who were born on or after 9/2/94 and children 12 years old or older who were born on or after 9/2/88 but before 9/2/94 will need 1 dose or written verification of having had the chickenpox.

** also applies to children under 5 years who attend school or childcare facilities.

*See special sixth grade note

SIXTH GRADE At the beginning of the student's sixth grade year, verification of the required administration of the second measles immunization, the Hepatitis B immunization series and documentation of either the varicella vaccine or chicken pox disease shall be required.

MEDICAL CONDITIONS

Physician's instructions should be specific and on record annually for students with serious or other medical conditions. Parents 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 parents are needed yearly.

MEDICATION

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

All medication 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 have the student's name on the label 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 10th day without physician's signature on the request form or a doctor'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's signature. An official medication request form will be sent home with the student 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 doctor is on file in the Health Services office.

Students may self administer and carry asthma medication while at school and school sponsored activities with written permission from the parent and doctor. Each student should have an Asthma Action Plan on file in the Health Services office at school in order to carry and self administer asthma medication.

It is the parent/guardian's responsibility to take outdated/unused medication home. Written parent permission is required for 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 the 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 the physician is on file in the Clinic).

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

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

How can bacterial meningitis be prevented?

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

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

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

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 for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: www.cdc.gov and the Texas Department of Health: www.tdh.state.tx.us.

Request for Administration of Non-Prescription Medication at School

Medication should be given outside of school hours, if at all possible. If it is necessary for your child to have non-prescription medication during school, this form **MUST** be completed and returned to the nurse. **MEDICATION MUST BE SENT IN THE ORIGINAL CONTAINER/PACKAGE WITH PROPER LABEL OF CONTENTS AND APPROPRIATE DOSAGES. Recommended dosage or frequency of administration will not be exceeded without verification from physician.** Eagle Mountain-Saginaw ISD policy requires that a physician sign the request if the medication is to be given for more than 10 days during the school year. All medications will be kept locked in the nurse's office and require signed parental consent for administration, regardless of student age or grade level.

MEDICATION WILL NOT BE GIVEN AFTER THE 10TH DAY WITHOUT THE PHYSICIAN'S SIGNATURE.

Name of Student: _____ Date: _____

Teacher/Student ID#: _____ Grade: _____

Name of Medication: _____ Strength: _____

Dosage (amount to be given): # of puffs, # of teaspoons, # of tablets, or #capsules: _____

How often: (every _____ hours) _____ What time: _____

Form of Medication to be given (circle one):

Tablet Capsule Liquid Inhalation Injection Other (specify): _____

Reason For Administration _____ Color _____

INITIAL BOX IF YOUR STUDENT IS ALLOWED TO CARRY MEDICATION HOME.

I hereby request that the medication listed above be administered to my child during school hours. I hereby release the school from liability due to allergic reaction.

Parent/Guardian Signature

Physician's Printed Name

Physician's Phone #

Physician's Signature

Physician's Address

(Any non-prescription medication not used within thirty days will be sent home or discarded.)

This form may be duplicated or additional forms may be obtained from the school.

Request for Administration of

Prescription Medication At School

Medication should be given outside of school hours, if at all possible. If it is necessary for the student to have medication at school, parent/guardian and physician **MUST** complete this form. **MEDICATION MUST BE BROUGHT IN THE ORIGINAL CONTAINER WITH THE PROPER LABELING INSTRUCTIONS. Recommended dosage or frequency of administration will not be exceeded without verification from physician.** Medications will be kept in the nurse's office. 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 doctor is on file in the Health Service' office.

At the end of the school year, unused medication will be discarded unless picked up by the parent/guardian.

Sample Only

NAME OF STUDENT: _____ DATE: _____

TEACHER: _____ GRADE: _____

MEDICATION	STRENGTH	DOSAGE	TIME(S)

COMMENTS: _____

PHYSICIAN'S NAME _____ PHONE # _____

PHYSICIAN'S SIGNATURE _____ DATE _____

I hereby request that the medication listed above be administered to my child during school hours. I hereby release the school from liability due to allergic reactions.

 PARENT/GUARDIAN SIGNATURE _____ DATE _____

 IF MY CHILD FORGETS A MORNING DOSE AT HOME, YOU HAVE MY PERMISSION TO ADMINISTER THAT DOSE AT SCHOOL AFTER CALLING ME TO VERIFY THE MISSED DOSE.

 PARENT/GUARDIAN SIGNATURE _____ DATE _____

This form may be duplicated or additional forms may be obtained from the school. 5/01

STUDY SKILLS OVERVIEW

STUDENT CODE OF CONDUCT