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**2011-2012  
THOMAS ARNOLD  
ELEMENTARY**

**STUDENT  
HANDBOOK**

**PLEDGE OF ALLEGIANCE**

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

**THE SALADO SCHOOL SONG**

Red and white forever  
Firm together stand  
Comrades true and faithful  
Steadily we'll face the world to victory  
And through the years to follow,  
We'll pledge our loyalty  
For red and white with all our might  
We'll fight for victory!  
Go red go white  
Go eagles fight fight fight!  
Go white go red  
Go eagles knock them dead!

**SCHOOL COLORS**      Red and White

**MASCOT**      Eagle

**ADMINISTRATION**

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Bonnie Smith, Office Assistant	(254) 947-6900 Ext. 7015
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<b>Harry Miller, Junior High Principal</b>	<b>(254) 947-1700</b>
Debbie Renick, Secretary	(254) 947-1700
<b>Andrea Durbin Intermediate School Principal</b>	(254) 947-6900 Ext. 2000
Bunny Peirce, Secretary	(254) 947-6900 Ext. 2010
Gayle Booth, PEIMS Secretary	(254) 947-6900 Ext. 2002
Audrey Walter, Counselor	(254) 947-6900 Ext. 2005
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## Table of Contents

SECTION I: REQUIRED NOTICES AND INFORMATION FOR PARENTS.....	7
STATEMENT OF NONDISCRIMINATION.....	7
PARENTAL INVOLVEMENT .....	7
Working Together .....	7
PARENTAL RIGHTS.....	8
Obtaining Information and Protecting Student Rights .....	8
“Opting Out” of Surveys and Activities.....	8
Limiting the Display of a Student’s Artwork and Projects.....	8
Requesting Professional Qualifications of Teachers and Staff .....	8
Reviewing Instructional Materials.....	8
Inspecting Surveys.....	9
Accessing Student Records .....	9
Granting Permission to Video or Audio Record a Student.....	9
Removing a Student Temporarily from the Classroom .....	9
Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags .....	9
Requesting Limited or No contact with a Student through Electronic Media .....	8
Requesting Transfers for Your Child.....	9
Requesting Classroom Assignment for Multiple Birth Siblings .....	10
Request for the Use of a Service Animal.....	9
Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education .....	10
Parents of Students who Speak a Primary Language other than English.....	9
Accommodations for children of Military Families .....	10
Services for Title I Participants .....	11
Student Records.....	11
Directory Information .....	12
Directory Information for School-Sponsored Purposes.....	12
Bacterial Meningitis.....	12
SECTION II: INFORMATION FOR STUDENTS AND PARENTS .....	13
ARRIVAL AT SCHOOL.....	13
ATTENDANCE AND ABSENCES .....	14
Compulsory Attendance .....	14
Attendance for Credit.....	14
Parent’s Note After An Absence .....	15
<i>Doctor’s Note After An Absence for Illness</i> .....	15
CLASS SCHEDULES .....	15
COMPLAINTS AND CONCERNS.....	15
COMMUNICATIONS .....	15
CONDUCT.....	16

Bullying ..... 16

Harassment..... 15

Sexual Harassment..... 15

Retaliation..... 15

Reporting Procedures..... 15

Investigation of a report ..... 16

Child Sexual Abuse..... 16

Corporal Punishment..... 16

Cell Phones ..... 16

Disruptions of School Operations..... 16

Electronic Devices and Technology Resources ..... 17

Acceptable us of District Technology Resources ..... 17

Unacceptable and Inappropriate Use of Technology Resources ..... 17

SKATEBOARDS, ROLLER BLADES, SKATES, and BICYCLES..... 17

*SKATEBOARDS* ..... 18

CONTAGIOUS DISEASES / CONDITIONS..... 18

Food Allergies ..... 17

COUNSELING..... 19

Personal Counseling..... 19

Psychological Exams, Tests, or Treatment..... 19

Advanced Placement Testing..... 18

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS..... 19

School Materials ..... 19

Non-school Materials...from students ..... 19

Non-school Materials...from others ..... 19

DRESS AND GROOMING ..... 20

ENROLLMENT PROCEDURES ..... 20

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS ..... 20

FEES ..... 21

FUND-RAISING..... 21

GRADING GUIDELINES..... 21

HEALTH-RELATED MATTERS..... 22

Accidents and Illnesses at School..... 22

Physical Activity for Students in Elementary School ..... 22

School Health Advisory Council ..... 22

Other Health-Related Matters ..... 22

Tobacco Prohibited ..... 22

Asbestos Management Plan..... 22

Pest Management Plan..... 22

HOMELESS STUDENTS ..... 22

IMMUNIZATION..... 22

LAW ENFORCEMENT AGENCIES ..... 23

Questioning of Students ..... 23

Students Taken Into Custody ..... 23

LIMITED ENGLISH PROFICIENT STUDENTS ..... 23

LOST AND FOUND ITEMS ..... 24

MAKE UP WORK AND LATE WORK ..... 24

In-school Suspension or Suspension Makeup Work ..... 24

MEDICINE AT SCHOOL ..... 24

Psychotropic Drugs ..... 25

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE ..... 25

PRAYER ..... 25

PROMOTION AND RETENTION ..... 25

RELEASE OF STUDENTS FROM SCHOOL ..... 25

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES ..... 25

SAFETY ..... 26

Accident Insurance ..... 26

Drills: Fire, Tornado, and Other Emergencies ..... 26

Fire Drill Bells ..... 26

Tornado Drill Bells ..... 26

Emergency Medical Treatment and Information ..... 26

Emergency School-Closing Information ..... 26

Pest Control Information ..... 26

SCHOOL FACILITIES ..... 27

Use By Students Before and After School ..... 27

Conduct Before and After School ..... 27

Cafeteria Services ..... 27

Food and drinks in the building ..... 27

Library ..... 28

Meetings of Non-curriculum-Related Groups ..... 28

SEARCHES ..... 28

Students' Desks ..... 28

Vehicles on Campus ..... 28

Trained Dogs ..... 28

SPECIAL PROGRAMS ..... 28

Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education ..... 28

Gifted and Talented Program ..... 29

*STAFF SCHEDULES* ..... 29

STUDENTS IN PROTECTIVE CUSTODY OF THE STATE ..... 29

TARDINESS ..... 29

TEXTBOOKS and INSTRUCTIONAL MATERIALS ..... 29

TRANSFERS.....29  
School-Sponsored Trips.....29  
Buses and Other School Vehicles .....30  
Buses on Field Trips.....30  
TUTORIALS.....30  
VANDALISM .....30  
VIDEO CAMERAS .....30  
VISITORS TO THE SCHOOL .....31  
WITHDRAWING FROM SCHOOL .....31  
Glossary.....31

## PREFACE

To Students and Parents:

Welcome to school year 2011–2012! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The TAE Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is divided into two sections:

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

**Section II—OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS** —organized alphabetically by topic for quick access when searching for information on a specific issue.

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

Both students and parents should become familiar with the Salado ISD *Student Code of Conduct*, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found as a separate document sent home to parents and [posted on-line at [www.saladoisd.org](http://www.saladoisd.org) or available in the principal’s office.

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

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

After reading through the entire handbook with your child, keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact [a teacher, the counselor, or the principal].

Also, please complete and return to your child’s teacher the following required forms provided in the forms packet your child received the first week of school:

1. Parental Acknowledgment Form;
2. Student Directory Information Form;
3. Release of Information Forms; and
4. Consent/Opt-Out Forms.

[See **Obtaining Information and Protecting Student Rights**

Please note that references to policy codes are included so that parents can refer to current board policy. A copy of the district’s policy manual is available for review in the school office or online at [www.saladoisd.org](http://www.saladoisd.org)

## SECTION I: REQUIRED NOTICES AND INFORMATION FOR PARENTS

This section of the Salado Student Handbook includes information on topics of particular interest to you as a parent.

### STATEMENT OF NONDISCRIMINATION

In its efforts to promote nondiscrimination, Salado does not discriminate on the basis of race, religion, color, national origin, gender, 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; and Section 504 of the Rehabilitation Act of 1973, as amended.

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Dr. Michael Novotny
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Mr. Harry Miller, Coordinator of Student Services
- All other concerns regarding discrimination: See the superintendent Dr. Michael Novotny.

### PARENTAL INVOLVEMENT

#### Working Together

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Information that is needed for communication to a specific teacher should be addressed to that teacher in a written form.
- Monitoring your child's academic progress and contacting teachers as needed. [See **Academic Counseling**]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 947-5191 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences**]
- Becoming a school volunteer. [For further information, see policies at GKG and contact Lisa Nix, Principal.]
- Participating in campus parent organizations. Parent organizations include: The parent organization at TAE is the PTO [See Salado PTO below.]
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact Lisa Nix, Principal
- Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction. [See policies at BDF, EHAA, FFA, and information in this handbook at **School Health Advisory Council**]
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

#### Salado Parent Teacher Organization (combined with SIS, TAE/SIS PTO)

- Thomas Arnold Elementary School has an active parent-teacher organization that supports school activities, called Parent-Teacher Organization, PTO. This group often sponsors activities and special projects. Their activities are channeled through the school administration. Information regarding activities or areas of service may be obtained through any office.

## **PARENTAL RIGHTS**

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

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

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

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation. [For further information, see policy EF (LEGAL).]

### **"Opting Out" of Surveys and Activities**

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

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.
- Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. [See policies EF and FFAA.]

### **Display of a Student's Artwork and Projects**

Teachers may display students' artwork in the classrooms or elsewhere on campus as recognition of student achievement. However, the district will seek parental consent before displaying artwork, special projects, and the like on the district's Web site, in printed material, by video, or by any other method of mass communication.

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

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

### **Reviewing Instructional Materials**

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

## **Inspecting Surveys**

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

## **Accessing Student Records**

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

- Attendance records,
- Test scores,
- Grades,
- Disciplinary records,
- Counseling records,
- Psychological records,
- Applications for admission,
- Health and immunization information,
- Other medical records,
- Teacher and counselor evaluations,
- Reports of behavioral patterns, and
- State assessment instruments that have been administered to your child.

[See **Student Records**]

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

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

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

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

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

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

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See **Pledges of Allegiance and a Minute of Silence** on page 25 and policy EC(LEGAL).

## **Requesting Limited or No contact with a Student through Electronic Media**

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

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

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

### **Requesting School Safety Transfers for Your Child**

As a parent, you have a right:

- To request the transfer of your child to another classroom or campus if your child has been determined by the campus principal to be a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the superintendent or designee for information. [See policy FDB.]
- To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDE(LOCAL).]
- To request the transfer of your child to a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policies FDE(LEGAL) and (LOCAL).]

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

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

### **Request for the Use of a Service Animal**

A parent of a student who uses a service animal because of the student's disability must submit a request in writing to the principal at least 10 district business days before bringing the service animal on campus.

### **Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education Services**

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 including a process based on Response to Intervention. The implementation of RtI has the potential to have a positive impact on the ability of school districts to meet the needs of all struggling students.

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

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of his or her rights if the parent disagrees with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Donna Driggers, Counselor.

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

### **Parents of Students who Speak a Primary Language other than English**

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

## Accommodations for Children of Military Families

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

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

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district. The district will permit a certain number of excused absences per year for this purpose.

## Services for Title I Participants

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Michael Novotny or Lisa Nix and may be contacted at 254-947-6900.

## Student Records

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from the student's records, the district must verify the identity of the person requesting the information. For purposes of student records, an "eligible" student is one who is 18 or older OR who is attending an institution of postsecondary education.

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

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights. Federal law requires that, as soon as a student becomes 18 or is emancipated by a court, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes.
- District school officials who have what federal law refers to as a "legitimate educational interest" in a student's records. School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support staff; a person or company with whom the district has contracted or allowed to provide a particular service or function (such as attorney, consultant, auditor, medical consultant, therapist, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. "Legitimate educational interest" in a student's records includes working with the student; considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities; compiling statistical data; or investigating or evaluating programs.
- Various governmental agencies.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she subsequently enrolls.

Release to any other person or agency—such as a prospective employer or for a scholarship application—will occur only with parental or student permission as appropriate.

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

Records may be inspected by a parent or eligible student during regular school hours. If circumstances prevent inspection during these hours, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the superintendent's/principal's office is PO Box 98 Salado, TX 76571. A request to correct a student's records should be submitted to the principal. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information is inaccurate.

If the district denies the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNG(LOCAL). [See **Report Cards/Progress Reports and Conferences** and **Student or Parent Complaints and Concerns** for an overview of the process.] A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous or inconsistent with the district's grading policy.

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

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

Please Note:

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

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

### **Directory Information**

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

However, release of a student's directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of your child's first day of instruction for this school year. [See the "Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information" included in this handbook OR included in the forms packet.

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

The district often needs to use student information for the following school-sponsored purposes: newspapers, school directory, class parties, etc.

For these specific school-sponsored purposes, the district would like to use your child's name, address, phone number, grade and parent's name. This information will not be released to the public without the consent of the parent or eligible student.

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

### **Bacterial Meningitis**

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

- What is meningitis?

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

- What are the symptoms?

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

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

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

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

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

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

- How can bacterial meningitis be prevented?

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

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

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

You should seek prompt medical attention.

- Where can you get more information?

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

## HOW TO PREVENT HEAD LICE

Students should not use barrettes, combs or brushes belonging to another student. Students found with head lice or eggs are subject to Department of Health rules and regulations. Any head gear, including hats or bandanas are prohibited because they foster the promulgation of head lice. Please contact the school nurse for methods on cleaning the hair properly and when your child may return to school if they have head lice or eggs.

## SECTION II: INFORMATION FOR STUDENTS AND PARENTS

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

### ARRIVAL AT SCHOOL

**Students should not arrive at school before 7:15 AM.** Supervision will start at that time. All students will enter at the main school entrance or at the entrance by the Computer Lab. **Students that are not in the classroom at 8:05 AM are tardy.** Students arriving tardy in the morning will need to contact the office and receive a notice for the teacher. A third tardy will also

count against the student's Perfect Attendance Record for award purposes. Teachers may require the student to attend "detention setting" after school or during lunch to make up the missed time of the class. Afternoon Pre-K classes begin at 12:30. Students will be counted tardy after 12:35.

## **ATTENDANCE AND ABSENCES**

Parents **MUST** call the school by 9:00 AM to report the absence of their child on the day of the absence.

Parents may also e-mail the information to: [ksebek@saladoisd.org](mailto:ksebek@saladoisd.org) the day of the absence.

Students who are absent part of a day due to medical appointments, such as doctor, dentist or orthodontist, and bring a written notice from the doctor etc., will not be considered absent for the missed class time. This is only applicable when the student attends part of the class day.

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

### **Compulsory Attendance**

State law requires that a student enrolled in public schools between the ages of six and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

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

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

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

- Religious holidays;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the student's return to campus if requested.

### **Failure to Comply with Compulsory Attendance**

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from any required special programs, such as additional special "accelerated" instruction or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

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

### **Attendance for Credit**

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the principal, that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class.

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

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

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

The student or parent may appeal the committee's decision to the board of trustees by filing a written request with the superintendent in accordance with policy FNG(LOCAL).

The actual number of days a student must be in attendance in order to receive credit will depend on whether the class is for a full semester or for a full year.

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

When a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older.

#### **Doctor's Note After An Absence for Illness**

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

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

#### **CLASS SCHEDULES**

The day starts at 8:00 AM. Students will be considered tardy after 8:05. Breakfast time is from 7:30 to 7:55. School will be dismissed at 3:20 for car riders and 3:25 for bus riders.

**All students are urged to leave the campus by 3:35 PM. unless other arrangements are made for detention, UIL classes, tutorials or teacher conferences. Students are asked to leave the building and grounds at dismissal time so as not to disturb students and teachers doing extra work.**

#### **COMPLAINTS AND CONCERNS**

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

#### **COMMUNICATIONS**

School Messenger is a computer software program that allows each campus the opportunity to send verbal and e-mail messages to the phones of our parents. Messages can be sent to primary phones only with general information and to all phone numbers provided to the school with emergency information. It is imperative to keep your phone numbers current and correct. Please contact the school should there be any changes in your phone numbers during the school year. We ask that you listen to all messages sent.

Grade-Speed is a program available to our parents is on the network and allows to access their child's grades at any time of the school year. There is mandatory training provided during the year and an agreement contract that must be signed by each parent. This tool can be very helpful in monitoring grades to check if work is being done and if students are studying for tests.

## **CONDUCT**

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

Teachers will communicate their school/class rules to the parents and students during the first week of school.

## **Bullying**

Bullying occurs when a student or group of students directs written or verbal expressions or physical conduct against another student and the behavior results in harm to the student or the student's property, places a student in fear of physical harm or of damage to the student's property, or is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment.

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

If a student believes that he or she has experienced bullying, it is important for the student or parent to notify the teacher, counselor, principal or another district employee. The administration will investigate any allegations of bullying and will take appropriate action if an investigation indicates that bullying has occurred.

## **Harassment**

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

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of harassment may include offensive language directed to a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

## **Sexual Harassment**

Sexual harassment of a student by an employee, volunteer or another student is prohibited. Examples of prohibited sexual harassment may include, but not limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of sexual nature; and other sexually motivated conduct, communications or contact.

## **Retaliation**

Retaliation against a person who makes a good faith report of discrimination or harassment is prohibited. Retaliation of a person who is participating in an investigation of alleged discrimination or harassment is also prohibited.

## **Reporting Procedures**

Any student who believes that they have experienced bullying, harassment or any unwanted behavior type incidents should immediately report the problem to the teacher, counselor, principal or district employee. The report may be made by the student's parent.

## **Investigation of a Report**

To the extent possible, the principal and staff will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation. The principal will notify the parents of any student alleged to have experienced prohibited conduct involving disciplinary behaviors.

The district will notify the parent of the student alleged to have experienced the prohibited harassment. Appropriate disciplinary actions will be taken.

## **Child Sexual Abuse**

The district has established a plan for addressing child sexual abuse. As a parent, it is important for you to be aware of the warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is

defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

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

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

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

The following Web sites might be helpful in becoming more aware of child sexual abuse:

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

<http://sapn.nonprofitoffice.com/>

<http://www.taasa.org/member/materials2.php>

[http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse1.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml)

[http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse2.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml)

Reports may be made to:

The Child Protective Services (CPS) division of the Texas department of Family and Protective Services (1-800-252-5400 or on the Web at <http://www.txabusehotline.org>)

### **Corporal Punishment**

Corporal punishment is not used on the elementary campus. Refer to the *Student Code of Conduct* and policy FO(LOCAL) in the district's policy manual.

### **Cell Phones**

Students will not be allowed to bring cell phones to school except in an emergency situation and with permission from the parent and school office. Cell phones and other telecommunication devices will be confiscated and given to the school administration. The principal will determine whether it is returned at the end of the day, semester or school year.

### **Disruptions of School Operations**

As identified by law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.
- Disruption of classes or other school activities while on district property or on public property that is within 500 feet of district property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.
- Interference with the transportation of students in district vehicles.

## **ELECTRONIC DEVICES and TECHNOLOGY RESOURCES**

Students are not permitted to possess such items as pagers, radios, CD players, MP3 players, video or audio recorders, DVD players cameras, games, e-readers, or other electronic devices at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items. The school is not responsible if an item is brought to school and gets lost, stolen or damaged.

In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel.

### **Acceptable use of District Technology Resources**

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

### **Unacceptable and Inappropriate Use of Technology Resources**

Students are prohibited from sending, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct off school property, whether the equipment used to send the messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, or sharing inappropriate communication will be disciplined according to the Student Code of Conduct.

## **SKATEBOARDS, ROLLER BLADES, SKATES and BICYCLES**

Students are encouraged to ride bikes to school. Bikes are not allowed on walkways or the track. Violations will result in loss of privilege. Shoes with rollers are not permitted at school without permission from the PE Teacher.

## **SOCIAL EVENTS**

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students.

A visitor attending a social event will be asked to sign in/out when entering or leaving the event.

Parents are encouraged to participate in school parties, events and field trips during the year. Siblings of students that are enrolled in classes at SISD are not allowed to attend. Taking siblings from classes would require them to become absent and this is inexcusable, also, additional children involved can take away from the original intent of the celebration. Events are created to give a particular grade level a time to commemorate.

This procedure does not pertain to pep rallies and awards ceremonies.

## ***CONTAGIOUS DISEASES / CONDITIONS***

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

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

## **Food Allergies**

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

## ***COUNSELING***

### **Personal Counseling**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should contact Ms. Driggers at her office to set a time.

### **Psychological Exams, Tests, or Treatment**

The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent. Parental consent is not necessary when a psychological examination, test, or treatment is required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports. [For more information, refer to EHBAA(LEGAL) and FFE(LEGAL), and FFG(EXHIBIT).] State mandatory tests are routinely given to students at recommended specific grade levels. (examples: TPRI (Texas Primary Reading Initiative) – grades k-2, TELPAS –ELL students in grades k-2) Parents will receive information of these tests during the year.

### **Advanced Placement Tests**

Advanced Placement testing is available if you feel your child is advanced for their age group. This testing is offered at the beginning of the school year through the SAP process. (Student Assistance Program) A student in elementary school will be eligible to accelerate to the next grade level if the student scores at least 90 on each exam in the subject areas of language arts, mathematics, science, and social studies. If a parent plans to test a student the parent must register with the campus principal and counselor no later than 30 days prior to the scheduled testing date.

Dates Scheduled:

September 12, 13 and 14

January 9, 10 and 11

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

### **School Materials**

Publications prepared by and for the school may be posted or distributed, with the prior approval of the principal, sponsor, or teacher. Such items may include school posters, brochures, flyers, etc. The school newspaper and the yearbook are available to students.

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

### **Non-school Materials...from students**

Students must obtain prior approval from the campus principal before posting, circulating, or distributing written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made in two school days. Parents who wish to send home birthday invitations must make an invitation to the entire homeroom class. Singling students out from other classrooms will not be permitted. Invitations that single students out will be given back to the child to mail. The school directory can assist in student addresses.

The principal has designated a table at the main entrance and the office as the location for approved non-school materials to be placed for voluntary viewing by students/parents. [See policies at FNAA.]

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

### **Non-school Materials...from others**

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

may appeal a rejection in accordance with the appropriate district complaint policy. Materials will be available at a table near the office or in the office area. Email notices must be approved by the superintendent before forwarding to parents and community members on the school email list.[See policies at DGBA, FNG, or GF.]

### ***DRESS AND GROOMING***

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

1. Students' hair shall be clean, neat and well groomed and not interfere with, disturb or distract from instruction and/or school activities. Extreme hair colors are not acceptable. (Example: blue, purple, pink, red, etc.) Boys' hair must be cut above the eyebrows, at or above the collar and not below the middle of the ear. Girls with long bangs must pull them back away from their eyes.
2. See through, excessively tight fitting or low cut garments are not acceptable.
3. **The midriff (stomach) must not be exposed** when the student goes through the normal activities of a school day such as bending, stretching, or reaching. Girls' blouses or shirts should be long enough to be tucked in at the waist or extend at least 3" below the waistband.
4. Shorts are permitted. The shorts **may not be excessively tight fitting or short in length.**
5. **Students must wear a tennis shoe style shoe that is appropriate for Physical Education activities daily. Shoes need to be secure fitting on the foot. Shoestrings or Velcro need to be secure. Children wearing flip flops/sandals/boots will not participate in activities. Shoes with cleats or rollers are not allowed in the building. Shoes need to be the correct size so the child's foot does not slip out of them while running.**
6. Hats, caps, headbands or sweatbands are not to be worn in the building and are best not brought to school. (caps may be worn on field day or with the teacher's permission)
7. **All pants must be worn with the waist at the person's waistline.** Pants may not be oversized, sagged or worn on the hips. Pants may not have holes, frays or tears by accident or by design at any location. Capri pants are acceptable. Pants with extra large legs are not permitted.

The principal, in connection with the teachers, may regulate the dress and grooming of students who participate in field trips, picture day, and special event days. Dress shoes may be worn on appropriate days. If conflict arises, the principal has sole authority of judgmental decisions.

A student whose clothing violates the dress code will be issued appropriate clothing by the office. This clothing must be returned clean within the next few days.

Repeated offences may result in more serious disciplinary action in accordance with the Student Code of Conduct.

### ***ENROLLMENT PROCEDURES***

Parents who have established residency in the Salado School District may enroll their children in Salado Schools by providing the following items of documentation:

1. A complete immunization record
2. A copy of the student's birth certificate
3. Transfer information from previous school
4. Social security card
5. Parent's drivers license
6. Proof of residence

Temporary enrollment may be granted without these records. Any student wishing to transfer must submit an application to the superintendent's office.

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

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

Eligibility for participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing inner-district competition. The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.
- A student may not participate while suspended off-campus.
- A student must meet attendance guidelines of 90% to participate in UIL activities.

Assignments missed during the time away from class are due on the day the student returns including tests. It is the sole responsibility of the students to request assignments and schedule make-up tests.

- A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.

A student who is absent from school for any reason will not be allowed to participate in school related activities on that day or evening unless they receive prior approval from the campus administration.

Student clubs and performing groups may establish rules of conduct and consequences for misbehavior that are more strict than those for students in general. If a violation is also a violation of school rules, the consequences specified by the school shall apply in addition to any consequences specified by the organization.

University Interscholastic League Activities - These activities as set forth in the "Constitution and Rules of the University Interscholastic League" are encouraged. The academic events include oral reading, science, ready writing, spelling, number sense, calculator applications, mathematics, maps, charts and graphs, dictionary skills and music memory. All students are encouraged to participate in the Interscholastic League events. The rules set forth will be strictly enforced during the year.

**Please note:** Sponsors of student clubs teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the *Student Code of Conduct* or by local policy will apply in addition to any consequences specified by the organization's standards of behavior. [For further information, see policies at FM and FO.]

## FEES

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

- Costs for materials for a class project that the student will keep.
- Voluntarily purchased pictures, publications, yearbooks.
- Voluntarily purchased student accident insurance.
- Fees for lost, damaged, or overdue library books.

## FUND-RAISING

Student clubs or classes, outside organizations, and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the superintendent's office at least 30 days before the event.

Except as approved by the superintendent, fund-raising by non-school organizations are not permitted on school property. [For further information, see policies FJ and GE.]

## GRADING GUIDELINES

Thomas Arnold Elementary School recognizes that different students have different needs. Support in the classroom is available when the teacher observes the need. Students should be self motivated to show their level of knowledge in all content areas. Grading Guidelines will be distributed by the teacher.

Grades for regular curriculum courses will reflect the student's relative mastery of an assignment. Students who are graded with numerical grades and fail a test will have an opportunity to make up or redo that test one time. End of Semester tests will not be allowed to redo.

## HEALTH-RELATED MATTERS

### Accidents and Illnesses at School

Accidents that require more than minor first aid attention will be reported to the principal. If treatment for illness or injury requires other than minor first aid attention, a parent or guardian will be contacted. Your child's health is important to us. The staff makes a decision on treatment based on their training on the seriousness of the injury and parent communication on prior health related diagnosis. If parents or their designated alternate cannot be reached, the student will be taken to the physician on the Emergency Procedure Card signed by the parent. Students who are ill will need to come to the school office or nurse. Either the school nurse or secretary will call the parent. **Students are NOT allowed to call a parent without checking with the office or nurse first.**

### Physical Activity for Students in Elementary School

In accordance with policies at EHAB, EHAC, and EHBG, the district will ensure that students in kindergarten through grade 2 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week. To the extent possible, the Pre-kindergarten students also have the same type of participation. If a child should not participate in PE a letter from the parent needs to be written to the PE teacher. Students must wear tennis shoes to participate in PE class.

### School Health Advisory Council

During the preceding school year, the district's School Health Advisory Council held four meetings. Meetings last year were in October, November, January and April. Additional information regarding the district's School Health Advisory Council is available from the school nurse. [See also policies at BDF and EHAA.]

The duties of the SHAC range from recommending curriculum to developing strategies for integrating curriculum into a coordinated school health program encompassing school health services, a safe and healthy school environment, recess recommendation, and employee wellness.

### Other Health-Related Matters

#### Tobacco Prohibited

The district and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property and at school-sponsored and school-related activities. [See the *Student Code of Conduct* and policies at FNCD and GKA.]

#### Asbestos Management Plan

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

#### Pest Management Plan

The district applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact Tommy Barkley at 947-5023.

## HOMELESS STUDENTS

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Lisa Nix at 947-6900, ext. 3000.

## IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services, Immunization Branch, can be honored

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

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

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see policy FFAB(LEGAL) and the Department of State Health Services Web site <https://webds.dshs.state.tx.us/immco/affidavit.shtm>.]

## **LAW ENFORCEMENT AGENCIES**

### **Questioning of Students**

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

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

### **Students Taken Into Custody**

State law requires the district to permit a student to be taken into legal custody:

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

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

The principal will immediately notify the superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student's release to a law enforcement officer, any notification will most likely be after the fact.

## **LIMITED ENGLISH PROFICIENT STUDENTS**

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

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

The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to LEP students who qualify for services.

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

## **LOST AND FOUND ITEMS**

Articles found on campus are placed in the cafeteria. Also, students are urged to check the LOST & FOUND frequently if they have lost articles. At the end of the semester, unclaimed items will be disposed of through local charity agencies.

## **MAKE UP WORK**

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

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

As student who does not make up tests and to turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with the lines approved by the principal and previously communicated to students.

## **In-school Suspension or Suspension Makeup Work**

A student removed from the regular classroom to in-school suspension or another setting will have an opportunity to complete before the beginning of the next school year each subject the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including summer school. [See policy FO(LEGAL).]

## **MEDICINE AT SCHOOL**

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

- Only authorized employees, in accordance with policies at FFAC, may administer:
  - Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
  - Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container. (example: for field trips)
  - Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
  - Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.
- In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only:
  - In accordance with the guidelines developed with the district's medical advisor; and
  - When the parent has previously provided written consent to emergency treatment on the district's form.

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

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

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

### **Psychotropic Drugs**

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

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

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

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

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

### **PRAYER**

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

### **PROMOTION AND RETENTION**

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by the district.

To be promoted, a student must receive a grade of at least 70 based on course-level or grade-level standards in Reading and Math as their year-end average and a grade of 70 or above in either science or social studies.

### **RELEASE OF STUDENTS FROM SCHOOL**

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.

A student who will need to leave school during the day must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the school day. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

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

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every 6 weeks.

At the end of the first three weeks of a grading period, parents will be given a written progress report of their child's performance is near or below the expected level of performance. If the student receives a grade lower than 70 in a subject area he/she may require tutorials and the parent will be requested to schedule a conference with the teacher. We encourage you to ask for a conference with the teacher during any grading period you have concerns about. See **Working Together** for how to schedule a conference.

Teachers follow grading guidelines approved by the principal pursuant to the board-adopted policy and are designed to reflect each student's relative mastery of each assignment for the grading period. [See policy EIA]

Questions about grade calculation should be discussed with the teacher. If the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG(LOCAL).

## SAFETY

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

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook and the *Student Code of Conduct*, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report to a teacher or the principal any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

### Accident Insurance

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

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

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

#### Fire Drill Bells

Fire Alert Bell	leave the building
Teacher's Instruction	halt; stand at attention
Principal's Instruction	return to the room

#### Tornado Drill Bells

Verbal Announce on Intercom	move quietly but quickly to the designated locations
Verbal Announcement	return to the classroom

### Emergency Medical Treatment and Information

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

### Emergency School-Closing Information

Parents and children should listen to the news media for bulletins from the superintendent concerning the opening and closing of schools due to severe weather. The closing of school because of inclement weather will be announced over local radio and television stations. The School Messenger phone system may be used to inform parents of emergencies.

**Information may be on the Salado web site at [www.saladoisd.org](http://www.saladoisd.org).** Please do not call school personnel at home.

In the event school is dismissed during the day, parents may pick students up at the school office, or follow guidelines in the emergency brochure. Students may not be taken from a school campus at any time without notifying the school office and signing the appropriate forms.

### Pest Control Information

The District periodically applies pesticides inside buildings. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child(ren)'s school assignment area may contact the school office.

## SCHOOL FACILITIES

### Use by Students Before and After School

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

The following areas are open to students before school beginning at 7:15 a.m.

- TAE Library – Pre-K and Kindergarten
- TAE Cafeteria – First and Second Grade

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

After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

### Conduct Before and After School

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

### Cafeteria Services

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

A lunch and breakfast program is maintained in all district schools on self-supporting, non-profit basis as a service to those students who desire to take advantage of it. Current prices may be found on the school website or contact the food service office at 254-947-6900. Meals may be purchased on a daily, weekly or monthly basis. Breakfast will be served from 7:30 AM to 7:55 AM.

Charged lunches must be paid at the end of five days before additional charges can be made. Students with excessive charges will not be served a hot meal. Application for the free or reduced lunch program must be made on a year-to-year basis. Information and forms are available upon registration or from the school office. This information is confidential.

There can be NO Food with Minimal Nutritional Value (FMNV)- sodas, water ices, chewing gum, and certain candies or Trans Fats where hydrogen is added to vegetable oil to turn it into solid saturated fat such as margarine, crackers, candies, cookies, snack food, and fried foods during the school day. There can be NO competitive foods during meal times (7:30-7:55am and 10:30am-12:55pm). Competitive foods are food and beverage items that are sold or made available to compete with the National School Lunch Program (NSLP). This means that parents, teachers or administrators can bring in **no food items** to the children during meal times. Parents may send in or bring food for their child as long as it is ONLY for their child. Microwaves are in the cafeteria for students in grades 3-8. Elementary age students are not permitted to use the microwaves. Please send items to eat that are "ready to eat", not needing to be heated.

The District follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day. [For more information, see policy CO.] A website for more information is [www.squaremeals.org](http://www.squaremeals.org).

Lunch account information can be located on the school web site using your child's ID number.

### Food and Drinks in the Building

No food or open drinks are allowed in the gym. Food and drinks within classrooms are only permitted during specified times with prior approval of the teacher. (usually snack time or class parties/event) Students may bring a snack if the teacher schedules it during the day. Snacks provided by the class must be considered nutritious. Three school parties/ events will be selected for the year in which non-nutritious foods are allowed. The teacher will send home a list of foods that are allowed to offer to the class for snacks. These parties/events will not take place during the lunch period. The campus will inform the parents when the party/event dates are selected at the beginning of the school year. Penalties for violations will be lost meal reimbursement from Texas Dept. of Agriculture. (questions may be directed to the office) If you are requesting to bring treats for your child's birthday, contact the teacher for an appropriate day and time. Birthday treats will be served after the lunch meal.

## **Library**

The school media center supplements classroom activity and is an integral part of the curriculum. The media center offers enrichment for students and resource materials for the faculty. References, periodicals, CD-ROM resources, microfiche, vertical file articles, and fiction and nonfiction books are available.

Students are held responsible for all resources checked out to them. If computer records indicate that a student has checked out a media center resource, he/she is responsible for that resource.

## **Meetings of Non-curriculum-Related Groups**

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

## **SEARCHES**

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

## **Students' Desks**

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

Students are fully responsible for the security and contents of their assigned desk. Searches may be conducted at any time there is a reasonable cause to believe that they contain articles or materials prohibited by policy, whether or not the student is present.

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

## **Vehicles on Campus**

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so.

## **Trained Dogs**

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

## **SPECIAL PROGRAMS**

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

## **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 written consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the District receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of his or her rights if the parent disagrees with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities*.

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

### **Gifted and Talented Program**

The provisions of our gifted programs are based upon the beliefs:

1. instructional and organizational patterns that enable identified students to work together as a group, to work with other students, and to work independently;
2. a continuum of learning experiences that leads to the development of advanced-level products and performances;
3. in-school and, when possible, out-of-school options relevant to the student's area of strength that are available during the entire school year; and
4. opportunities to accelerate in areas of strength.

Teachers, parents or administrators may refer a student. The screening committee will review data which includes the test of cognitive skills, Parent scale, teacher recommendation, grades, and an approved achievement test programs will be provided at all campuses.

### **STAFF SCHEDULES**

Teachers will be at school from 7:30AM - 4:00PM. **Teachers have a conference period between the hours of 8:00AM and 4:00PM for preparation, grading and communicating with parents.** Please honor their time before and after school hours by contacting them at school not at their homes. Support staff has varying hours based on assigned morning duty and/or arrival time.

### **STUDENTS IN PROTECTIVE CUSTODY OF THE STATE**

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

Please contact the campus principal if you have any questions.

### **TARDINESS**

A student who is repeatedly tardy to class by more than 15 minutes may be assigned to a detention period. Students will be subject to detention to make up lost class time. Tardiness records will begin new each semester. A student that is not in the classroom by 8:05 is tardy. A third tardy will also count against the student's Perfect Attendance Record for award purposes. Children should be on campus by 7:55 so they can walk with their classmates to the room. Parents who need to talk with the teacher can make a conference time. If they need assistance with taking items to the classroom they can leave them in the office. Parents in the hallway can be a distraction as we begin our day.

### **TEXTBOOKS and INSTRUCTIONAL MATERIALS**

State-approved materials are provided to students free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent; however, a student will be provided textbooks/materials for use at school during the school day.

### **TRANSFERS**

*Salado schools currently accept transfer students from other districts under various requirements. Contact the administrative office for complete guidelines. A copy of the complete form is located on the district Web site.*

### **TRANSPORTATION**

#### **School-Sponsored Trips**

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

## Buses and Other School Vehicles

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes may change due to district enrollment. If you feel a change has been made and you have a question, you may call Dan Agee at 947-5023.

A parent may designate a child-care facility or grandparent's residence as a regular pickup and drop-off location for his child. The designated facility or residence must be on an approved stop on an approved route.

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

- Follow the driver's directions at all times.
- Enter and leave the bus in an orderly manner at the designated bus stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the bus or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten seat belts, if available.
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.

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

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

## Buses on Field Trips

During the course of the school year, many students will board buses for school-sponsored trips. A school employee must be on each bus. Students may be released to their parents upon prior request in writing or confirmed in person. Students will not be released to other students. Students released to other adults must have a **written note signed by the student's parent to present to the sponsor before the event**. Adults must sign the child out with the teacher before leaving the event. School trips will be arranged through the school office. Students will be required to have a signed permission slip from their parent(s) before they will be allowed to make any trip. Sponsors will send information regarding each trip to the parent(s) by way of their child.

Parent volunteers and adult sponsors may ride the bus with permission of the principal. Students receiving multiple discipline referrals may not be allowed to attend school-sponsored activities such as field trips or extracurricular events.

## TUTORIALS

Tutorials are provided to give additional direct instruction and other assistance for students who are experiencing difficulty succeeding in the regular class. Teachers will contact the parents to assign a day and time for the tutoring period.

## VANDALISM

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

## VIDEO CAMERAS

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

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

## **VISITORS TO THE SCHOOL**

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office and must comply with all applicable district policies and procedures. The visitor must present their driver's license and use an electronic badge machine to receive a campus visitor badge. Registered sex offenders are allowed to visit their child in the school office.

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

Visitors during lunch may be assigned special seating with their child at a designated area.

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

## **WITHDRAWING FROM SCHOOL**

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. The parent may obtain a withdrawal form from the principal's office.

On the student's last day, the withdrawal form must be presented to the librarian to ensure a clear library record, the cafeteria to clear records and to the principal. A copy of the withdrawal form will be given to the student, and a copy will be placed in the student's permanent record.

## **GLOSSARY**

**Accelerated instruction** is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level.

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

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

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

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

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

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

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

**RTI** stands for Response to Intervention. It refers to the interventions that the classroom teacher and support staff implement during when a student is having difficulty with academic, social and/or behavior concerns.

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

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

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

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

**TAKS** is the Texas Assessment of Knowledge and Skills, the state's standardized achievement test currently given to students in certain subjects in grades 3–11.

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

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



