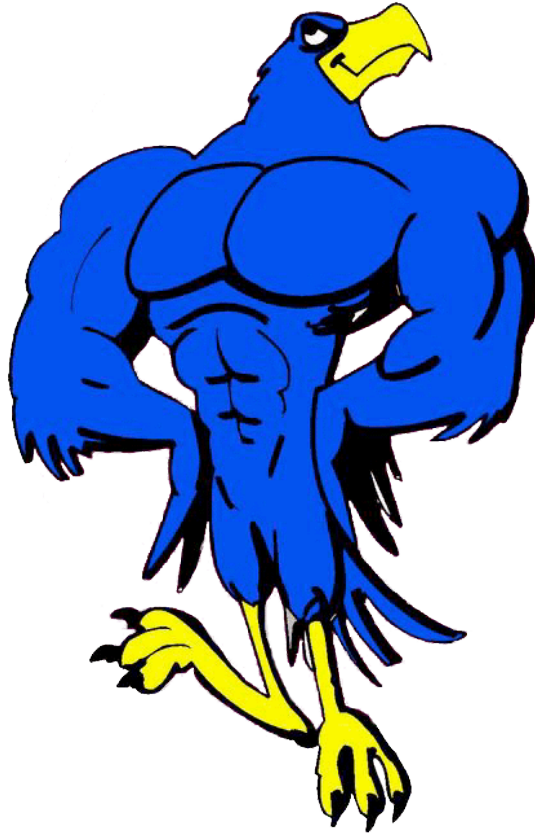


Hallsburg Hawks



2009-2010

Student/Parent Handbook

Hallsburg Elementary School

2313 Hallsburg Road

Waco, Texas 76705

(254) 875-2331

**Hallsburg ISD
2313 Hallsburg road
Waco, Texas 76705
(254)875-2331**

Hallsburg School: College Bound!

Hallsburg ISD Mission Statement

We believe that no task is more important than preparing our children for tomorrow. As a school and community at Hallsburg, we are strategically planning to marshal our resources of time, personnel, money, and technology to provide an effective learning environment for all our children.

We believe that all our children can learn, can succeed, and can do their best. We do not want our students to be satisfied with mediocrity, but to demand the best of themselves and others.

We want to see our students demonstrate their skill in communication and be able to function in all academic areas, e.g., reading, writing, listening, thinking, math, problem solving, fine arts, history, science, social studies, and physical fitness. We also want to see our students develop and demonstrate healthy choices for lifelong wellness.

Joined with these skills, we hope to see a well-developed sense of moral values, vision, sense of direction, and self-worth. We desire for our students an appreciation of our national heritage and a civic responsibility. We want our students to be aware of the world and to have a healthy respect for cultural diversity. We want our students to possess social skills so they can cope, compete, and excel. We look for social skills, cultural literacy, technological competency, and self-discipline.

We believe that our children deserve every opportunity for a successful future and we stand together to provide it.

MOTTO

“A Quest for The Best”

Academically, Creatively, and Morally

<http://www.hallsburgisd.net>

SUPERINTENDENT

Kent Reynolds

kreynolds@hallsburg-isd.net

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Board meetings are scheduled for the first Tuesday of each month at 7:00 p.m. in the
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Hallsburg ISD is a member of the Education Co-op of Central Texas..

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Superintendent

Kent Reynolds

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Counselor.....	Alice Young
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Instructional Aide.....	Carol Lewis
Title I Aide.....	Karen Kubitza
Title I Aide.....	Nannette Pankonien
Cafeteria Manager.....	Ruth Breton
Cafeteria Assistant.....	Carolyn Smith
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Bus Driver.....	Jill Muhl
Bus Driver.....	Becky Dossier
Custodian.....	Becky Dossier
Maintenance.....	Bill Schwake
ECCT Special Ed Supervisor.....	Jim Iglehart
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ECCT Speech Therapist.....	Nancy Clark

Update 8/12/09

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PREFACE

To Students and Parents:

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

Section I—REQUIRED NOTICES AND INFORMATION FOR PARENTS—with notices that the district must provide to all parents, as well as other information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook; and

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

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

Both students and parents should become familiar with the Hallsburg 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 online at www.hallsburgisd.net and 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 the superintendent.

[See **Obtaining Information and Protecting Student Rights** on page 2 for more information.] Please note that references to policy codes are included so that parents can refer to current board policy. A copy of the district’s policy manual is available for review in the school office.

SECTION I: REQUIRED NOTICES AND INFORMATION FOR PARENTS

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

STATEMENT OF NONDISCRIMINATION

In its efforts to promote nondiscrimination, Hallsburg ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, or disability in providing education services, activities, and 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 member has been designated to coordinate compliance with these legal requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability
- All other concerns regarding discrimination

Kent Reynolds, 2313 Hallsburg Rd., Waco, TX 76705 – 254-875-2331

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 principal any questions you may have about the options and opportunities available to your child.
- Monitoring your child's academic progress and contacting teachers as needed.
- Attending scheduled conferences (minimum of one each semester at the end of the 1st and 4th six weeks) 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 254-875-2331 for an appointment. The

teacher will usually return your call or meet with you during his or her conference period or at a mutually convenient time before or after school. [See **Report Cards/Progress Reports and Conferences** on page 33.]

- Becoming a school volunteer. [For further information, see policies at GKG and contact the Hallsburg ISD office.
- Participating in campus parent organizations. Parents have the opportunity to support and be involved in various school activities either as leaders or in supporting roles. For information about becoming an officer or helping with PTA classroom parties and fall festival, contact the PTA president.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact the superintendent.
- Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction. [See policies at BDF, EHAA, FFA, and information in this handbook at **School Health Advisory Council** on page 27.]
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

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 the current school

year, Hallsburg ISD will not do any surveys involving any of the above topics so no consent or opt out will be necessary. [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 opt your child out of participation in certain activities, however Hallsburg ISD has no activities requiring parental notice and consent or opt out for the current school year. Examples are:

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

Inspecting Surveys

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

Requesting Professional Qualifications of Teachers and Staff

You may request information regarding the professional qualifications of your child’s teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child. All teachers at Hallsburg ISD meet the state qualifications and licensing criteria for the grades and subjects taught and all instructional aides and teachers are “highly qualified” under *No Child Left Behind* definitions.

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.

Limiting the Display of a Student’s Artwork and Projects

As a parent, if you do not want your child’s artwork, special projects, photographs, and the like to be displayed on the district’s Web site, in printed material, by video, or by any other method of mass communication, you must notify the principal in writing.

Accessing Student Records

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

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

[See **Student Records** on page 6.]

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; (example: school transportation)
- When it relates to classroom instruction or a cocurricular 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 31 and policy EC(LEGAL).]

Excusing a Student from Reciting a Portion of the Declaration of Independence

You may request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the district determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK(LEGAL).]

Requesting Notices of Certain Student Misconduct

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to your child’s misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. [See policy FO(LEGAL) and the *Student Code of Conduct*.]

Requesting Transfers for Your Child

As a parent, you have a right:

- To request the transfer of your child to another classroom or campus if your child has been determined by the superintendent to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the superintendent 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 FDD(LOCAL).]
- To request the transfer of your child to another campus [or 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 FDD(LEGAL) and (LOCAL).]

OTHER IMPORTANT INFORMATION FOR PARENTS

Parents of Students with Disabilities

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time.

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

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention. The implementation of Response to Intervention has the potential to have a positive impact on the ability of school districts to meet the needs of all struggling students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If 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 the superintendent at 254-875-2331.

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).]

Services for Title I Participants

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is the superintendent and may be contacted at 254-875-2331.

Student Records

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

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

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student’s education records. Federal law requires that, as soon as a student becomes 18 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 and under limited circumstances when there is a threat to the health and safety of the student or other individuals.
- District staff members who have what federal law refers to as a “legitimate educational interest” in a student’s records. “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. Such persons would include school officials (such as board members and the superintendent); school staff members (such as teachers, counselors, diagnosticians, and support staff); or an agent of the district (such as a medical consultant) or Rio Brazos Education Co-op employees.
- Various governmental agencies.
- Individuals granted access in response to a subpoena or court order.
- A school or institution 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 superintendent is custodian of all records for currently enrolled students at the assigned school and 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 office is 2313 Hallsburg Road, Waco, Texas 76705.

A parent (or eligible student) may inspect the student’s records and request a correction if the records are considered inaccurate or otherwise in violation of the student’s privacy rights. A request to correct a student’s record should be submitted to the superintendent. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student’s record. Although improperly recorded grades may be

challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNG(LOCAL). [See **Report Cards/Progress Reports and Conferences** on page 33 and **Student or Parent Complaints and Concerns** on page 14 for an overview of the process.]

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 district's policy regarding student records found at FL(LOCAL) is available from the superintendent's office.

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

Please note:

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

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

Directory Information

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

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

Directory Information for School-Sponsored Purposes

The district often needs to use student information for the following school-sponsored purposes: admissions data, personal and family data, including certification of date of birth; achievement records; health services; attendance records; information relating to student participation in special programs; records of teacher, counselor, or administrative conferences with the student or pertaining to the student. For additional information see FL(LOCAL).

For these specific school-sponsored purposes, the district would like to use your child's name, address, telephone number, email address, photograph, and date and place of birth; honors, awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height. 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 the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Department of State Health Services, <http://www.dshs.state.tx.us/>.

SECTION II: INFORMATION FOR STUDENTS AND PARENTS

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is conveniently organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact the superintendent at 254-875-2331.

ABSENCES/ATTENDANCE

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

Compulsory Attendance

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

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

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 the reading diagnosis test.

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction (termed “accelerated instruction” by the state) assigned by a grade placement committee and basic skills for ninth graders; 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/grade, 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.

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

- All absences (excused or unexcused) will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and documented health-care appointments will be considered days of attendance for this purpose. [See policies at FEB.]
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences. (doctor's excuse, etc.)
- 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 the current school calendar. After a student has a certain number of absences the parent will be sent letters with a reminder of the policy.

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.

Doctor's Note After An Absence for Illness

Upon return to school, a student absent for more than 5 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).]

AWARDS AND HONORS

An assembly sponsored by the PTA will be held at the end of each six weeks to recognize all students on the "A" and "A/B" honor rolls and for perfect attendance and other awards as appropriate. Awards will be given at the end of the year for perfect attendance and for outstanding attendance for students with one or two absences.

BIRTHDAY PARTIES

Off-Campus

Based on past experience, we ask that birthday party invitations for parties NOT be handed out at school unless every student in the class is being invited. Because of our small numbers, it is impossible to keep every child from knowing and keeping feelings from being hurt. We suggest you mail invitations using the PTA directory for addresses if you do not invite everyone.

On-Campus

In the lower grades, some parents enjoy acknowledging a child's birthday by bringing refreshments to school. This may be handled two ways. 1) the parent may bring simple refreshments (juice, cupcakes, cookies – for ease in cleanup (NO CANDY OR CANDY TOPPINGS) to the school office to be delivered to the classroom for use at an appropriate time determined by the teacher, which may be during lunch, or 2) the parent may bring refreshments to be used as dessert and join the class for lunch at the scheduled lunch time. Please remember to call ahead that morning to make reservations for lunch and to let us know of your birthday plans.

BULLYING

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

The board has established policies and procedures to prohibit bullying and to respond to reports of bullying.

CLASS SCHEDULES

Class schedules are determined annually by the superintendent and the teachers. Copies of these schedules are available upon request from each teacher or the office.

COMPLAINTS AND CONCERNS

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

In general, the student or parent should submit a written complaint and request a conference with the campus principal. If the concern is not resolved, a request for a conference should be sent to the superintendent. If still unresolved, the district provides for the complaint to be presented to the board of trustees.

COMPUTER RESOURCES

To prepare students for an increasingly technological society, the district has made an investment in computer technology for instructional purposes. Use of these computer resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

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

CONDUCT

Applicability of School Rules

As required by law, the board has adopted a *Student Code of Conduct* that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the *Student Code of Conduct*. Students and parents should be familiar with the standards set out in the *Student Code of Conduct*, as well as campus and classroom rules.

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.

Corporal Punishment

Corporal punishment—spanking or paddling the student—may be used as a discipline management technique in accordance with the *Student Code of Conduct* and policy FO(LOCAL) in the district’s policy manual.

However, the teacher and superintendent will honor a parent’s request that discipline methods other than corporal punishment be used. Each year parents will be asked to complete a form indicating preferences on corporal punishment, which will be kept on file in the school office.

Discipline Management

Hallsburg Elementary has adopted the Discipline Management/Character Education Model published by Accountability Concepts. The system is based on a pyramid for each child composed of the following categories: trust, attitude, work ethic, selflessness, self-control, and responsibility.

The system is similar to other discipline management systems in that there are consequences for inappropriate actions, however the uniqueness of this program is that behaving appropriately is rewarded. If a child makes a “mistake” that falls under a category, he/she will lose his pyramid piece and will have consequences that must be fulfilled in order to earn back his piece. An example might be not turning in homework on time which would fall under “work ethic.” In order to earn the pyramid piece, the student must turn in the assignment and accept an additional consequence such as sitting out of recess.

Disruptions

As identified by law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.

- Disruption of classes or other school activities while on district property or on public property that is within 500 feet of district property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.
- Interference with the transportation of students in district vehicles.

Radios, CD Players, Other Electronic Devices and Games, and Cell Phones

Students are not permitted to possess such items as pagers, radios, CD players, MP3 players, video or audio recorders, DVD players, cameras, electronic devices or games 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.

For safety purposes, the district permits students to possess cell phones; however, cell phones must remain turned off during the instructional day, including during all testing. The use of cell phones in restroom areas at any time while at school or at a school-related or school-sponsored event is strictly prohibited.

Any disciplinary action will be in accordance with the *Student Code of Conduct* and may include confiscation of the device. The school may charge the owner for the release of certain telecommunications devices [See policy FNCE.]

Any device operated by batteries will not be allowed on the school campus. CD/DVD/Tape players or radios, electronic games, etc. are disruptive to the learning environment and the school will not be responsible for the lost or theft of such items. Electronic devices brought to school will be kept in the office and released only to a parent.

On lengthy field trips, students may be allowed to bring electronic devices with the understanding that the risk of loss, breakage, or theft is not the school's responsibility. Note that the school busses are not locked when parked.

Social Events

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

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

CONTAGIOUS DISEASES / CONDITIONS

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

principal so that other students who might have been exposed to the disease can be alerted.

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

COUNSELING

Personal Counseling

The school counselor and Rio Brazos Education Cooperative social worker for students who qualify for these services are available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. Students or their parents who wish to meet with the counselor should contact the school office or their teacher.

Psychological Exams, Tests, or Treatment

The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent. Parental consent is not necessary when a psychological examination, test, or treatment is required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports.

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

CREDIT BY EXAM—If a Student Has Taken the Course

A student who has previously taken a course or subject—but did not receive credit for it—may, in circumstances determined by the district, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, correspondence courses, or independent study supervised by a teacher.

The superintendent would determine if the student could take an exam for this purpose. If approval is granted, the student must score at least 70 on the exam to receive credit for the course or subject.

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an exam.

A student may not use this exam, however, to regain eligibility to participate in extracurricular activities.

[For further information, see the counselor and policies EEJA.]

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

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

Dates Scheduled:

Tues., Wed., Thurs., of the week of April 5 - K-6 Lang. Arts/Math/Science/So. Studies

Tues., Wed., Thurs., of the week of July 5 – K-6 Lang. Arts/Math/Science/So. Studies

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

If a student plans to take an exam, the student (or parent) must register with the superintendent no later than 30 days prior to the scheduled testing date. The district will honor a request by a parent to administer a test purchased by the parent from a State Board approved university and sent directly to the school. [For further information, see EEJB(LOCAL).]

DATING VIOLENCE, DISCRIMINATION, HARRASSMENT, AND RETALIATION

The district believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect; to avoid behaviors known to be offensive; and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law. [See policy FFH]

Dating Violence

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

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

Discrimination

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

Harassment

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

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Sexual Harassment

Sexual harassment of a student by an employee, volunteer, or another student is prohibited. Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

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

Retaliation

Retaliation of a student occurs when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or unwarranted grade reduction. Retaliation does not include petty slights and annoyances from other students or negative comments from a teacher that are justified by a student's poor academic performance in the classroom.

Retaliation against a person who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited.

Reporting Procedures

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

Investigation of Report

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated. The district will notify the parents of any student alleged to have experienced prohibited conduct by an adult associated with the district.

In the event prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy.

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary or corrective action will be taken to address the conduct. The district may take disciplinary action even if the conduct that is the subject of the complaint was not unlawful.

A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy FNG(LOCAL).

DISTANCE LEARNING

Distance learning at Hallsburg ISD is provided through the internet and with video conferencing equipment. No course credit for elementary subjects is currently available through these resources. Distance learning will be used to support curriculum materials and for enrichment purposes.

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

School publications distributed to students include: classroom monthly newsletters and PTA information. All school publications are under the supervision of the superintendent.

Nonschool Materials...from students

Students must obtain prior approval from the superintendent 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 nonschool material must include the name of the sponsoring person or organization. The decision regarding approval will be made in two school days.

The principal has designated the school office as the location for approved nonschool materials to be placed for voluntary viewing by students. [See policies at FNAA.]

A student may appeal a principal's decision in accordance with policy FNG(LOCAL). Any student who posts nonschool 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.

Nonschool 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 nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the superintendent for prior review. The superintendent will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies at DGBA, FNG, or GF.]

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD(LOCAL) or a noncurriculum-related student group meeting held in accordance with FNAB(LOCAL).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

All nonschool materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.

DRESS AND GROOMING

The district's dress code is established to teach grooming and hygiene, instill discipline, 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:

Students shall be dressed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others.

The district prohibits any clothing or grooming that in the superintendent's judgment may reasonably be expected to cause disruption of or interference with normal school operation.

Grades K-6

The principal and teachers reserve the right to make decisions about any items of dress not covered in the statements below.

Boys:

- Earrings are not permitted.
- Dew rags/bandanas worn on the head are not acceptable.

- Shirts must be buttoned unless worn as a jacket.
- Shirts designed to be tucked in must be worn tucked in.
- Hair must be neatly trimmed above the eyes, ears, and collar. Extreme styles and colors will not be permitted.
- Muscle shirts, tank tops, or undershirts are not to be worn alone.
- Shorts may be worn finger tip length (cut-offs and shorts are not acceptable).
- Skin tight stretch materials (pants or shorts) are not acceptable unless bicycle shorts are worn under regulation length shorts.
- Shirts that allow the skin to show around the mid-section or under the arms are not acceptable. Tops must cover the stomach when arms are raised.
- Hats or caps are not to be worn in the building.
- Clothes containing advertisements of tobacco products or alcoholic products are not acceptable,
- Clothes with inappropriate pictures or words (i.e. profanity) are not acceptable.
- Shoes must be worn.

Girls:

- Jewelry attachments to the body other than traditional earrings are not permitted.
- Dresses may not be shorter than finger tip length.
- Shorts may be worn finger tip length (cut-offs and short shorts are not acceptable).
- Skin tight stretch materials (pants or shorts) are not acceptable unless bicycle shorts or worn under regulation length shorts.
- Muscle shirts, spaghetti straps, halter tops, or tank tops are not to be worn alone.
- Tee-shirts or thin blouses should be worn only with appropriate undergarments.
- Shirts or blouses that allow the skin to show around the mid-section or under the arms are not acceptable. Tops must cover the stomach when arms are raised.
- Clothes containing advertisements of tobacco products or alcoholic products are not acceptable.
- Clothes with inappropriate pictures or words (i.e. profanity) are not acceptable.
- Shoes must be worn.

Physical Education Dress Code

Students will need a pair of tennis shoes for PE class. If they do not wear tennis shoes to school, please send a pair for PE. It is very hard to run and exercise in dress shoes, flip flops, or boots. Also, high heeled shoes can cause injuries during PE. Girls who wear dresses are required to wear shorts under their dresses during PE and tops to cover stomach when arms are raised.

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 interdistrict competition. Such activities at Hallsburg Elementary include UIL academic, band, and 4H.

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—other than an advanced placement course by either the State Board of Education or by the local board of trustees—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.
- A student is allowed in a school year up to 10 absences from a class during the school year for extracurricular activities or public performances. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.
- A student absent from school for a contagious illness or for any reason that would result in an unexcused absence will not be allowed to participate in school-related activities on that day or evening. The superintendent or designee will determine whether a student may participate.

Please note: Sponsors of student clubs and performing groups such as the band or choir 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 basic educational program are provided with state and local funds at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

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

- Membership dues in voluntary activities and admission fees to extracurricular activities.
- Security deposits or uniform use fees.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, yearbooks, graduation costs etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental or purchase.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost, damaged, overdue library books, or textbooks.
- Summer school courses if available.
- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See **Buses and Other School Vehicles** on page 40.]
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.

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

FUND-RAISING

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the Superintendent at least 10 days before the event. Parents will be given an option as to whether or not their child will participate in fund raising activities. Except as approved by the superintendent, fund-raising is not permitted on school property. Fund raisers help defer the cost of activities such as field trips, admission fees, and transportation including the end of year all-school field trips.[For further information, see policies at FJ and GE.]

GRADING GUIDELINES

Hallsburg ISD reports all grades for grades 1 – 6. The grading system used is as follows:

A	-	90-100
B	-	80-89
C	-	75-79
D	-	70-74
F	-	0-69

Achievement or progress in kindergarten shall be reported to parents in a nonnumeric form. This may include E, S, N, and U or checks, pluses, and minuses.

These guidelines are used in all reporting, in determining promotions, course credit and documenting mastery of Texas Essential Knowledge and Skills (TEKS).

Late Work

Grades 1-3

(Grades 1-2) Ten point deduction for work not turned in on due date

(Grade 3) Ten point deduction each day for up to three days for work not turned in on due date

- Zero on work turned in the fourth day or later
- Student must complete the work while still receiving zero
- Age appropriate loss of recess time determined by teacher for rule reminders

Grades 4-6

- Thirty point deduction the first day for work not turned in on due date
- Zero on work turned in the second day or later
- Student will use recess time to complete the work while still receiving a zero
- For loss of recess for not returning work or materials (ex: report cards, library books, progress reports, supplies, not returning papers with parent signature) 1st day – warning 2nd day – 10 min. 3rd day – 20 min. 4th day – full recess

Make-up Work

Make-up assignments or make-up tests shall be made available to students after any absence. **If the absence is anticipated, work should be completed prior to the absence through advanced arrangements with the teacher and principal.** A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth study assigned by the teacher. Students have the same number of days to do make-up assignments as the number of days they were absent. For example, a student absent for two days will have two days to complete missed work after returning to school.

Note: A student receives a zero if tests or assignments are not completed in the allotted time or if the absence is unexcused. Examples of unexcused absences are beauty/barber shop appointments, vacations, checking out early for parent convenience, oversleeping, hunting trips, late return from trips, and missing the bus.

4th-6th - Work for unexcused absences will be graded as follows:

- Tests – 30 point deduction
- Assignments – 10 point deduction per assignment (also see late work policy for work turned in after 1st day back)

K – 3rd – All work – 10 point per assignment (also see late work policy for work turned in after 1st day back)

DAEP or In-school Suspension Makeup Work

A student removed to a Disciplinary Alternative Education Program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, coursework needed to fulfill the requirements for that course or grade level. The district may provide the opportunity to complete the coursework through an alternative method, including a correspondence course, distance learning, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA(LEGAL).]

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

Students and their parents are encouraged to discuss options with the teacher to ensure the student completes all work required for the course or grade level.

Conduct Grades

Conduct in grades 1-3 will be assigned as follows:

E – Excellent – above and beyond expected behavior.

S – Satisfactory – We are very pleased with this behavior.

N – Needs Improvement – Parent conference may be necessary. Students sent to the office for serious violations such as fighting and/or who are assigned to SAC (Special Assignment Classroom) for disciplinary reasons will automatically receive an N in conduct for that six weeks. However, many minor infractions over the period of the six weeks can also justify a conduct grade of N.

U – Unsatisfactory – parent conference required.

Conduct grades in 4-6 will be reported numerically.

[See Report Cards, Progress Reports, and Conferences.]

Music/Band

Students will be assigned grades based on participation and performance as assessed by written tests, oral tests, memorization of music/parts and playing tests. A major grade will be assessed for the student's participation in performances in our three annual programs and scheduled band concerts. If a student does not participate in a program, for whatever reason, an alternative assignment will be given to provide the student an opportunity to earn this major grade. Even if a student does not participate in the program, he/she will still be expected to learn the material to earn daily grades and to

obtain mastery of class objectives. Students must be in attendance the day of the program in order to be eligible to participate in the program that night.

GRADUATION

Graduation activities for sixth graders may include:

- A trip supported by 6th grade fund raisers.
- Graduation exercises and reception.

HARASSMENT

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

HEALTH-RELATED MATTERS

Physical Activity for Students in Elementary School

In accordance with policies EHAB, EHAC, and FFA, the district will ensure that students in kindergarten through grade 6 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week.

For additional information on the district's requirements and programs regarding elementary student physical activity requirements, please see the superintendent.

School Health Advisory Council

For information regarding the district's School Health Advisory Council, including the number of meetings scheduled or held during the year, please see the superintendent.

Physical Fitness Assessment

Annually, the district will conduct a physical fitness assessment of students in grades 3-6. At the end of the school year, a parent may submit a written request to the physical education teacher to obtain the results of his or her child's physical fitness assessment conducted during the school year.

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 Hallsburg ISD 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 the superintendent.

HOMELESS STUDENTS

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, the Hallsburg ISD superintendent at 875-2331.

HOMEWORK

Homework is an integral part of the learning process. It is extremely important that parents are involved in this activity. Parents can help: 1) by not doing the assignment for the child 2) by being available to answer questions and offer guidance 3) by checking over the paper at completion and helping with corrections and 4) by communicating with the teacher as needed to assure all assignments are being done. With Saxon Math K-6 and Saxon Phonics K-2, the children may have homework each night, and from time to time other subjects will require independent homework assignments as well. Parents of primary students are highly encouraged to read with their children every evening, and there may be a required homework assignment by the teacher. If a student is bringing home large amounts of homework, it is possible that the student is not using classroom study time prudently. The teacher and parent should discuss this matter.

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (DSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at

<https://webds.dshs.state.tx.us/immco/affidavit.shtm>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are: diphtheria, rubeola (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). 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: <http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

LAW ENFORCEMENT AGENCIES

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the superintendent 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 superintendent 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 superintendent ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The superintendent 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 superintendent 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 superintendent will ordinarily attempt to notify the parent unless the officer or other authorized person raises a valid objection to notifying the parents. Because the superintendent does not have the authority to prevent or delay a student's release to a law enforcement officer, any notification will most likely be after the fact.

Notification of Law Violations

The district is required by state law to notify:

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

[For further information, see policy GRA(LEGAL).]

MEDICINE AT SCHOOL

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

- Only authorized employees, in accordance with policies at FFAC, may administer:
 - Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
 - Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
 - Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
 - Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only:

- In accordance with the guidelines developed with the district's medical advisor; and
- When the parent has previously provided written consent to emergency treatment on the district's form.

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

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

PHYSICAL EXAMINATIONS / HEALTH SCREENINGS

- Vision/hearing – on grade levels mandated by the state. You will be notified if your child fails any screening.
- Scoliosis – on grade levels mandated by the state. You will be notified if your child fails the screening.
- Height/weight evaluation
- Head check for lice

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. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

In kindergarten, promotion is based on the following criteria, to be reviewed by a committee consisting of the parent, the kindergarten teacher, the first grade teacher, and an administrator:

- Kindergarten progress (checklist of skills).
- Chronological age and observed social and emotional development of the student.
- A parent's request that the student be retained.
- The teacher's recommendation that the student be retained.
- Other criteria deemed appropriate by the principal.

In grades 1 – 3, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based upon course level, grade level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in language arts and mathematics.

In grades 4 -6, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based upon course level, grade level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in the following areas: language arts and mathematics, and a grade of 70 or above in either science or social studies.

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the Texas Assessment of Knowledge and Skills (TAKS), if the student is enrolled in a public Texas school on any day between January 1 and April 15 and is a Texas resident during the week that the TAKS is administered the first time.

- In order to be promoted to grade 4, students must perform satisfactorily on the reading section of the grade 3 assessment in English or Spanish.
- In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessment in English or Spanish.
- In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessment in English.

Parents of a student in grade 3, 5, or 8 who does not perform satisfactorily on his or her TAKS will be notified that their child will participate in special instructional programs designed to improve performance. Such students will have two additional opportunities to take the test. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee.

In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policies at EIE.]

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

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 superintendent 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 six weeks.

Progress reports will be issued at 3 week intervals for grades 1-6.

Teachers follow grading guidelines that have been approved by the superintendent and are designed to reflect each student's academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. [See policy EIA(LOCAL).]

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

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject.

Report cards and unsatisfactory progress reports must be signed by the parent and should be returned to the school the next day. At the end of the 1st and 4th six weeks, a required conference will be called to discuss the student's progress and report card. Please see the school calendar for these dates. Every effort will be made to meet the parents' and teachers' schedules for these conferences. Report cards will not be sent home with

students for these reporting periods. Report cards will be given to the parent at these conferences.

RETALIATION

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

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 superintendent, 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.

Under state law, the district cannot pay for medical expenses associated with a student's injury.

Drills: Fire, Tornado, and Other Emergencies

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

Fire Drill

Fire Alarm	leave the building
2 bells	return to the classroom

Tornado Drill

Announced tornado drill over intercom - move quietly but quickly to the designated locations	
2 bells	return to the classroom

Emergency Medical Treatment and Information

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

Emergency School-Closing Information

For emergency closing information in case of icy roads making bus routes dangerous or any other emergency, please tune to TV channels 6, 10, 25 (Cable 2 or 5).

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 the noted times.

- 7:30 a.m. cafeteria
- 7:40 a.m. Tutoring Zoo (designated classes on designated days)
- 7:40 a.m. classrooms (for teachers and selected students)

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, athletic practices, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the *Student Code of Conduct* or any stricter standards of behavior established by the sponsor in accordance with Board policy.

Use of Hallways During Class Time

During class time, a student must have permission from the teacher to be outside the classroom for any purpose. Failure to gain permission will result in disciplinary action.

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 the Hallsburg School Office to apply.

The district follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day. [For more information, see policy CO(LEGAL).]

Meals may be paid by the day, the week, or the month and we prefer that they be paid for before school each day. Meals may **not be charged**. A student who has no money for lunch will be permitted to call his/her parents to bring either money or a lunch to school.

One carton of milk is included with each breakfast and lunch. Additional milk costs an additional \$.25. Breakfast is served from 7:40 – 8:00 a.m.

The following is a price list for meals:

Lunch	\$1.25	Extra Milk	\$.25
Breakfast	\$1.00	Extra Ice Cream	\$.50
Reduced Lunch	\$.40	(available only on Fridays)	
Reduced Breakfast	\$.30		

Library

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. Library and media center schedules will be set by the librarian/computer teacher.

- Students may check-out two books per visit for a circulation period of one week.
- Books may be renewed for an additional two weeks.
- Books must be kept clean, dry and protected from household pets.
- If a book is damaged, the fine will not exceed more than half the price of the book.
- If a book is lost or severely damaged so that replacement is required, the full replacement cost is required.

Meetings of Noncurriculum-Related Groups

Students are permitted to meet with noncurriculum-related groups during the hours designated by the principal before and after school. These groups must comply with the requirements of policy FNAB(LOCAL).

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

SEARCHES

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

Students' Desks

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 desks.

Searches of desks or backpacks may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by policy, whether or not a student is present.

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

Trained Dogs

The services of a drug dog are mostly used for drug education purposes on this campus. However, they may periodically be used to sniff out and alert officials to the current presence of concealed prohibited items, illicit substances defined in FNCF(LEGAL) and alcohol. Such visits to school shall be unannounced. If contraband of any kind is found, the possessing student shall be subject to appropriate disciplinary action in accordance to the Student Code of Conduct.

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 superintendent 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 superintendent.

STEROIDS

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

SUMMER SCHOOL

Hallsburg Elementary School does not offer a summer program unless special funding is available through grants or in special situations. If a summer program is offered, parents of eligible students will be notified.

TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS)

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

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

[See policy EKB(LEGAL).]

TARDINESS

A student who is tardy to school more than 3 times during the school year will receive appropriate consequences. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the *Student Code of Conduct*.

If a student returns to school on the same day as a medical appointment, he/she must bring a note from the doctor's office.

Arrival and Release

- 1st Bell – 7:40 a.m.
- Tardy Bell – 7:55 a.m. (Student must be finished with breakfast at this time)
- Car Rider Dismissal – 3:30 p.m.

The building will not be unlocked until 7:30 a.m. for car riders. Students should not be left at school prior to this time. There will be no supervision of students on the campus or in the building until 7:30 a.m.

Student Drop-Off (7:30-7:40)

- Enter and Exit through the Playground Parking Lot
- In case of inclement weather, students may be dropped off in the Awning Parking Lot under the new awning. When buses are unloading, this area will be temporarily blocked off. As soon as the bus is unloaded it will move and cars can continue to unload under the awning.

After School Pick-up (3:30)

- Use the Awning Parking Lot. Line up under the awning. If you park in the lot next to the awning, you will need to come get your child from the sidewalk or wait for school personnel to walk your child to you.

- When waiting in line, please pull forward as far as possible.

TESTING

The following tests are given annually:

- TAKS – Reading and Mathematics: Each year in grades 3-6 without the aid of technology –Writing: Including spelling grammar in Grade 4 Science: In grade 5
- TPRI (Texas Primary Reading Inventory) – K: In Spring – Grades 1-2 Fall and Spring
- Reading Screening Instrument: Grade 3

Certain students, such as students with disabilities and students with limited English proficiency may be eligible for alternate testing, accommodations, or a deferment. For more information, see the superintendent or special education director at Rio Brazos Cooperative.

TEXTBOOKS

State-approved textbooks are provided to students free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Charges will be assessed to any student damaging a textbook at the discretion of the principal. 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, the student will be provided textbooks for use at school during the school day.

TRANSFERS

[See Other Parental Rights, on page 5, and **Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education**, on page 6 for other transfer options.]

Any questions regarding transfers, should contact the school office at 875-2331.

TRANSPORTATION

School-Sponsored Trips

We believe that off campus activities are vital experiences to our student's education. Therefore, field trips will be taken from time to time as an entire school or selected groups of students. Students will not be allowed to go on field trips without the appropriate signed permission slip with current emergency contact information.

Parents are always welcome to help sponsor field trips.

A student who does not attend a field trip will remain on campus with appropriate educational activities for the day.

Buses and Other School Vehicles

The district makes school bus transportation available to all students living in the district. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact the school office at 875-2331.

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

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

- Follow the driver's directions at all times.
- Enter and leave the bus or van in an orderly manner at the designated stop nearest home.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the bus, van, or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus or van.
- Demonstrate courtesy and respect for others.
- Not possess or use any form of tobacco on school buses.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.
- Behave in a responsible manner.
- Present any bus referral to the parent on the day it is given to the student.
- Not bring food or drinks on 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.

Procedure for Serious Violations of the Bus Code of Conduct:

- Fighting or scuffling

- Physical aggression or abuse toward another person.
- Profanity, vulgar language, or obscene gestures or words.
- Failure to follow directive of a school employee (includes bus driver)
- Insubordination or disrespect shown to a school employee (includes bus driver).
- Possession of a weapon, including firearm, knife, club, or any prohibited weapon.
- Use, sale, gift, delivery, possession, or being under the influence of alcohol, marijuana, other controlled substances, dangerous drugs, or abusable glue, or volatile chemicals.
- Possession, smoking, or using tobacco products.
- Public lewdness or indecent exposure.
- Unruly, disruptive, or abusive behavior.
- Possession or distribution of pornographic material.
- Possession or conspiring to possess any explosive device.
- Engaging in appropriate physical or sexual conduct.
- Engaging in conduct that constitutes sexual harassment or sexual abuse whether the conduct is by word, gesture, or any other sexual conduct.

Referrals written for students in grades 7-12 will be shared with the administration in Riesel.

Consequences for Serious Behavior

1st Violation: Off bus for six weeks (bus conduct report must be signed by parent and returned to school)

2nd Violation: Off bus for remainder of year (if violation occurs in last six weeks of school, suspension includes the 1st semester of the following year)

Consequences for Other Violations of Bus Code of Conduct

1st Violation: Bus Conduct Report must be signed by the parent and returned to school for the student to be eligible to ride the bus again.

2nd Violation: Student off the bus for three days. Bus Conduct Report must be signed by the parent and returned to school for the student to be eligible to ride the bus again.

3rd Violation: Student off the bus for six weeks. Bus Conduct Report must be signed by the parent and returned to school for the student to be eligible to ride the bus again.

4th Violation: Student off the bus for a semester. (18 week minimum) (If the violation occurs during the last four weeks of the semester, the suspension includes the full semester following)

Important Note: The administration of Hallsburg ISD, with the support of the Board of Trustees, reserves the right to make a decision about what the consequences will be for any student behavior that is not listed in this code. Misconduct will be punished in

accordance with the Student Code of conduct and Bus Code of Conduct; bus-riding privileges may be suspended.

VANDALISM

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

VIDEO CAMERAS

For safety purposes, video/audio equipment frequently will be used to monitor student behavior on buses. Students will not be told when the equipment is being used.

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

In the registration packet, parents will have the option of giving the school permission to video/photograph students for reasons other than bus safety such as the district web page, on the internet (no names used), or for television.

VISITORS TO THE SCHOOL

General Visitors

Parents and others are welcome to visit our school. 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. Someone from the office will escort you to the classroom or the teacher will be notified through our intercom.

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.

- Classroom visits are limited to 45 minutes.
- Visitors will be provided a seat at the back of the classroom.
- Visitors should not talk with the children or teacher during instruction time.
- Discussion should be reserved until the teacher's conference period.

Please respect teacher's planning times before and after school as well as during conference times by scheduling all conferences. All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

Parents and visitors are requested to use only the front doors (flagpole side of building) so that a visitor's pass may be issued, and visitors can sign in. Teachers are instructed to stop any visitor without a pass and reroute them to the office to sign in officially. While

this procedure may seem to be an inconvenience, your child's safety at all times is of the utmost importance to us. We enforce the visitor's policy for this reason.

WITHDRAWING FROM SCHOOL

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

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book clearance; to the librarian to ensure a clear library record; to the nurse for health records; and finally, to the principal. A copy of the withdrawal form will be given to the student, and a copy will be placed in the student's permanent record.

GLOSSARY

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

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

Alternative assessment instrument, developed by the state, may be given to students in special education and students identified as limited English proficient.

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

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

complete certain conditions to master the course and regain credit lost because of absences.

DAEP stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the *Student Code of Conduct*. Students in the DAEP will be separated from students not assigned to the program. The DAEP will focus instruction on English language arts, mathematics, science, history, and self-discipline, and provide for students' educational and behavior needs, as well as supervision and counseling.

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

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

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

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

Section 504 is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined by an ARD committee to be eligible for special education services, appropriate regular educational services will be provided.

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

Student Code of Conduct is developed with the advice of the district-level committee and adopted by the board; identifies the circumstances, consistent with law, when a student may be removed from the classroom or campus. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP. It outlines conditions for out-of-school suspension and for expulsion, and states whether self-defense is a consideration in suspension, DAEP placement, or expulsion.

The *Student Code of Conduct* also addresses notice to the parent regarding a student's violation of one of its provisions.

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

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