

Temple ISD
Elementary School
Parent and Student Handbook
2018–2019 School Year



www.tisd.org

The mission of the Temple Independent School District is to prepare students to be life-long learners who are productive in 21st Century College & Work Life.

Our vision is to be the school of choice where every student is a life-long learner, every life-long learner graduates, and every graduate becomes a meaningful contributor to their community and society.

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Preface

To Students and Parents:

Welcome to the 2018–19 school year! 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 Temple ISD Elementary School Parent and Student Handbook is designed to provide basic information that you and your child will need during the school year. The handbook is divided into two sections:

Section I—Parental Rights—with 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.

Section II—Other Important Information for Students and Parents—organized alphabetically by topic, and, where possible, further divided by applicability to ages and/or grade levels, for quick access when searching for information on a specific issue.

Please be aware that the term “parent,” unless otherwise noted, is used to refer to the parent, legal guardian, any person granted some other type of lawful control of the student, or any other person who has agreed to assume school-related responsibility for a student.

Both students and parents should become familiar with the Temple 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 on the District’s website at www.tisd.org and is available in hard copy upon request.

The handbook is a general reference guide only and is designed to be in harmony with board policy and the Student Code of Conduct. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance.

In case of conflict between board policy (including the Student Code of Conduct) and any provisions of the handbook, the provisions of board policy and the Student Code of Conduct are to be followed.

Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. The District encourages parents to stay informed of proposed board policy changes by attending board meetings and reviewing newsletters and other communications explaining changes in policy or other rules that affect handbook provisions. The District reserves the right to modify provisions of the handbook at any time, whenever it is deemed necessary. Notice of any revision or modification will be given as is reasonably practical under the circumstances.

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Although the handbook may refer to rights established through law or district policy, the handbook does not create any additional rights for students and parents. It does not, nor is it intended to, create contractual or legal rights between any student or parent and the District.

If you or your child has questions about any of the material in this handbook, please contact the campus principal.

The District's official policy manual is available for review in the district administration office and an unofficial electronic copy is available at www.tisd.org.

Accessibility

If you have difficulty accessing the information in this document because of disability, please contact Jennie Mathesen, Director of Special Education, at (254) 215-6844.

Section I: Parental Rights

This section of the handbook includes information related to certain rights of parents as specified in state or federal law.

Consent, Opt-Out, and Refusal Rights

Consent to Conduct a Psychological Evaluation

A district employee will not conduct a psychological examination, test, or treatment without obtaining prior written parental consent unless the examination, test, or treatment is required under state or federal law regarding requirements for special education or by the Texas Education Agency (TEA) for child abuse investigations and reports.

Consent to Display a Student's Original Works and Personal Information

Teachers may display students' work, which may include personally identifiable student information, in classrooms or elsewhere on campus as recognition of student achievement.

However, the District will seek parental consent before displaying students' artwork, special projects, photographs taken by students, original videos or voice recordings, and other original works on the District's website, a website affiliated or sponsored by the District, such as a campus or classroom website, and in district publications, which may include printed materials, videos, or other methods of mass communication.

Consent to Receive Parenting and Paternity Awareness Instruction if Student is Under Age 14

A student under the age of 14 must have parental permission to receive instruction in the District's parenting and paternity awareness program; otherwise, the child will not be allowed to participate in the instruction. This program, developed by the Office of the Texas Attorney General and the State Board of Education (SBOE), is incorporated into the District's health education classes.

Consent to Video or Audio Record a Student When Not Otherwise Permitted by Law

State law permits the school to make a video or voice recording without parental permission for the following circumstances:

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

- When it relates to the promotion of student safety as provided by law for a student receiving special education services in certain settings.

The District will seek parental consent through a written request before making any other video or voice recording of your child not otherwise allowed by law.

Limiting Electronic Communications with Students by District Employees

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

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

However, instant or text messages sent to an individual student are only allowed if a district employee with responsibility for an extracurricular activity needs to communicate with a student participating in the extracurricular activity. The employee is required to include his or her immediate supervisor and the student's parent as recipients on all text messages.

If you prefer that your child not receive any one-to-one electronic communications from a district employee or if you have questions related to the use of electronic media by district employees, please contact the campus principal.

Objecting to the Release of Directory Information

The Family Educational Rights and Privacy Act, or FERPA, permits the District to disclose appropriately designated "directory information" from a student's education records without written consent. "Directory information" is information that is generally not considered harmful or an invasion of privacy if released. Examples include a student's photograph for publication in the school yearbook; a student's name and grade level for purposes of communicating class and teacher assignment; the name, weight, and height of an athlete for publication in a school athletic program; a list of student birthdays for generating schoolwide or classroom recognition; a student's name and photograph posted on a district-approved and -managed social media platform; and the names and grade levels of students submitted by the District to a local newspaper or other community publication to recognize the A/B honor roll for a specific grading period. Directory information will be released to anyone who follows procedures for requesting it.

However, a parent or eligible student may object to the release of a student's directory information. This objection must be made in writing to the principal or Temple ISD Office of

Public Information within ten school days of your child’s first day of instruction for this school year.

As allowed by state law, the District has identified two directory information lists—one for school-sponsored purposes and the second for all other requests. For all district publications and announcements, the District has designated the following as directory information: student name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of student; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams. If you do not object to the use of your child’s information for these limited school-sponsored purposes, the school will not need to ask your permission each time the District wishes to use the information for the school-sponsored purposes listed above.

For all other purposes, the District has identified the following as directory information: student name and address. If you do not object to the use of your child’s information for these purposes, the school must release this information when the school receives a request from an outside entity or individual.

Participation in Third-Party Surveys

Consent Required Before Student Participation in a Federally Funded Survey, Analysis, or Evaluation

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.

“Opting Out” of Participation in Other Types of Surveys or Screenings and the Disclosure of Personal Information

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

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing, selling, or otherwise disclosing that information. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.
- 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 spinal screenings, or any physical examination or screening permitted or required under state law.

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

Removing a Student from Instruction or Excusing a Student from a Required Component of Instruction

Reciting a Portion of the Declaration of Independence in Grades 3–12

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 U.S. government extends diplomatic immunity.

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 U.S. 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.

Religious or Moral Beliefs

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 state law.

Tutoring or Test Preparation

Based on informal observations, evaluative data such as grades earned on assignments or tests, or results from diagnostic assessments, a teacher may determine that a student is in need of additional targeted assistance in order for the student to achieve mastery in state-developed essential knowledge and skills. The school will always attempt to provide tutoring and strategies for test-taking in ways that prevent removal from other instruction as much as possible. In accordance with state law, the school will not remove a student from a regularly scheduled class for remedial tutoring or test preparation for more than ten percent of the school days on which the class is offered, unless the student's parent consents to this removal.

The school may also offer tutorial services, which students whose grades are below 70 will be required to attend.

Right of Access to Student Records, Curriculum Materials, and District Records/Policies

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 student.

You are also entitled to request that the school allow your child to take home any instructional materials used by the student. If the school determines that sufficient availability exists to grant the request, the student must return the materials at the beginning of the next school day if requested to do so by the student's teacher.

Notices of Certain Student Misconduct to Noncustodial Parent

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 his or her student's misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion.

Participation in Federally Required, State-Mandated, and District Assessments

You may request information regarding any state or district policy related to your student's participation in assessments required by federal law, state law, or the District.

Student Records

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 school counselor evaluations,
- Reports of behavioral patterns,
- Records relating to assistance provided for learning difficulties, including information collected regarding any intervention strategies used with your student, as the term intervention strategy is defined by law,
- State assessment instruments that have been administered to your child, and
- Teaching materials and tests used in your child's classroom.

Authorized Inspection and Use of Student Records

A federal law, known as the Family Educational Rights and Privacy Act, or FERPA, affords parents and eligible students certain rights with respect to student education records. For purposes of student records, an "eligible" student is one who is age 18 or older or who is attending an institution of postsecondary education. These rights are:

- The right to inspect and review student records within 45 days after the day the school receives a request for access.

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- The right to request an amendment to a student record the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of FERPA.
- The right to provide written consent before the school discloses personally identifiable information from the student's records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning failures by the school to comply with FERPA requirements. The name and address of the office that administers FERPA are:

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

Both FERPA and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from a student's records, the District must verify the identity of the person, including a parent or the student, requesting the information.

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

Inspection and release of student records is primarily restricted to an eligible student or a student's 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 reaches the age of 18, is emancipated by a court, or enrolls in a postsecondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.

FERPA permits the disclosure of personally identifiable information from a student's education records, without written consent of the parent or eligible student, in the following circumstances:

- When district school officials have what federal law refers to as a "legitimate educational interest" in a student's records. School officials would include board members and employees, such as the superintendent, administrators, and principals; teachers, school counselors, diagnosticians, and support staff (including district health or district medical staff); a person or company with whom the District has contracted or allowed to provide a particular institutional service or function (such as an attorney,

consultant, third-party vendor that offers online programs or software, auditor, medical consultant, therapist, school resource officer, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. “Legitimate educational interest” in a student’s records includes working with the student; considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official’s professional responsibility to the school and the student; or investigating or evaluating programs.

- To authorized representatives of various governmental agencies, including juvenile service providers, the U.S. Comptroller General’s office, the U.S. Attorney General’s office, the U.S. Secretary of Education, TEA, the U.S. Secretary of Agriculture’s office, and Child Protective Services (CPS) caseworkers or other child welfare representatives, in certain cases.
- To individuals or entities granted access in response to a subpoena or court order.
- To another school, school district/system, or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.
- In connection with financial aid for which a student has applied or which the student has received.
- To accrediting organizations to carry out accrediting functions.
- To organizations conducting studies for, or on behalf of, the school, in order to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.
- To appropriate officials in connection with a health or safety emergency.
- When the district discloses information it has designated as directory information

Release of personally identifiable information 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 campus principal is custodian of all records for currently enrolled students at the assigned school. The Assistant Superintendent of Student Services is the custodian of all records for students who have withdrawn or graduated.

A parent or eligible student who wishes to inspect the student’s records should submit a written request to the records custodian identifying the records he or she wishes to inspect. Records may be inspected by a parent or eligible student during regular school hours. The

records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the District will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The address of the Superintendent's Office is 200 North 23rd Street, Temple, Texas 76504.

The addresses of the campus principals' offices are listed at the beginning of this document.

A parent (or eligible student) may inspect the student's records and request a correction or amendment if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the appropriate records custodian. 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 or on an examination is handled through the general complaint process found in policy FNG(LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the Board of Trustees, the grade is arbitrary, erroneous, or inconsistent with the District's grading policy.

The District's policy regarding student records is available from the principal's or Superintendent's Office or on the District's website at www.tisd.org.

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.

Teacher and Staff Professional Qualifications

You may request information regarding the professional qualifications of your student'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 whether the teacher is currently teaching in the field of discipline of his or her certification. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your student.

Students with Exceptionalities or Special Circumstances

Children of Military Families

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

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

In addition, absences related to a student visiting with his or her parent, including a stepparent or legal guardian, who has been called to active duty for, is on leave from, or is returning from a deployment of at least four months will be excused by the District. The District will permit no more than five excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent's return from deployment.

Additional information may be found at Military Family Resources at the Texas Education Agency.

Parental Role in Certain Classroom and School Assignments

Multiple Birth Siblings

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

Safety Transfers/Assignments

As a parent, you may:

- Request the transfer of your student to another classroom or campus if your student has been determined by the District to have been a victim of bullying as the term is defined by Education Code 37.0832. Transportation is not provided for a transfer to another campus. See the campus principal for information.
- Consult with District administrators if your student has been determined by the District to have engaged in bullying and the Board decides to transfer your child to another classroom or campus. Transportation is not provided for a transfer to another campus.
- Request the transfer of your student to attend a safe public school in the District if your student attends school at a campus identified by TEA as persistently dangerous or if

your student has been a victim of a violent criminal offense while at school or on school grounds.

- Request the transfer of your student to another district campus if your child has been the victim of a sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. If the victim does not wish to transfer, the District will transfer the assailant in accordance with policy.

Service/Assistance Animal Use by Students

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

Students in the Conservatorship of the State (Foster Care)

A student who is currently in the conservatorship (custody) of the state and who enrolls in the District after the beginning of the school year will be allowed credit-by-examination opportunities outside the District's established testing windows, and the District will grant proportionate course credit by semester (partial credit) when a student only passes one semester of a two-semester course.

A student who is currently in the conservatorship of the state and who is moved outside of the District's or school's attendance boundaries, or who is initially placed in the conservatorship of the state and who is moved outside the District's or school's boundaries, is entitled to continue in enrollment at the school he or she was attending prior to the placement or move until the student reaches the highest grade level at the particular school. In addition, if a student in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, the student can request to receive a diploma from the previous district if he or she meets the criteria to graduate from the previous district.

In addition, for a student in the conservatorship of the state who is eligible for a tuition and fee exemption under state law and likely to be in care on the day preceding the student's 18th birthday, the district will:

- Assist the student with the completion of any application for admission or financial aid;
- Arrange and accompany the student on campus visits;
- Assist in researching and applying for private or institution-sponsored scholarships;
- Identify whether the student is a candidate for appointment to a military academy;
- Assist the student in registering and preparing for college entrance examinations, including, subject to the availability of funds, arranging for the payment of any examination fees by the Texas Department of Family and Protective Services (DFPS); and

- Coordinate contact between the student and a liaison officer for students who were formerly in the conservatorship of the state.

Students Who Are Homeless

Students who are homeless will be provided flexibility regarding certain district provisions, including:

- Proof of residency requirements;
- Immunization requirements;
- Educational program placement, if the student is unable to provide previous academic records, or misses an application deadline during a period of homelessness;
- Credit-by-examination opportunities;
- The award of partial credit (awarding credit proportionately when a student passes only one semester of a two-semester course);
- Eligibility requirements for participation in extracurricular activities; and
- Graduation requirements.

If a student in grade 11 or 12 is homeless and transfers to another school district but does not meet the graduation requirements of the receiving district, the student can request to receive a diploma from the previous district if he or she meets the criteria to graduate from the previous district.

Federal law also allows a homeless student to remain enrolled in what is called the “school of origin” or to enroll in a new school in the attendance area where the student is currently residing.

A student or parent who is dissatisfied by the District’s eligibility, school selection, or enrollment decision may appeal. The District will expedite local timelines, when possible, for prompt dispute resolution.

Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services

For those students who are having difficulty in the regular classroom, all school districts must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individuals listed below to learn about the school’s overall general education referral or screening system

for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine whether the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals

If a parent makes a written request for an initial evaluation for special education services to the Director of Special Education or to a district administrative employee of the District, the District must respond no later than 15 school days after receiving the request. At that time, the District must give the parent prior written notice of whether it agrees or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the District agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating students who are suspected of being a student with a disability and in need of special education. However, a verbal request does not require the District to respond within the 15-school-day timeline.

If the District decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If the District receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30 due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the District must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the District in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

Contact Person for Special Education Referrals

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is Jennie Mathesen, Director of Special Education, at (254) 215-6844.

Section 504 Referrals

Each school district must have standards and procedures in place for the evaluation and placement of students in the District's Section 504 program. Districts must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

Contact Person for Section 504 Referrals

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is Dr. Nichole Riley, Director of Student Intervention and Counseling, at (254) 215-7280.

The following websites provide information to those who are seeking information and resources specific to students with disabilities and their families:

- Legal Framework for the Child-Centered Special Education Process
- Special Education Information Center
- Texas Project FIRST
- Partners Resource Network

Notification to Parent of Intervention Strategies for Learning Difficulties Provided to Student in General Education

The District will annually notify parents that it provides assistance to students, other than those already enrolled in a special education program, who need assistance for learning difficulties, including intervention strategies.

Students Who Receive Special Education Services with Other School-Aged Children in the Home

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. However, the District is not required to provide transportation to the other children in the household. The parent or guardian should speak with the principal of the school regarding transportation needs prior to requesting a transfer for any other children in the home.

Students Who Speak a Primary Language Other than English

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English. If the student qualifies for these extra services, the Language Proficiency Assessment Committee (LPAC) will

determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

Students with Physical or Mental Impairments Protected Under Section 504

A student determined to have a physical or mental impairment that substantially limits a major life activity, as defined by law, and who does not otherwise qualify for special education services, may qualify for protections under Section 504 of the Rehabilitation Act. Section 504 is a federal law designed to prohibit discrimination against individuals with disabilities. When an evaluation is requested, a committee will be formed to determine if the student is in need of services and supports under Section 504 to receive a free appropriate public education (FAPE), as this is defined in federal law.

Section II: Other Important 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 student to become familiar with the various issues addressed in this section. It is organized in alphabetical order to serve as a quick-reference when you or your student has a question about a specific school-related issue. Where possible, the topics are also organized to alert you to the applicability of each topic based on a student's age or grade level. Should you be unable to find the information on a particular topic, please contact the campus principal.

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. When a student is absent, the student must bring a note to the attendance office within five days of the absence. After five days, parent notes will not be accepted and the absences will be considered unexcused. Two state laws—one dealing with the required presence of school-aged children in school, e.g., compulsory attendance, the other with how a student's attendance affects the award of a student's final grade or course credit—are of special interest to students and parents. They are discussed below.

Compulsory Attendance

Between Ages 6 and 19

State law requires that a student between the ages of 6 and 19 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.

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

A student will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and/or applicable subject area.

Prekindergarten and Kindergarten

Students enrolled in Prekindergarten or Kindergarten are required to attend school and are subject to the compulsory attendance requirements as long as they remain enrolled.

Types of Absences

There are two types of absences: excused (verified) and unexcused (unverified) absences. Both excused and unexcused absences count towards the state mandated 90% compulsory attendance laws. Excused absences shall include: personal illness, medical or dental appointments, sickness or death in the immediate family, funeral services for relatives or close friends, quarantine, weather or road conditions making travel dangerous, religious holidays, or any other unusual cause as determined by policy. Students with absences coded as excused absences will be allowed to make up work. Students shall be responsible for finding out about assignments/tests and for satisfactorily making up the work within the allotted time.

Students absent from school or any class without permission will be considered truant and will be subject to disciplinary action. Truancy may also result in a penalty by a court of law against the student and his or her parents.

When a student is absent, he/she must bring a note to the attendance office within five days of the absence. After five days, parent notes will not be accepted and the absences will be considered unexcused. All notes from parents, doctors, and slips from the office need to be turned in to the school each day. Students who leave school during the day must bring a note from their parent. If a student has an appointment with a health care professional during the school day, a note from the health care professional must be brought to the school on return for attendance credit.

Exemptions to Compulsory Attendance

All Grade Levels

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

- Religious holy days;
- Required court appearances;
- Activities related to obtaining U.S. citizenship;
- Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders, if the student comes to school or returns to school on the same day as the appointment. A note from the health-care provider must be submitted upon the student's arrival or return to campus; and
- For students in the conservatorship (custody) of the state,
 - An activity required under a court-ordered service plan; or
 - Any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

Absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments.

Failure to Comply with Compulsory Attendance

All Grade Levels

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

Students with Disabilities

If a student with a disability is experiencing attendance issues, the student’s ARD committee or Section 504 committee will be notified, and the committee will determine whether the attendance issues warrant an evaluation, a re-evaluation, and/or modifications to the student’s individualized education program or Section 504 plan, as appropriate.

Between Ages 6 and 19

When a student between ages 6 and 19 incurs unexcused absences for three or more days or parts of days within a four-week period, the school will send a notice to the student’s parent, as required by law, to remind the parent that it is the parent’s duty to monitor the student’s attendance and to require the student to come to school. The notice will also inform the parent that the District will initiate truancy prevention measures and request a conference between school administrators and the parent. These measures will include a behavior improvement plan, school-based community service, or referrals to either in-school or out-of-school counseling or other social services. Any other measures considered appropriate by the District will also be initiated.

The truancy prevention facilitators for the District are

Barbara Welsh	Student Last Name A – Go	(254) 215-7011
Sean Yopez	Student Last Name Gr – O	(254) 215-6815
Paige Mungia	Student Last Name P – Z	(254) 215-7028

If you have questions about your student and the effect of his or her absences from school, please contact the facilitator or any other campus administrator.

A court of law may also impose penalties against a student’s parent 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 without excuse from school on ten or more days or parts of days within a six-month period in the same school year.

If a student ages 12–18 incurs unexcused absences on ten or more days or parts of days within a six-month period in the same school year, the District, in most circumstances, will refer the student to truancy court.

Tardy and Partial Day Absence

Students shall not be released from school at times other than regular dismissal hours except with the permission of the principal of the school. The teacher shall determine that such permission has been granted before allowing the student to leave. Students shall not be excused during school hours for private lessons of any nature.

The instructional day is 7:35 AM – 3:15 PM. Tardiness means not being in the classroom when the tardy bell has finished ringing. Students arriving at school any time after 7:35 a.m. must sign in at the main office and pick up a tardy slip before going to class. Students arriving after 7:35 AM or departing prior to 3:15 PM will be considered a partial day absence. Students leaving the campus during the day must be signed out by a parent/guardian in the main office and will be counted as a partial day absence.

Attendance for Credit or Final Grade

To receive credit or a final grade in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit or a final grade 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 or a final grade 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 or a final grade lost because of absences.

All absences, whether excused or unexcused, must be considered in determining whether a student has attended the required percentage of days. In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- If makeup work is completed, absences for the reasons listed above at **Exemptions to Compulsory Attendance** will be considered extenuating circumstances for purposes of attendance for credit or the award of a final grade. Additional extenuating circumstances that will be considered include personal illness, sickness or death in family (parent, grandparent, sibling), quarantine, weather or road conditions making travel dangerous, extracurricular activities, and any other unusual cause acceptable to the campus principal.

- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the District.
- In reaching a decision about a student’s absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will review absences incurred based on the student’s participation in board-approved extracurricular activities. These absences will be considered by the attendance committee as extenuating circumstances if the student made up the work missed in each class.
- The committee will consider the acceptability and authenticity of documented reasons for the student’s absences.
- The committee will consider whether the absences were for reasons over which the student or the student’s parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit or a final grade.

The student or parent may appeal the committee’s decision by following policy FNG(LOCAL).

The actual number of days a student must be in attendance in order to receive credit or a final grade depends on whether the class is for a full semester or for a full year. Students with excessive absences may be required to participate in attendance make-up activities or attend after-school sessions in order to be promoted to the next grade level.

Official Attendance-Taking Time

The District must submit attendance of its students to the TEA reflecting attendance at a specific time each day.

Official attendance is during the second instructional hour as required by state rule. However, according to board policy, campuses are allowed to specify an alternative time for taking attendance. A student absent for any portion of the day, including at the official attendance-taking time, should follow the procedures below to provide documentation of the absence.

Documentation after an Absence

When a student is absent from school, the student—upon arrival or return to school—must bring a note, within 5 days, signed by the parent that describes the reason for the absence and give the note to the attendance clerk. A note signed by the student, even with the parent’s

permission, will not be accepted unless the student is age 18 or older or is an emancipated minor under state law. A phone call from the parent may be accepted, but the District reserves the right to require a written note. A maximum of three (3) parent notes per semester will be accepted as excused.

The campus will document in its attendance records for the student whether the absence is considered by the District to be excused or unexcused. Unless the absence is for a statutorily allowed reason under compulsory attendance laws, the District is not required to excuse any absence, even if the parent provides a note explaining the absence.

Doctor's Note after an Absence for Illness

Within five days of returning to school, a student with an extended absence 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. Otherwise, the student's absence may be considered unexcused and, if so, would be considered to be in violation of compulsory attendance laws.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school in order to determine whether the absence or absences will be excused or unexcused.

Attendance Procedures

When presenting a parent or doctor's note after an absence a student must:

- Present the note to the attendance clerk before school on the first day of his/her return. An admit slip will be issued showing the date and reason for the absence so a teacher can admit the student to class.
- Students will need to arrive early enough to receive their admit slip without being tardy to the first class.

A student who returns without a valid note within 5 days of the absence will receive an unverified absence.

Extenuating Circumstances

The following conditions will be considered for extenuating circumstances 1) personal illness; 2) sickness or death in family (parent, grandparent & sibling); 3) medical or dental appointment; 4) quarantine; 5) weather or road conditions making traveling dangerous; 6) extracurricular activities; and 7) any other unusual cause acceptable to the principal.

Extracurricular and Co-curricular Absences

A student may participate in extracurricular or other activities on or off campus that require an absence from class(es) only if the student passed all courses the previous three weeks and is

maintaining at least a 70 average in the class(es) that will be missed. This rule also applies to students who miss classes for the purpose of watching a school-sponsored activity during school hours. Makeup time for work in classes missed due to extracurricular or co-curricular events will be allowed only for work assigned during the class that was missed. Due dates for pre-assigned work, projects or exams will be strictly adhered to when students miss class for approved extracurricular or co-curricular events if the student was present for the exam review or the assigning of the work.

A student who misses class because of participation in a non-approved activity will receive an unexcused absence. A student absent from school for unexcused reasons, other than for a documented health care appointment, will not be allowed to participate in school-related activities on that day or evening.

Makeup Days for Regaining Course Credit Due to Excessive Absences

Students with less than 90 percent attendance in a course will be given the option to make up the number of days missed. Summer school may not be used to earn credit in any course in which a student has had excessive absences.

When the number of days has been made up and all fees have been paid, the school will grant credit for those days lost due to non-attendance. Parents and/or guardians may appeal excessive absences to the Appeals Committee by calling the appropriate administrator. It is the intent of the District to send a written notice to the parent at the time of the third absence from class. The attendance office shall send a warning letter to parents of students advising them of the consequences of excessive absences. However, notification of absences will be done as a courtesy and shall not be a condition of students not receiving credit.

Attendance Appeals Process

After exceeding the allowable number of absences, a student may be granted course credit upon recommendation by the campus Appeals Committee. The student must complete all assignments required by the teacher and make up the time missed from classes according to the contract between the student and campus administration.

The committee will review the appeal request and determine whether the student would be eligible for credit. Some items the Appeals Committee may take into consideration are 1) doctor notes; 2) prior arrangements with the principal or assistant principal; 3) extenuating circumstances; and 4) completion of all assigned makeup work.

After reviewing the case, the Appeals Committee will make their recommendation. Each Appeals Committee may 1) grant credit for the course(s); 2) grant credit with stipulations; or 3) deny credit for the course(s).

Accountability under State and Federal Law

Temple ISD and each of its campuses are held to certain standards of accountability under state and federal law. A key component of the accountability requirements is the dissemination and publication of certain reports and information, which include:

- The Texas Academic Performance Report (TAPR) for the district, compiled by TEA, the state agency that oversees public education, based on academic factors and ratings;
- A School Report Card (SRC) for each campus in the district compiled by TEA based on academic factors and ratings;
- The District's financial management report, which will include the financial accountability rating assigned to the district by TEA;
- The performance ratings of the District's evaluation of community and student engagement using the indicators required by law; and
- Information compiled by TEA for the submission of a federal report card that is required by federal law.

Information about all of these can be found on the District's website at www.tisd.org. Hard copies of any reports are available upon request to the District's administration office.

TEA also maintains additional accountability and accreditation information at TEA Performance Reporting Division and the TEA homepage.

Academic Dishonesty

Students found to have engaged in academic dishonesty shall be subject to disciplinary and/or academic penalties on assignments or tests. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from students. Students who have engaged in academic dishonesty on a specific class assignment or test are not eligible to redo that class assignment or test for which the student received a failing grade.

Appointments

Parents are requested to schedule all appointments, including medical and dental after school hours. However, if an appointment must be scheduled during the school day, please return the student to school following the appointment. According to state law, a student will not be counted absent for attendance purposes if the student begins or returns to school on the same day that he/she has a doctor, dentist or other health care professional appointment. In order for the student not to be counted absent, written notice from the doctor, dentist or health care

professional is required. The student who is absent due to a doctor, dentist or healthcare professional will be required to turn in a note from the provider to the front office within five days of the absence.

Awards and Honors

Honor Roll

Students will be recognized and certificates awarded for outstanding academic effort in the following two areas:

Excellence: Students in grades one through five who achieve 90% and above (as deemed appropriate at individual campuses) in all academic subjects.
(ALL A)

Achievement: Students in grades one through five who achieve 80% and above (as deemed appropriate at individual campuses) in all academic subjects.
(No grade less than B)

Perfect Attendance Award

Perfect Attendance Certificates are presented at the end of the year to students with no absences. Three (3) tardies, early pick-ups or partial day absence from the campus will eliminate a student from receiving perfect attendance recognition.

Conduct Award

An award for exemplary conduct is presented at the end of the year to students earning a mark of excellent ("E") in conduct for each of the grading periods.

Bullying

Bullying is defined as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves in written or verbal expression, expression through electronic means, or physical conduct that:

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or
- Placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
- Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- Infringes on the rights of the victim at school.

Bullying includes cyberbullying. Cyberbullying is defined as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

The District is required to adopt policies and procedures regarding:

- Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
- Bullying that occurs on a publically or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
- Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school sponsored or school-related activity.

Bullying is prohibited by the District and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism.

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct. The District will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying. A student may anonymously report an alleged incident of bullying through the District website at www.tisd.org.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action and notify law enforcement in certain circumstances. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

Upon the recommendation of the administration, the Board may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the student may also be transferred to another campus in the District. The parent of a student who has been determined by the District to be a victim of bullying may request that the student be transferred to another classroom or campus within the District.

A copy of the District's policy is available in the principal's office, Superintendent's Office, and on the District's website, and is included at the end of this handbook in the form of an appendix. Procedures related to reporting allegations of bullying may also be found on the District's website.

A student or parent who is dissatisfied with the outcome of an investigation may appeal through policy.

Celebrations

Although a parent or grandparent is not prohibited from providing food for a school-designated function or for students in the classroom for his or her birthday, please be aware that individuals in the school may have severe allergies to certain food products. Therefore, it is imperative to discuss this with the student's teacher prior to bringing any food in this circumstance. Occasionally, the school or a class may host certain functions or celebrations tied to the curriculum that will involve food. The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers for bringing food products.

Change of Address

Students and parents are required to inform the attendance clerk of any change in physical address or telephone number. Change in address requires proof of residency documentation to be provided to the registrar. If during the school year, a student moves out of the school attendance zone, the parent may apply for continued enrollment prior to the move. An application made within ten school days following a move shall also be considered. For the period during which the ineligible student is enrolled, the parent is liable for the maximum tuition fee the District may charge. If there is a change of phone number, address or other relevant information, parents may update their student's information using their Family Access account.

Child Sexual Abuse and Other Maltreatment of Children

The District has established a plan for addressing child sexual abuse and other maltreatment of children, which may be accessed at www.tisd.org. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include

verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

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

As a parent, if your child is a victim of sexual abuse or other maltreatment, the school counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (DFPS) also manage early intervention counseling programs.

The following websites might help you become more aware of child abuse and neglect:

- Child Welfare Information Gateway Factsheet
- KidsHealth, For Parents, Child Abuse
- Texas Association Against Sexual Assault, Resources
- Texas Attorney General, What We Can Do About Child Abuse Part 1
- Texas Attorney General, What We Can Do About Child Abuse Part 2

Reports of abuse or neglect may be made to the CPS division of the DFPS (1-800-252-5400 or on the web at Texas Abuse Hotline Website).

Closed Campus Policy

Temple ISD campuses will be closed from the time the student comes on campus until the final dismissal. No student may leave campus for lunch. Leaving campus during the day without proper authorization is prohibited. The following exceptions will be made: 1) students involved in classes on another campus, 2) school-related matters; and 3) students checked out by parents.

Communications—Automated

Emergency

The District will rely on contact information on file with the District to communicate with parents in an emergency situation, which may include real-time or automated messages. An emergency purpose may include early dismissal or delayed opening because of severe weather or another emergency, or if the campus must restrict access due to a security threat. It is crucial

to notify your student's school when a phone number previously provided to the District has changed.

Nonemergency

Your student's school will request that you provide contact information, such as your phone number and e-mail address, in order for the school to communicate items specific to your child, your child's school, or the District. If you consent to receive such information through a landline or wireless phone, please ensure that you notify the school's administration office immediately upon a change in your phone number. The District or school may generate automated or pre-recorded messages, text messages, or real-time phone or e-mail communications that are closely related the school's mission, so prompt notification of any change in contact information will be crucial to maintain timely communication with you. Standard messaging rates of your phone carrier may apply. If you have specific requests or needs related to how the District contacts you, please contact your student's principal.

Complaints and Concerns

Usually student or parent complaints or concerns can be addressed informally by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the Board has adopted a standard complaint policy at FNG(LOCAL) in the District's policy manual. A copy of this policy and complaint forms may be obtained in the principal's or Superintendent's Office or on the District's website at www.tisd.org.

Should a parent or student feel a need to file a formal complaint, the parent or student should file a District complaint form within the timelines established in policy. In general, the student or parent should submit the written complaint form to the campus principal. If the concern is not resolved, a request for a conference should be sent to the superintendent or designee. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees.

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 as well as on District vehicles—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. During any periods of instruction during the summer months, the handbook and Student Code of Conduct in place for the year immediately preceding the summer period shall apply, unless the District amends either or both documents for the purposes of summer instruction.

Campus Behavior Coordinator

By law, each campus has a campus behavior coordinator to apply discipline management techniques and administer consequences for certain student misconduct, as well as provide a point of contact for student misconduct.

Backpacks

Backpacks, gym bags and athletic bags are permitted at school and are the sole responsibility of the student. Backpacks, gym bags and athletic bags are subject to a search while on campus or a school related activities either on or off campus. The school is not responsible for backpacks, gym bags, athletic bags, or personal items stolen or lost.

Display of Affection

At the elementary campuses, no public display of affection is allowed. Disciplinary action may result.

Disruptions of School Operations

Disruptions of school operations are not tolerated and may constitute a misdemeanor offense. As identified by law, disruptions include the following:

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

In-School Suspension and Out-of-School Suspension

In-school suspension (ISS) will be utilized for short-term disciplinary placements. Assignments will be provided and graded by the student's regular classroom teachers.

The following guidelines exist for students who are assigned ISS:

- 1) A student in ISS will be escorted to the restroom and water fountain by the ISS instructor.
- 2) Students assigned to ISS will be required to eat lunch in the ISS room or designated area.
- 3) Talking, failure to work or any other misconduct may result in additional days of ISS or an off-campus suspension.
- 4) School counseling is recommended for any student assigned to ISS more than once.

Students who fail to follow the *Student Code of Conduct* may receive out-of-school suspension. Out-of-school suspension may require a parent and assistant principal conference prior to the student returning to school. The conference may be held at the time the parent picks up the child at the beginning of the suspension or when the student returns to school. If the parent cannot meet at either of these times, then the parent must contact the assistant principal to schedule a mutual time to meet. See the *Student Code of Conduct* for complete information on student discipline rules and procedures.

Field Trips / Extracurricular Events

School rules apply to all field trips and extracurricular events. Field trips are classified as co-curricular or extra-curricular. The field trip classification will be made by the campus principal. Co-curricular field trips are meant to be an extension of classroom learning. Students are expected to attend co-curricular trips as they would attend a regular class. Extracurricular field trips are an earned privilege.

A student may be disqualified from attending a field trip based on grade, attendance, or discipline. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest. Anyone leaving before the official end of the event will not be readmitted.

Field trip requirements will be approved by the campus principal and provided to parents and students prior to the trip. If the parent does not want his or her child to attend field trips for the upcoming school year, then the campus principal must be notified in writing within ten school days of child's first day of instruction.

Food and Drinks

Students are encouraged to clean up all of their trash and dispose of it properly while on campus and at school-sponsored activities. Food and drinks are not allowed out of the cafeteria. Food or drinks are not allowed in the classrooms.

Gangs

A student who is a member of, pledges to become a member of, joins, or solicits another person to become a gang member commits an offense and may be recommended for placement in the alternative center. Gang activity, apparel, signs, signals, and graffiti may result in disciplinary action.

Lockers

If lockers are provided, the student is expected to use the locker that is assigned to them by their homeroom teacher. Stickers, pictures, tape, glue or writing of any kind will not be permitted on or in the lockers. The school is not responsible for items a student may lose or misplace.

Skateboards

Students are not permitted to possess skateboards at school. Teachers may collect a student's skateboard and turn it in to the principal's office. The principal will determine whether to return the skateboard to the student at the end of the day or to contact the parent to pick up the item.

Smoking and Tobacco

In compliance with state law and Board policy, students shall not possess or use tobacco products, including but not limited to cigarettes, e-cigarettes, cigars, pipes, drug paraphernalia, snuff or chewing tobacco on school premises or at school-related functions. Any student in violation of this policy will be subject to disciplinary action.

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.

Parents please contact the campus principal if you are interested in serving as a chaperone for any school social event. Chaperones are required to complete the TISD Volunteer Application and Background Check form. The TISD Volunteer Application and Background Check form can be found on the TISD website at www.tisd.org or by contacting the campus principal.

Zero Tolerance

The Temple ISD campuses work in a zero tolerance atmosphere toward fighting and violence on campus. Placement in ISS or OSS will be determined by the appropriate administrator for all parties involved in a fight. Assault charges may be filed through local law enforcement.

Counseling

Academic Counseling

The school counselor is available to students and parents to talk about the importance of postsecondary education and how best to plan for postsecondary education, including appropriate courses to consider and financial aid availability and requirements.

Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional or mental health issues, or substance abuse. A student who wishes to meet with the school counselor should schedule an appointment. As a parent, if you are concerned about your student's mental or emotional health, please speak with the school counselor for a list of resources that may be of assistance.

Credit by Examination for Acceleration

A student in elementary school will be eligible to accelerate to the next grade level if the student scores at least 80 on each examination in the subject areas of language arts, mathematics, science, and social studies, a district administrator recommends that the student be accelerated, and the student's parent gives written approval of the grade advancement.

Dating Violence, Discrimination, Harassment, and Retaliation

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

The Board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, sex, gender, national origin, disability, age, or any other basis prohibited by law. A copy of the District's policy is available in the principal's office and in the Superintendent's Office.

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. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an

intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults; name-calling; put-downs; threats to hurt the student, the student's family members, or members of the student's household; destroying property belonging to the student; threats to commit suicide or homicide if the student ends the relationship; threats to harm a student's current dating partner; 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, sex, gender, national origin, disability, age, or any other basis prohibited by law that negatively affects the student.

Harassment

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

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, intimidating, or humiliating 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.

In addition to dating violence as described above, two other types of prohibited harassment are described below.

Sexual Harassment and Gender-Based Harassment

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited. Examples of 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.

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, such as comforting a child with a hug or taking the child's hand. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender. Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

Retaliation

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

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

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, school counselor, principal, or other district employee. The report may be made by the student's parent.

Upon receiving a report of prohibited conduct as defined by policy, the District will determine whether the allegations, if proven, would constitute prohibited conduct as defined by that policy. If not, the District will determine if the allegations, if proven, would constitute bullying, as defined by law and that policy. If the alleged prohibited conduct, if proven, would constitute prohibited conduct and would also be considered bullying as defined by law and policy, an investigation of bullying will also be conducted.

The District will promptly notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the District. In the event alleged 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.

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.

If a law enforcement or other regulatory agency notifies the District that it is investigating the matter and requests that the District delay its investigation, the District will resume the investigation at the conclusion of the agency's investigation.

During the course of an investigation and when appropriate, the District will take interim action to address the alleged prohibited conduct. If the District's investigation indicates that prohibited conduct occurred, appropriate disciplinary action, and, in some cases, corrective action, will be taken to address the conduct. The District may take disciplinary and corrective action even if the conduct that is the subject of the complaint was not unlawful. All involved parties will be notified of the outcome of the district investigation within the parameters and limits allowed under the Family Educational Rights and Privacy Act (FERPA).

A student or parent who is dissatisfied with the outcome of the investigation may appeal.

Distribution of Literature, Published Materials, or Other Documents

School Materials

Publications prepared by and for the school may be posted or distributed, with the prior approval of the principal, sponsor, or teacher. Such items may include school posters, brochures, flyers, etc. All school publications are under the supervision of a teacher, sponsor, and the principal.

Nonschool Materials

From Students

Students must obtain prior approval from the campus principal before selling, posting, circulating, or distributing more than ten copies of written or printed materials, handbills, photographs, pictures, films, tapes, 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 within two school days.

The campus principal has designated the school office as the location for approved nonschool materials to be placed for voluntary viewing or collection by students.

A student may appeal a decision in accordance with policy. Any student who sells, posts, circulates, or distributes nonschool material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without approval will be removed.

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 policy. 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 Director of Communications for prior review. The Director of Communications 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.

The Director of Communications has designated lobby of Central Administration Offices as the location for approved nonschool materials to be placed for voluntary viewing or collection.

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 or a noncurriculum-related student group meeting held in accordance with policy.
- 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 purpose of the dress code is to establish dress and grooming standards that provide a safe and healthy educational atmosphere conducive to learning. The student body, as a whole, takes pride in its appearance and in the appearance of the school. The dress code is applied and enforced while students are at school or at all school related activities whether on or off campus. The principal makes decisions about dress and grooming violations.

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

1. Any clothing, hairstyle, or jewelry that could be interpreted as indecent or disruptive to the educational process is not permitted (i.e. extreme hair color, extreme hairstyles, mohawks, grills, faux-hawks, chain necklaces, medallions, extreme accessories, etc.).
2. Clothes must fit appropriately and not be distracting or disruptive to the learning process. Pants must be hemmed and not drag the ground. Waistbands on pants and shorts must be kept at waist level and must not sag. Shorts must be no shorter than fingertip length (measured to the student's fingertips with arms resting by the student's

side). No biking shorts, cutoffs, boxers, or wide-legged shorts are allowed. Excessively long shirts must be tucked in. Excessive length will be determined by the principal.

3. The display of alcohol, drug, tobacco or inappropriate pictures/slogans is not permitted. The display of violence, gang-related, graffiti or any other theme deemed inappropriate by the principal is not permitted.
4. Body art must be covered by clothing.
5. Clothing with holes in the fabric must meet the above dress code. No skin or undergarments should be visible 4" or more above the knee.
6. All students must wear shoes that are appropriate for school activities. Shoes with hard cleats or those leaving unsightly marks are not permitted.
7. Dresses and skirts must be approximately knee length for school activities. Sundresses must have straps not less than 2 inches in width. Spaghetti strap garments are not allowed without a covering. Undergarments must be worn under dresses and skirts.
8. Hats, caps and hoods must not be worn inside the building. Exceptions will be for medical reasons with a doctor's note and during school-sponsored events.
9. Students are not to wear see-through clothing or shirts that reveal the midriff area.
10. Any dress or hairstyle that could be interpreted as indecent or disrupting to the educational process is not permitted. Hair should be kept clean and neat.
11. Sunshades or dark glasses may not be worn in the building unless the student has a doctor's note stating it is necessary.
12. Facial jewelry, tongue barbs, or body piercing is not allowed.
13. Any shoes with wheels are prohibited.
14. Sleepwear is not allowed at school without permission.
15. Undergarments shall be worn, but not visible.

The student's name should be labeled on all outerwear (coats, hats, backpacks, etc.).

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student may be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

Electronic Devices and Technology Resources

Electronic Communication Devices and State Testing

Use of personal electronic communication devices during the administration of any state test is prohibited. It is recommended that students do not bring electronic communication devices to the testing room. Prior to testing, students will be asked to turn off and secure any such device during testing. The device will be returned to the student after all students have completed testing. If a student is found to possess an electronic communication device during testing, the device will be confiscated, the test results may be invalidated, and disciplinary action will be assessed.

Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones

For safety purposes, the District permits students to possess personal mobile telephones; however, these devices must remain turned off during the instructional times of the day, including during all testing, unless they are being used for approved instructional purposes.

Teachers and other staff will collect these devices if the staff member determines that instruction is being hindered in any way including repeatedly having to redirect students who have these devices out or in use inside. The first offense will require the phone to be picked up from the principal's office. Thereafter, collected devices may be returned to a parent or guardian at the end of the student's instructional day and a \$15.00 fee may be charged. Students may also receive a disciplinary referral for failure to follow the Student Code of Conduct. Confiscated telecommunications devices that are not retrieved by the student or the student's parents will be disposed of after the notice required by law.

The District is not responsible for any damaged, lost, confiscated or stolen electronic device.

The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event. In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel.

Possession and Use of Other Personal Electronic Devices

Students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school, unless prior permission has been obtained. 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.

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

Any disciplinary action will be in accordance with the Student Code of Conduct. The District is not responsible for any damaged, lost, or stolen electronic device.

Instructional Use of Personal Telecommunications and Other Electronic Devices

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. Students must also sign a user agreement that contains applicable rules for use. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Acceptable Use of District Technology Resources

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

Temple ISD Technology Use Agreement

Temple Independent School District's goal in providing technology resources and Internet access to teachers and students is to promote educational excellence in our schools by facilitating collaboration, innovation, and communication. TISD has taken precautions to restrict access to inappropriate materials. However, on a global network it is impossible to control all materials and any user may discover inappropriate information. The guidelines provided here outline the user's responsibility to operate ethically, efficiently and legally using District network resources.

Any Temple Independent School District user violating these policies, posted classroom and district rules, or state and federal laws, is subject to:

- Suspension of user access to the system and/or equipment
- Termination/revocation of the system user account
- Other disciplinary action in accordance with District policy and applicable laws

School and District administrators will make the final determination as to what constitutes unacceptable use. Their decision is final.

1. Responsible Use- The use of your account must be consistent with the educational objectives of the Temple Independent School District.
 - a. Transmission and/or access of any material in violation of any District, state, or US regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or malicious or dangerous material.

- b. Users will respect the intellectual property of other users and information providers and obey copyright guidelines providing proper citation. Users will not plagiarize or use others' work.
 - c. The taking of unapproved videos/photos of people and events at school and/or the posting of such on any website is strictly forbidden.
 - d. Use of your account for commercial activities, product advertisement or political lobbying is prohibited.
 - e. Users will not install any personal computer programs or applications on school devices without permission.
 - f. The use of personal electronic devices is allowed with permission during the school day.
2. Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette when using any system, including the *gcloud.tisd.org* secure, controlled email system. The student's ID number will be part of the username for email.
- a. Be polite. Do not swear, use vulgarities or any other inappropriate language. Abusive or demeaning communications are prohibited.
 - b. Do not reveal your personal address or phone numbers to anyone over the Internet including, but not limited to: e-mail, chat, bulletin board postings, social media sites, and forums.
 - c. Note that email is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. Use email and other means of communications responsibly (e.g. blogs, wikis, podcasting, chat, instant-messaging, discussion boards, virtual learning environments, etc.).
 - d. Do not use electronic devices or the Internet to send or post hate or harassing mail, pornography, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors.
 - e. Do not use the network in such a way that you would disrupt the use of the network by other users.
 - f. Do not retrieve, save, or display hate-based, offensive or sexually explicit material using any TISD resources. Users are responsible for not pursuing material that could be considered offensive and should notify an adult immediately if they encounter such materials accidentally.
 - g. The user is responsible for reasonable daily care of the equipment made available by the District.

- h. Users will follow all guidelines set forth by the District and teachers when publishing schoolwork online (e.g. to a website, blog, wiki, discussion board, podcasting or video server).
3. Security- Protecting personal information and network security are high priorities.
- a. If you feel you can identify a security problem on the Internet, you must notify a system administrator. Do not demonstrate the problem to other users.
 - b. Do not use another individual's account or allow your account to be used by others. This includes, but is not limited to, sending out e-mail, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name.
 - c. Attempts to logon to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.
4. Vandalism- Vandalism is any malicious attempt to harm or destroy equipment, data of another user or any entity, or other networks that are connected to the Internet.
- a. Internet vandalism will result in cancellation of privileges. This includes, but is not limited to: the uploading or creation of computer viruses.
 - b. Hardware and software vandalism will result in cancellation of privileges. This includes but is not limited to: modifying, damaging, or destroying equipment, programs, files, or settings on any computer or other technology resource.

Temple Independent School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages including loss of data resulting from service interruptions, negligence, user errors, or omissions. Use of any information obtained via the Internet is at the user's risk. The District specifically denies any responsibility for the accuracy or quality of such information.

The use of technology resources provided by the Temple Independent School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Temple Independent School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Temple Independent School District's Student Code of Conduct shall be applied to student infractions.

If a parent does not want his or her child to have access to the Internet or any other form of technology resources, the parent must notify the child's campus in writing.

Teachers may display a student's work as recognition of student achievement. As a parent, if you do not want your child's artwork, special projects, photographs taken by your child or images of your child to be displayed on the District's website, in printed material, by video, or by any other method of mass communication, you must notify the principal in writing.

Unacceptable and Inappropriate Use of Technology Resources

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your student 'Before You Text' Sexting Prevention Course, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

In addition, any student who engages in conduct that results in a breach of the District's computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion.

English Language Learners

A student who is an English language learner is entitled to receive specialized services from the District. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student's parent must consent to any services recommended by the LPAC for an English language learner. However, pending the receipt of parental consent or denial of services, an eligible student will receive the services to which the student is entitled and eligible.

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

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR Spanish be administered to an English language learner for a student up to grade 5. In limited circumstances, a student's LPAC may exempt the student from an otherwise required state-mandated assessment or may waive certain graduation requirements related to the English I end-of-course (EOC) assessment. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to English language learners who qualify for services.

If a student is considered an English language learner and receives special education services because of a qualifying disability, the student's ARD committee will make instructional and assessment decisions in conjunction with the LPAC.

Extracurricular Activities, Clubs, and Organizations

Participation in school-sponsored 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.

Participation in some of these activities may result in events that occur off-campus. When the District arranges transportation for these events, students are required to use the transportation provided by the District to and from the events. Exceptions to this may only be made with the approval of the activity's coach or sponsor.

Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing inter-district competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. Students involved in UIL athletic activities and their parents can access the UIL Parent Information Manual; a hard copy can be provided by the coach or sponsor of the activity on request. To report a complaint of alleged noncompliance with required safety training or an alleged violation of safety rules required by law and the UIL, please contact the curriculum division of TEA at (512) 463-9581 or curriculum@tea.texas.gov.

In addition, the following provisions 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 (AP) or International Baccalaureate (IB) course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or language other than English—may not participate in extracurricular activities for at least three school weeks.
- A student who receives special education services and 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 but may not participate in any competitive activity.
- A student is allowed in a school year up to ten absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two absences for state competition. 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.

Family / Student Access to Skyward

The District participates in Skyward Family/Student Access. This program allows parents/guardians the opportunity to view their child's attendance, grades, discipline records and current schedule as an electronic progress report. Parents may view their student's progress any time they choose. Please contact your student's campus for details.

If there is a change of phone number, address or other relevant information for their student, parents may update their student's information using their *Family Access* account.

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 clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student health and accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the District.
- Personal apparel used in extracurricular activities that becomes the property of the student.

- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Restitution.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- 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 or has not been awarded a final grade 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.
- Personal grooming and hygiene supplies
- After-school API credit recovery
- In some cases, a fee for a course taken through the Texas Virtual School Network (TxVSN).

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

Fines

Students who damage, lose, or fail to return school property or materials (text books, library books, calculators, uniforms, equipment, etc.) or who are assessed fines (parking, cell phones, etc.) will be placed on the Fine List. Students with unpaid fines may be restricted from attending extracurricular events or activities.

Fundraising

Student groups or classes and/or parent groups may be permitted to conduct fundraising drives for approved school purposes in accordance with administrative regulations. All fund-raising requests should be submitted before the end of the first six weeks of school. Door-to-door solicitation is not permitted.

Gang-Free Zones

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the District, a gang-free zone includes a school bus and a location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

Grading Guidelines

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the classroom teacher. These guidelines have been reviewed by each applicable curriculum department and have been approved by the campus principal. These guidelines establish the minimum number of assignments, projects, and examinations required for each grading period. In addition, these guidelines establish how the student's mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.). Grading guidelines also outline in what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade. Procedures for a student to follow after an absence will also be addressed.

Please refer to the *2018-2019 TISD District Policies, Procedures and Guidelines for Grading Promotion, Retention, and Placement* that is a separate document from the Temple ISD Parent and Student Handbook. This document is assessable on the District's website at www.tisd.org, through the Secondary Education Department under "Parent Resources" and the "Grading Guidelines" link.

Grading and Reporting System

The purpose of the Temple ISD reporting system is to describe students' learning progress, based on district and state expectations for each grade level. It is intended to inform parents about learning successes and to guide improvement efforts when needed.

Tools that may be included in this reporting system:

1. Report Cards
2. Notes attached to Report Cards
3. Standardized Assessment Reports
4. Phone Calls to Parents
5. Weekly/Monthly Progress Reports
6. School Open Houses
7. Newsletters to Parents
8. Personal Letters to Parents
9. Evaluated Projects or Assignments
10. Portfolios or Exhibits of Students' Work
11. Homework Assignments
12. Parent-Teacher Conferences
13. Student-Teacher Conferences
14. Student-Led Conferences
15. Various electronic means

The school year is divided into two semesters of three grading periods each. Report cards will be issued at the end of each six weeks. Progress reports will be issued to all students at the end of each three–week reporting period.

Each of the grading period grades will be determined based on daily assignments, quizzes, projects, homework assignments, and tests. Semester exams will not be given. Six–week tests are optional.

Grading Guidelines for Pre-Kindergarten and Kindergarten

A combination of grading methods will be used at the elementary level. Pre-Kindergarten and kindergarten shall use a checklist consistent with Texas Essential Knowledge and Skills (TEKS) to communicate student progress to parents each grading period. Skills will be marked as follows:

E = Excellent Progress

S = Satisfactory Progress

N = Needs More Time to Develop

U = Unsatisfactory Developmental Progress

Grading Guidelines for First Grade through Fifth Grade

Numerical grades shall be used in grades 1-5 to report student progress on report cards and progress reports in reading, writing, mathematics, science, and social studies. Numerical grades will be used as follows:

90-100	Outstanding Achievement	“A”
80-89	Good Achievement	“B”
70-79	Average Achievement	“C”
0-69	Unsatisfactory Achievement	“F”

Teachers may not be required to assign a minimum grade for an assignment without regard to the student’s quality of work. Grades assigned shall reflect student achievement of the curriculum and the student’s relative mastery of an assignment. Students will not have points deducted from grades as disciplinary or punitive measures for misbehavior.

Non-numerical indications of “excellent”, “satisfactory”, “needs improvement” and “unsatisfactory” will be used in grades 1-5 to report student progress on report cards and progress reports in handwriting, physical education, art, music and conduct. Indications will be used as follows:

- 95 Excellent “E”
- 85 Satisfactory “S”
- 75 Needs Improvement “N”
- <70 Unsatisfactory “U”

PE and Music

The expectations for PE and Music classes are for each student to:

- Give his/her personal best
- Participate
- Be responsible for his/her actions
- Respect others
- Listen carefully, and
- Follow procedures.

Hazing

Hazing is defined as any intentional, knowing, or reckless act occurring on or off campus directed against a student that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated to, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students. Examples include:

- Any type of physical brutality;
- Any type of physical activity that subjects the student to an unreasonable risk of physical or mental harm, such as sleep deprivation, exposure to the elements, confinement to small spaces, or calisthenics;
- Any activity involving consumption of food, liquids, drugs, or other substance that subjects the student to unreasonable risk of physical or mental harm;
- Any activity that adversely affects the mental health or dignity of the student, such as ostracism, shame, or humiliation; and
- Any activity that induces, causes, or requires the student to violate the Penal Code.

Hazing will not be tolerated by the District. If an incident of hazing occurs, disciplinary consequences will be handled in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal or superintendent.

Health-Related Matters

Student Illness

When your student is ill, please contact the school to let us know he or she won't be attending that day. It is important to remember that schools are required to exclude students with certain

illnesses from school for periods of time as identified in state rules. If any of the following conditions exist, the student should not attend school:

1. Fever over 100 degrees or greater. (May return to school if fever free for 24 hours without the use of fever reducing medication)
2. Vomiting (May return to school when free of vomiting for 24 hours without the use of medication to prevent vomiting)
3. Diarrhea (May return to school when free of diarrhea for 24 hours without the use of diarrhea preventing medication)
4. Rash of unknown origin (May return to school when rash subsides or written documentation from physician stating student is non-contagious)

We want to encourage good school attendance, but at the same time, it is important to control the spread of illness among our students.

If a student becomes ill during the school day, he or she should notify the classroom teacher before reporting to the school nurse. If the nurse determines that the child should go home, the nurse will contact the parent.

The District is also required to report certain contagious (communicable) diseases or illnesses to the Texas Department of State Health Services (DSHS) or our local/regional health authority. The school nurse can provide information from DSHS on these notifiable conditions.

Contact the school nurse if you have questions or if you are concerned about whether or not your student should stay home.

If a student becomes ill or injured at school and needs to leave school, the parent will be called. In case a parent cannot be reached, the office must have the phone number of a responsible person who can be reached at all times who will assume temporary care of the student. In emergency situations, when parents or another responsible person cannot be reached, medical attention will be provided at a medical facility at the parent's expense.

Bacterial Meningitis

State law requires the District to provide information about bacterial meningitis:

What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is common and most people recover fully. Medical management of viral meningitis consists of supportive treatment and does not usually require the use of antibiotic therapy. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical,

pharmaceutical, and life support management. There are two common types of bacterial meningitis: pneumococcal and meningococcal.

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 years old) and adults with bacterial meningitis commonly have a severe headache, high fever, and neck stiffness. Other symptoms might include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness. 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. They are spread when people exchange respiratory or throat secretions (such as by kissing, coughing, or sneezing).

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?

Maintaining healthy habits, like getting plenty of rest, can help prevent infection. Using good health practices such as covering your mouth and nose when coughing and sneezing and washing your hands frequently with soap and water can also help stop the spread of the bacteria. It's a good idea not to share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

There are vaccines available to offer protection from some of the bacteria that can cause bacterial meningitis and are part of the required vaccines for public school enrollment. The vaccines are safe and effective (85–90 percent). They can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

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

You should seek prompt medical attention.

Where can you get more information?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the websites for the Centers for Disease Control and Prevention, particularly the CDC's information on bacterial meningitis, and the Department of State Health Services.

DSHS requires at least one meningococcal vaccination on or after the student's 11th birthday, unless the student received the vaccine at age 10. Students entering college must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

Chronic Medical Problems

On-going medical problems and severe food allergies which require special attention and/or restrictions at school, require written notification from the student's physician at the beginning of each school year, with emergency action plans and updates provided as needed throughout the year. Medical information will be shared with staff on a "need to know" basis.

Emergency Information

All students are required to have an emergency information form on file with the nurse's office. Please list at least two neighbors or nearby relatives who will assume temporary care of the student if a parent cannot be reached. If a change of address occurs or need to include another phone number arises, please contact the school nurse to update the emergency form. Medical information will be shared on a "need to know" basis.

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

If student must be sent home from school or has not been picked up within 30 minutes of dismissal, the student will be supervised while the following procedures are implemented:

- All other contacts on emergency form will be contacted
- Attempt will be made to reach neighbors or former day care providers for assistance in reaching the student's parents
- Police or CPS may be notified

Excuse from Physical Education

If a student is not to participate in physical education class for any reason, a note from the parent is required stating the reason and for how many days the student is not to participate. Student non-participation must not exceed three (3) days without a doctor's written statement. The doctor's note must be specific in nature and include a release date for participation. Written academic work shall be required from students who are unable to participate in physical activities for more than five (5) consecutive days. Academic work may be required as makeup work for non-participating students. The student will attend the physical education class and observe even when they are excused from participation.

If a student is unable to participate in physical education class, the student will not be allowed to participate in any school-related physical activity during that school day, including recess.

Food Allergies

The District requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your student has a known food allergy or as soon as possible after any diagnosis of a food allergy. An emergency action plan must be established for the care of students with severe allergic reactions. Please see the campus nurse.

Head Lice

TISD follows the recommendations of the Texas Department of State Health, the American Academy of Pediatrics, the National Association of School Nurses and the CDC regarding head lice management. Head lice, although not an illness or a disease, is very common among children and is spread very easily through head-to-head contact during play, sports, or nap time and when children share things like brushes, combs, hats, and headphones.

If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to determine whether the student will need to be picked up from school and to discuss a plan for treatment with an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student has undergone one treatment, the parent should check in with the school nurse to discuss the treatment used and allow for the child's hair to be re-examined before re-entering the classroom. A lice notification letter will also be sent to the parents of all students in the classroom where lice have been identified. The nurse can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent their return.

More information on head lice can be obtained from the DSHS website [Managing Head Lice](#).

Medical Guidelines

The TISD School Health Advisory Council (SHAC) as approved a list of first aid supplies to be used in the treatment of students enrolled in Temple schools. Please notify the school nurse if your student should not be treated with any of these items:

- Isopropyl Alcohol - antiseptic
- Aloe Vera Gel - sunburn
- Bacitracin Ointment - topical antibiotic ointment
- Calamine Lotion - itching and rashes
- Carmex Lip Balm - chapped lips & cold sore relief
- 1% Hydrocortisone Cream - topical steroid reduce redness, swelling and itching
- Hydrogen peroxide antiseptic solution - to clean abrasions, cuts
- Ice packs - anti-inflammatory
- Sterile Saline Solution – rewetting solution for contacts
- Unseasoned Meat tenderizer - insect bites
- Salt - gargle for sore throat
- Tinactin Cream - topical antifungal
- Pure Vanilla Extract - toothache and cold sore relief
- Vaseline - chapped lips and skin
- Tap water – eye rinse

School Health Advisory Council (SHAC)

Each school district is required to have a School Health Advisory Council (SHAC). During each school year, the District's SHAC will meet a minimum of 4 times. Additional information regarding the District's SHAC is available from the Director of Health Services.

The duties of the SHAC range from recommending curriculum to developing strategies for integrating curriculum into a coordinated school health program encompassing issues such as school health services, counseling services, a safe and healthy school environment, recess recommendations, improving student fitness, mental health concerns, and employee wellness.

Parents, teachers, and community members are encouraged to become active member of the SHAC. For more information, please contact Andi Haynes, Director of Health Services at (254) 215-6893.

Student Wellness Policy/Wellness Plan

Temple ISD is committed to encouraging healthy students and therefore has developed a Board-adopted wellness policy and corresponding plans and procedures to implement the policy. You are encouraged to contact the Director of Health Services with questions about the

content or implementation of the District's Student Wellness Policy and Plan which can be found on the District's website.

Other Health-Related Matters

Physical Activity

In accordance with policy, the District will ensure that students in full-day prekindergarten through grade 5 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 and middle school student physical activity requirements, please see the principal.

Physical Fitness Assessment

Annually, the District will conduct a physical fitness assessment of students in grades 3–12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to the campus principal to obtain the results of his or her student's physical fitness assessment conducted during the school year.

Vending Machines

The District has adopted and implemented the state and federal policies and guidelines for food service, including the guidelines to restrict student access to vending machines. For more information regarding these policies and guidelines, see the campus principal.

Tobacco and E-Cigarettes Prohibited

Students are prohibited from possessing or using any type of tobacco product, electronic cigarettes (e-cigarettes), or any other electronic vaporizing device, while on school property at any time or while attending an off-campus school-related activity.

The District and its staff strictly enforce prohibitions against the use of all tobacco products, e-cigarettes, or any other electronic vaporizing device, by students and all others on school property and at school-sponsored and school-related activities

Asbestos Management Plan

The District works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's Asbestos Management Plan is available in the superintendent's office. If you have any questions or would like to examine the District's plan in more detail, please contact Kenneth Wolf, the District's designated asbestos coordinator, at (254) 215-6555.

Pest Management Plan

The District is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the District strives to use the safest and most effective

methods to manage pests, including a variety of non-chemical control measures, pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free school environment.

All pesticides used are registered for their intended use by the U.S. Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who have further questions or who want to be notified prior to pesticide application inside their child's school assignment area may contact Kenneth Wolf, the District's IPM coordinator, at (254) 215-6555.

Homeless Students

You are encouraged to inform the District if you or your student are experiencing homelessness. District staff can share resources with you that may be able to assist you and your family. The McKinney-Vento Homeless Education Assistance Improvements Act defines homeless as individuals who lack a fixed, regular, and adequate, nighttime residence which can include:

- children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings not designed for or ordinarily used as a regular sleeping accommodation for human beings; and
- migratory children who qualify as homeless because the children are living in circumstances described above.

For more information on services for homeless students, contact the District's Homeless Education Liaison, Tiffany Vestal at (254) 215-6682.

Homework

Homework is an extension of the classroom and is not assigned unless that skill has previously been taught. Please provide a place and time at home so that good study habits may be formed.

Please refer to the *2018-2019 TISD District Policies, Procedures and Guidelines for Grading Promotion, Retention, and Placement* that is a separate document from the Temple ISD Parent and Student Handbook. This document is assessable on the District's website at www.tisd.org, through the Secondary Education Department under "Parent Resources" and the "Grading Guidelines" link.

Immunization

The Texas Department of State Health Services requires all students to obtain certain vaccines in order to enroll in public schools. A student must be fully immunized against certain diseases or must present a certificate or statement for reasons which the student will not be immunized. The Texas Administrative Code (TAC) 97.62 describes the conditions under which individuals can seek exemptions from Texas immunization requirements. Exclusions from compliance are allowable on an individual basis for medical contraindications, active duty with the armed forces of the United States, and reasons of conscience, including religious belief.

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 Affidavit Request for Exemption from Immunization. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. The form is effective for 2 years from date of request and must be reviewed at the end of the two year period if continued exemption is requested. 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, tetanus, and pertussis; rubeola (measles), mumps, and rubella; polio; hepatitis A; hepatitis B; varicella (chicken pox); and meningococcal. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by DSHS. 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. registered and licensed physician stating that, in the doctor's opinion, the immunization required is medically contraindicated or poses a significant risk to the health and well-being of the student or a member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a lifelong condition.

Entering college students must also, with limited exception, furnish evidence of having received a bacterial meningitis vaccination within the five years prior to enrolling in and attending classes at an institution of higher education. A student wanting to enroll in a dual credit course taken off campus may be subject to this requirement.

The following list is a summary of the immunization requirements for enrollment in Temple ISD and the minimum state vaccine requirements for Texas school attendance incorporated in Title 25 Health Services, §97.61 - §97.72 of the Texas Administrative Code. This list is not intended as a substitute for consulting the TAC, which has other provisions and details.

Immunization Requirements Reference Guide for the 2018-2019 School Year

3 year olds and 4 year olds (PRE K) ✓*HIB and PCV not routinely administered to children \geq 5 years of age.*

4 doses of DTP, DTaP, DT

3 doses of Polio

1 dose of MMR¹ on/after 1st birthday

3 doses of HIB with the 3rd dose given on/after 1st birthday and at least 2 months since dose #2

OR 1 dose on/after 15 months of age

4 doses of PCV² with one given after 1st birthday OR 1 dose on/or after 24 months of age

3 doses of Hepatitis B¹

1 dose of Varicella^{1,4} on/after 1st birthday (if the child has NOT had chickenpox)

2 doses of Hepatitis A¹ on/after 1st birthday (must allow 18 months between doses*)

Kindergarten – Sixth Grade

✓*Ages 7 years and older, 3 doses of DTP containing vaccine with one dose on/after 4th birthday.*

5 doses of DTP, DTaP, DT with one on/after 4th birthday OR 4 doses if one dose is on/after the 4th birthday

4 doses of Polio with one on/after 4th birthday OR 3 doses if one dose is on/after 4th birthday

2 doses of MMR¹ on/after 1st birthday

3 doses of Hepatitis B^{1,3}

2 doses of Varicella^{1,4} on/after 1st birthday (if the child has NOT had chickenpox)

2 doses of Hepatitis A¹ on/after 1st birthday (must allow 18 months between doses*)

Seventh Grade

3 doses of DTP, DTaP, DT, Td, Tdap with one on/after 4th birthday, AND 1 dose of Tdap within the last 5 years. Td is acceptable in lieu of Tdap if a contraindication to pertussis exists.

4 doses of Polio with one on/after 4th birthday OR 3 doses if one dose is on/after 4th birthday

2 doses of Measles, 1 dose of Mumps and 1 dose of Rubella on/after the 1st birthday

3 doses of Hepatitis B^{1,3}

2 doses of Varicella^{1,4} on/after 1st birthday (if the child has NOT had chickenpox)

2 doses of Hepatitis A¹ on/after 1st birthday (must allow 18 months between doses*)
1 dose of quadrivalent meningococcal conjugate vaccine (MCV or MenACWY) on or after the student's 11th birthday

Eighth – Twelfth Grade

3 doses of DTP, DTaP, DT, Td, Tdap with one on/after 4th birthday, AND 1 dose of Tdap is required within the last 10 years. Td is acceptable in lieu of Tdap if a contraindication to pertussis exists.

4 doses of Polio⁵ with one on/after 4th birthday OR 3 doses if one dose is on/after 4th birthday

2 doses of MMR^{1, 6} on/after the 1st birthday

3 doses of Hepatitis B^{1, 3}

2 doses of Varicella^{1, 4} on/after 1st birthday (if the child has NOT had chickenpox)

1 dose of quadrivalent meningococcal conjugate vaccine (MCV or MenACWY) on or after the student's 11th birthday

Non-compliance with the State Immunization Requirement will result in temporary un-enrollment from school until a written, updated record is provided.

Law Enforcement Agencies

Questioning of Students

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

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

Students Taken Into Custody

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

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.

- By a law enforcement officer to obtain fingerprints or photographs for comparison in an investigation.
- By a law enforcement officer to obtain fingerprints or photographs to establish a student's identity, where the student may have engaged in conduct indicating a need for supervision, such as running away.
- 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 (CPS), Texas Department of Family and Protective Services (DFPS), 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 from a juvenile court to take a student into custody.

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

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

Notification of Law Violations

The District is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been taken into custody, 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 is thought to have committed certain offenses or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.
- All appropriate district personnel in regards to a student who is required to register as a sex offender.

Leaving Campus

Please remember that student attendance is crucial to learning. We ask that appointments be scheduled outside of school hours as much as reasonably possible. Also note that picking up a student early on a regular basis results in missed opportunities for learning. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the school day.

State rules require that parental consent be obtained before any student is allowed to leave campus for any part of the school day. The District has put the following procedures in place in order to document parental consent:

- For students in elementary school, a parent or otherwise authorized adult must come to the office and sign the student out. Please be prepared to show identification. Once an identity is verified, a campus representative will then call for the student or collect the student and bring him or her to the office. For safety purposes and stability of the learning environment, we cannot allow you to go to the classroom or other area unescorted to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student's return. Documentation regarding the reason for the absence will also be required.
- If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school. Unless directed by the parent to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures as listed above. If a student is allowed to leave campus by himself or herself, as permitted by the student's parent, or if the student is age 18 or is an emancipated minor, the nurse will document the time of day the student was released. Under no circumstances will a student in elementary or middle school be released unaccompanied by a parent or adult authorized by the parent.

During Lunch

Elementary campuses are closed campuses and no students are allowed to leave during lunch without a parent.

At Any Other Time During the School Day

Students are not authorized to leave campus during regular school hours for any other reason, except with the permission of the principal. Students who leave campus in violation of these rules will be subject to disciplinary action in accordance with the Student Code of Conduct.

Local and Other Assessments

The District utilizes the following local and state assessments: Woodcock-Munoz, STAR Enterprise, , TPRI Reading, Tejas Lee Spanish Reading, STAAR, student grades, required state assessments, locally developed curriculum-based assessments and released state assessments.

Loitering

Loitering on school property, after being warned to leave, constitutes trespassing, which is punishable by a Class C misdemeanor. Students that are not under the direct supervision of a teacher, who do not have an assigned class or who do not have a scheduled activity after school must be off campus within a reasonable time after the last class.

Lost and Found

A “lost and found” collection box is located in the campus office. If your student has lost an item, please encourage him or her to check the lost and found box. The District discourages students from bringing to school personal items of high monetary value, as the District is not responsible for lost or stolen items. The campus will dispose of lost and found items at the end of each semester.

Makeup Work

Makeup Work Because of Absence

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

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

A student is encouraged to speak with his or her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities, so that the teacher and student may plan any work that can be completed before or shortly after the absence. Please remember the importance of student attendance at school and that, even though absences may be excused or unexcused, all absences account for the 90 percent threshold in regards to the state laws surrounding “attendance for credit or final grade.”

A student involved in an extracurricular activity must notify his or her teachers ahead of time about any absences.

Students shall receive a zero for any assignment or test not made up within the allotted time.

The elementary campuses intend to prevent students from failing due to missing or late assignments. In addition, students who are unsuccessful at learning the first time will be given extra time and support to learn the curriculum. Therefore, teachers may allow a student

reasonable opportunity to make up or redo a class assignment or examination for which the student received a failing grade. Students who choose not to complete their assignments will first be held accountable by their teachers through conferencing with the student and his or her parents. Continued failure to turn in assignments will be considered a discipline issue.

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.

Please refer to the *2018-2019 TISD District Policies, Procedures and Guidelines for Grading Promotion, Retention, and Placement* that is a separate document from the Temple ISD Parent and Student Handbook. This document is assessable on the District's website at www.tisd.org, through the Secondary Education Department under "Parent Resources" and the "Grading Guidelines" link.

DAEP Makeup Work

A student removed to a disciplinary alternative education program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, a foundation curriculum course in which the student was enrolled at the time of removal. The District may provide the opportunity to complete the course through an alternative method, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the District.

In-School Suspension (ISS) Makeup Work

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The District may provide the opportunity by any method available, including a correspondence course, another distance learning option, or summer school. The District will not charge the student for any method of completion provided by the District. Students and their parents are encouraged to discuss options with the teacher or counselor to ensure the student completes all work required for the course or grade level.

Medicine at School

Medication that must be administered to a student during school hours must be provided by the student's parent. All medication(s) to be administered during the school day must have orders written by a qualified health care provider. A form from the student's health care provider requesting administration of medication by school personnel must be on file in the nurse's office. This form must include a written and signed request by the parent/guardian indicating permission for the District to administer the requested medication. **The Physician's Request for Administration of Medication by School Personnel** and the **Parent's Request for Administration of Medication by School Personnel** forms are available in the nurse's office and

on the Temple ISD Health Services web page. All medication given during the school day or school related activity will be administered exactly as written on the **Physician's Request for Administration of Medication by School Personnel** form. The written request form must be dated for the current school year and expires at the end of the current school year. A new completed form is required if there is a change in the way or how the medication is to be administered (i.e. dose, time, medication). These forms will be kept in a confidential secure location in the nurse's office and ultimately filed in the student's Cumulative Health Folder. All health records will be stored as per the District's records retention policy.

All medication, whether prescription or nonprescription, must be kept in the nurse's office and administered by the nurse or another authorized district employee. The District will not purchase any medication for student use. Students authorized to possess and administer their own medication due to a qualifying medical condition (i.e. asthma, diabetes or severe allergy), or as otherwise allowed by law, will be determined in collaboration with parents, student, school nurse and health care provider.

Only authorized employees may administer prescription medication, nonprescription medication, herbal substances, anabolic steroids, essential oils or dietary supplements as per the following guidelines in accordance with policy FFAC.

- Prescription medication must be in the original, properly labeled container containing the student's name, physician's name, date, name of medication, and dosage instructions. Medication is provided by the parent along with a written request from a qualified health care provider. All medication given during the school day or school related activity will be administered exactly as written on the **Physician's Request for Administration of Medication by School Personnel** form.
- Prescription medication transferred to a properly labeled container by a registered nurse from the original medication filled from the original, properly labeled container with the student's name, physician's name, date, name of medication, and dosage instructions.
- Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request from a qualified health care provider and parent. . All medication given during the school day or school related activity will be administered exactly as written on the **Physician's Request for Administration of Medication by School Personnel** form. Parents are responsible for the quality of the medications and any potential interactions with other medications the child may be taking.
- Essential oils, herbal substances, anabolic steroids, or dietary supplements are only administered if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities. Such products will be provided by the parent and require signed, written consent from the health care provider and parent.

- Students whose schedules provide for regular time spent outdoors, including for recess and physical education classes, should apply sunscreen before coming to school.
 - For students at the secondary level, a student may possess and apply sunscreen when necessary. If the student will need assistance with this application, please address the need for assistance with the school nurse.
 - If sunscreen needs to be administered to treat any type of medical condition, communication with the school nurse is required so that the District is made aware of any safety and medical issues related to the student's care while at school.

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

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

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

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.

MISCELLANEOUS ITEMS

Parties

Parties and celebrations are important to the development of the whole student. Students are expected to observe the rules of good conduct during parties allowed by the District. Notices

will be sent and parents are encouraged to help. There will be no food or drink brought to school to be used in classrooms without prior approval by the principal. According to Food of Minimal Nutritional Value guidelines, only three days during the school year will be designated for parties.

Student birthdays are recognized on the campus. The school will not receive deliveries of balloons, flowers, and gifts at school. If invitations to a private party are to be distributed at school, every child in the classroom must receive one.

Telephone Use

Students will not be called from class to answer the phone. Emergency messages will be delivered by office personnel. Routine messages will not be delivered. The office telephone is only to be used for school business.

Nondiscrimination Statement

In its efforts to promote nondiscrimination and as required by law, Temple ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, disability, age, or any other basis prohibited by law, in providing education services, activities, and programs, including CTE programs, and provides equal access to the Boy Scouts and other designated youth groups. The following district representatives have been designated to coordinate compliance with these legal requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex, including sexual harassment or gender-based harassment: Eric Haugeberg, Assistant Superintendent of Student Services, (254) 215-6792, 200 North 23rd Street, Temple, Texas 76504.
- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Dr. Nicole Riley, Director of Student Intervention and Counseling Services, (254) 215-7280, 1100 South 33rd Street, Temple, Texas 76504.
- All other concerns regarding discrimination: See the Superintendent at (254) 215-6760.

Parent and Family Engagement

Working Together

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

- Encouraging your student to put a high priority on education and working with your student on a daily basis to make the most of the educational opportunities the school provides.

- Ensuring that your student 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 student’s school activities and with the academic programs, including special programs, offered in the District.
- Discussing with the school counselor or principal any questions you may have about the options and opportunities available to your student.
- Reviewing the requirements and options for graduation with your student in middle school and again while your student is enrolled in high school.
- Monitoring your student’s academic progress and contacting teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, school counselor, or principal, please call the school office at for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school.
- Becoming a school volunteer
- Participating in campus parent organizations.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement.
- Serving on the School Health Advisory Council (SHAC), assisting the District in ensuring local community values are reflected in health education instruction and other wellness issues.
- Serving on a committee to determine criteria to be used to evaluate the overall performance of the District and each campus in community and student engagement.
- Being aware of the school’s ongoing bullying and harassment prevention efforts.
- Contacting school officials if you are concerned with your child’s emotional or mental well-being.
- Attending board meetings to learn more about district operations.

Physical Examinations/Health Screenings

Examinations and Screenings

As part of Health and Safety code, Chapter 36, the health screening programs require all students enrolled for the first time to be screened or have a professional examination for

possible issues. The screenings will be administered by the district's health services staff. Students may also undergo a risk assessment for type 2 diabetes at the same time the District screens students for hearing and vision issues, or for abnormal spinal curvatures. Screening dates will be determined by the Department of Health Services and parents will be notified in writing.

All students entering district schools from out of the country shall provide evidence of having received a tuberculosis screening exam (TB skin test). Students with a TB skin test result of ten millimeters or more shall be referred to their healthcare provider for further assessment. A doctor's note is required if there are any other symptoms or questions of communicability and the student must provide written documentation of evaluation results from a physician. This documentation must be presented to the campus nurse within 2 weeks from the initial positive screening result.

The District may require and provide additional screenings as state, district and/or community resources mandate. Parents of students identified through any screening programs as needing treatment or further evaluation, shall be advised of the need and referred to appropriate health agencies.

Spinal Screening Program

School-based spinal screening helps identify adolescents with abnormal spinal curvature and refer them for appropriate follow-up by their physician. Screening can detect scoliosis at an early age, when the curve is mild and may go unnoticed. Early detection is key to controlling spinal deformities.

All students who meet the Texas Department of State Health Services criteria will be screened for abnormal spinal curvatures before the end of the school year. For information on spinal screening by an outside professional or exemption for spinal screening based on religious beliefs, see policy FFAA(LEGAL).

Spinal screening is non-invasive and conducted following the most recent, nationally accepted and peer-reviewed standards for spinal screening.

Pledges of Allegiance and a Minute of Silence

Each school day, students will recite the Pledge of Allegiance to the U.S. 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

State law requires that one minute of silence 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. In addition, state law requires that each campus provide for the observance of one minute of silence at the beginning

of the first class period when September 11 falls on a regular school day in remembrance of those who lost their lives on September 11, 2001.

Prayer

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

Promotion and Retention

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

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the State of Texas Assessments of Academic Readiness (STAAR), if the student is enrolled in a public Texas school on any day between January 1 and the date of the first administration of the STAAR.

Elementary Grade Levels

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.

If a student in grade 5 or 8 is enrolled in a course that earns high school credit and for which an end-of-course (EOC) assessment will be administered, the student will not be subject to the promotion requirements described above for the relevant grade 5 or 8 assessment. The student will instead take the corresponding EOC assessment.

If a student in grades 3–8 is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state-mandated assessment, the student will be required to take an applicable state-mandated assessment only for the course in which he or she is enrolled, unless otherwise required to do so by federal law.

A student in grade 5 or 8 will have two additional opportunities to take a failed assessment. 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 and the student must complete additional special instruction before beginning the next grade level. 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.

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

Parents of a student at or above grade level 3 who does not perform satisfactorily on his or her state-mandated examinations will be notified that their student will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year. Failure of a student to attend these programs may result in violations of required school attendance as well as the student not being promoted to the next grade level.

Report Cards/Progress Reports and Conferences

Report cards with each student's grades or performance and absences in each class or subject are issued electronically at least once every six weeks. Progress reports will be issued at the end of the first three or fourth week of a grading period. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent should request a conference with the teacher of that class or subject.

Teachers follow grading guidelines that have been approved by the superintendent pursuant to the Board-adopted policy and are designed to reflect each student's relative mastery of each assignment for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the District's grading policy.

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

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. If the District offers tutorials, students whose grades fall below 70 in a grade-reporting period must attend.

The District may use an electronic program to communicate academic information about your student, including for report card and progress reporting purposes. An electronic signature for the parent will be accepted by the District, but you are entitled to request the option to provide a handwritten signature of acknowledgment instead.

A reading assessment must be administered to all kindergarten, first and second grade students at the beginning of the fall semester, in the middle of the year and again at the end of the spring semester. Parents will be informed in writing of the student's results and will be notified if the student appears to be at risk of reading difficulties. In the event the student appears to be at risk of reading difficulties, accelerated instruction in reading will be provided.

Parents are invited and expected to attend a minimum of one (1) conference during the year to review their student's progress. Parents desiring additional conferences should contact the school to schedule a personal appointment or to conference by telephone. Unscheduled conferences interfere with student learning, teaching duties, and teacher attendance at meetings. Open House is a time to showcase students and their work and is not a suitable time for conferencing. However, future conferences may be scheduled at this time.

Conferences (PK – 5)

A parent conference must be conducted during the first semester to acquaint parents with curriculum and the instructional program and to report student progress. Additional individual conferences are to be scheduled to address student progress as needed.

Safety

Student safety on campus, at school-related events, and on District vehicles 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 is expected to:

- Avoid conduct that is likely to put the student or others at risk.
- Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the principal, campus behavior coordinator, 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 student.

Articles: Lost or Stolen

The school is not responsible for items a student may lose or misplace, or for items stolen including cell phones or other electronic devices. Therefore, students should make every effort to have locks for their lockers, where available, and to have their belongings marked. Student name and teacher name should be put in all textbooks. If an article is found, it should be brought to the office. If a student has lost an article, he or she should check the lost and found. Articles in the lost and found will be disposed of after a reasonable time.

Articles: Money, Valuables, Etc.

Large amounts of money or other valuables are not to be brought to school. When the item is discovered, the article will be confiscated and retained in the office for a period of time at the principal's discretion.

Prohibited items will be collected by the teacher and turn them in to the principal's office. The principal will determine whether to return the items at the end of the day for the student to take home or whether the parent will be contacted to pick up the items. Any disciplinary action will be in accordance with the Student Code of Conduct.

Money sent to school should be placed in a sealed envelope marked with the student's name, grade and purpose for which the money is intended. Money should only be sent to school for school designated purposes. The school is not responsible for loss of a student's money.

Drug and Safety Information Tip Line

Temple ISD provides a School Safety Hotline call-in and text-service program for students, parents and Temple ISD employees to provide information about student safety issues. This service is not meant to replace the one-to-one relationship between administrators, faculty and students, but allows for reporting to be monitored by Temple personnel. Parents, students and TISD employees are encouraged to utilize this service. The numbers to the service can be viewed on the District website at www.tisd.org. The School Safety Hotline number is (254) 215-6953.

Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies

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

Emergency Medical Treatment and Information

All students are required to have an emergency information form on file with the nurse's office. Please list at least two neighbors or nearby relatives who will assume temporary care of the student if the parent cannot be reached. If a change of address occurs or need to include another phone number arises, please contact the school nurse so that the emergency form can be updated.

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school may have to rely on previously provided 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 and current health conditions form. If a student has a health

condition, such as asthma, diabetes, seizures or severe allergies, that may require possible emergency treatment, it is the parent's responsibility to notify the nurse and provide an Emergency Action Plan (EAP) as determined by parents, physician and school nurse. 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.

If student must be sent home from school or has not been picked up after school within one hour after school dismissal the following procedures may be followed:

- All other contacts on emergency form will be contacted
- Truant officer may visit home (not allowed to transport students)
- Police or CPS may be notified

Emergency School-Closing Information

Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early or opening is delayed because of severe weather or another emergency, or if the campus must restrict access due to a security threat.

The District will rely on contact information on file with the District to communicate with parents in an emergency situation, which may include real-time or automated messages. It is crucial to notify your student's school when a phone number previously provided to the District has changed.

If the campus must close, delay opening, or restrict access to the building because of an emergency, the District will also alert the community in the several ways. In the event of bad weather, local radio or television stations will announce if school is cancelled. Please do not call the schools or administration offices. Telephone calls will hamper officials as they are gathering information to determine if school can be held. As soon as a decision is made, the media will be informed and TISD will provide information to parents on the District's website at www.tisd.org. For parents who are subscribers to School Messenger, the District's mass notifications system, a text message about the school-closing will be sent to the e-mail address or mobile phone number provided by the subscriber.

School Facilities

The regular school day is from 7: 35 a.m. to 3: 15 p.m. and the school office hours are 7:15 a.m. to 3:45 p.m. Notification will be sent to parents in advance for early dismissal days. It is the parent's responsibility to notify day care and car pools of any time changes. Students should not be dropped off before 7:00 a.m. and should be picked up no later than 3:30 p.m. unless your student is attending tutoring or other school-sponsored activity.

Arrival – Morning Drop-Off

In an effort to keep our students safe, parents and guardians are to drop their students off at the door and not proceed past the school foyer. If there is a particular need to meet with a teacher, parents are required to check in at the front desk and follow campus procedures for visitors on campus. Students are allowed to enter the building at 7:00 AM. Parents should not drop off their student unsupervised prior to 7:00 AM as school staff are not available to supervise students until 7:00 AM.

Dismissal - Children Left After School

Children cannot be left unattended after school. Students not riding the bus must be picked up at 3:15 PM, when school releases. Students not picked up will be brought to the office to wait. Parents will be required to come to the office and sign the “Late Parent Notebook” beginning at 3:25 PM. Office personnel will make every attempt to contact parents and/or persons listed on the locator card. In order to avoid leaving a student unsupervised, the police will be contacted in the event that the office is closing and a student has yet to be picked up. The office closes at 3:45 PM.

If a change is known in your student’s dismissal routine, please send a written note to be turned into your student’s teacher. In the event of an emergency, or if an unexpected change occurs in your student’s dismissal routine, please contact the office prior to 2:00 PM.

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.

Unless the teacher or sponsor overseeing an 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, unless a student is involved in an activity under the supervision of a teacher or other authorized employee or adult, or unless students are granted permission to remain on campus in accordance with policy FNAB, students must leave campus immediately.

Conduct Before and After School

Teachers and administrators have full authority over student conduct at before- or after-school activities on district premises and at school-sponsored events off district premises, such as play rehearsals, club meetings, 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 for extracurricular participants.

Use of Hallways During Class Time

Loitering or standing in the halls during class is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the Student Code of Conduct.

Cafeteria Services

The District participates in the School Breakfast Program, National School Lunch Program, After School Snack Program and Summer Food Service Program and offers students nutritionally balanced meals daily in accordance with standards set forth in state and federal law.

Free and reduced-price meals are available based on financial need or household situation. Information about a student's participation is confidential; however, disclosure of a student's eligibility may be made without prior notice or consent to programs, activities, and individuals that are specifically authorized access under the National School Lunch Act (NSLA), which is the law that sets forth the disclosure limits for the district's child nutrition programs. A student's name, eligibility status, and other information may be disclosed to certain agencies as authorized under the NSLA to facilitate the enrollment of eligible children in Medicaid or the state children's health insurance program (CHIP) unless the student's parent notifies the District that a student's information should not be disclosed. A parent's decision will not affect the student's eligibility for free and reduced price meals. To apply for the free or reduced meal program, contact the School Nutrition Office at (254) 215-6523 or visit www.tisd.org.

Free and Reduced Meal Program and Benefits

Free and reduced-price meals are based on income eligibility. Students receiving benefits from the prior year will qualify for the first 30 school days with the same eligibility. If a new application is not submitted and approved within the first 30 school days, student(s) will no longer qualify and will be charged full price of meal. Only one application is needed for each household, unless the application is for a run away, homeless or migrant student.

Applying for the meal program provides other opportunities for High School students: Fee waived for SAT, ACT testing and College Applications, Reduced Summer School Program Fees, Reduced Fees for AP Test. Information about a student participation in the program is confidential.

The School Nutrition Department uses a computer software system to track student accounts and prepayments are accepted in the cafeteria serving line daily. Online payment system available on www.MySchoolBucks.com for parents to make pre-payments to student meal and snack accounts. Parents can view balances and purchase history. Printouts of transactions are also available by contacting the School Nutrition Office.

Student Meal Prices:	Breakfast	Lunch
Elementary Full Priced	\$1.25	\$2.50

Elementary Reduced	\$0.30	\$0.40
Secondary Full Priced	\$1.50	\$2.75
Secondary Reduced Priced	\$0.30	\$0.40
Adult Meal Prices:	Breakfast	Lunch
	\$2.25	\$3.75

Meal Charge Policy

Elementary – Students may charge up to a maximum of 3 days.

Secondary and Alternative Sites – Students may charge a maximum of 1 day.

After the maximum allowed charges, a “courtesy meal” will be offered to students until all charges are paid in full. A la carte and snack purchase privileges will be reinstated when all charges are paid in full.

Charges will not be permitted during the last four weeks of school in efforts to collect charges so that the student’s account is in a positive balance at the end of the school year. All positive balances will remain in a student’s account and can carry forward to the next school year. Any request for refunds of positive balances at the end of school can be made by the parent with a signed written request.

Parents are strongly encouraged to continually monitor their student’s meal account balance. The District will notify of low and negative balance through an automated phone system.

Library

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure.

Meetings of Noncurriculum-Related Groups

Student-organized, student-led noncurriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of board policy.

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 and Lockers

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. The school reserves the right to inspect all lockers. Students may use only assigned lockers.

Students are fully responsible for the security and contents of their assigned desks and lockers. Students must be certain that their lockers are locked, and that the combinations are not available to others. Students are not allowed to put food or drink in their lockers unless it is in a lunch sack or lunch box and unopened.

Searches of desks or lockers may be conducted at any time there is reasonable suspicion 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.

Telecommunications and Other Electronic Devices

Use of district-owned equipment and its network systems is not private and will be monitored by the District.

Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

Trained Dogs

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

Special Programs

The District provides special programs for gifted and talented students, homeless students, students in foster care, bilingual students, migrant students, English language learners, students diagnosed with dyslexia, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact the campus principal, director or coordinator.

Bilingual / ESL

Connie Sisneros

215-6882

Parent Education & Involvement

Gill Hollie

215-5963

Section 504	Dr. Nichole Riley	215-7280
Dyslexia	Dr. Nichole Riley	215-6817
Elementary GATE	Chelsea Molton	215-5955
Advanced Academics	Renota Rogers	215-6922
Special Education	Jennie Mathesen	215-6844

Standardized Testing

STAAR (State of Texas Assessments of Academic Readiness)

Grades 3–8

In addition to routine tests and other measures of achievement, students at certain grade levels are required to take the state assessment, called STAAR, in the following subjects:

- Mathematics, annually in grades 3–8
- Reading, annually in grades 3–8
- Writing, including spelling and grammar, in grades 4 and 7
- Science in grades 5 and 8
- Social Studies in grade 8

Successful performance on the reading and math assessments in grades 5 and 8 is required by law, unless the student is enrolled in a reading or math course intended for students above the student’s current grade level, in order for the student to be promoted to the next grade level.

STAAR Alternate 2 is available for eligible students receiving special education services who meet certain state-established criteria as determined by the student’s admission, review, and dismissal (ARD) committee.

STAAR Spanish is available for eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

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.

Students in Foster Care

In an effort to provide educational stability, the District will assist any student who is currently placed or newly placed in foster care (temporary or permanent custody of the state, sometimes referred to as substitute care) with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the District.

Please contact Eric Haugeberg, who has been designated as the District's foster care liaison, at (254) 215-6792 with any questions.

Substance Abuse Prevention and Intervention

If you are worried that your student may be using or is in danger of experimenting, using, or abusing illegal drugs or other prohibited substances, please contact the school counselor. The school counselor can provide you with a list of community resources that may be of assistance to you. The Texas Department of State Health Services (DSHS) maintains information regarding children's mental health and substance abuse intervention services on its website: Services for Children and Adolescents.

Suicide Awareness

The District is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your student, please access Texas Suicide Prevention or contact the school counselor for more information related to suicide prevention services available in your area.

Summer Programs

Students who do not meet the requirements of the district promotion policy may be required to attend summer school. Students with excessive absences may be required to participate in attendance make-up activities or attend after-school sessions in order to be promoted to the next grade level. Students not meeting mastery of skills and grade level standards may be required to attend summer school. Students who fail either the 5th grade Mathematics or Reading STAAR test will be required to attend Student Success Initiative (SSI) summer remediation. Tardies

Tardiness means not being in the classroom when the tardy bell has finished ringing at 7:35AM. Tardiness disrupts instruction for both the tardy student and others in the classroom. If a student is tardy to school or to class, it will be documented and the student will be subject to disciplinary action. Car trouble or missing the school bus are not acceptable excuses for arriving on campus late. A student arriving on campus late must first report to the campus administrative office with a parent to sign them in.

Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials

Textbooks and other district-approved instructional materials are provided to students free of charge for each subject or class. Any books must be treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher.

Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damages paid for by the parent; however, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

- It is the duty of the student to protect their books or electronic equipment, keep them clean, and keep them in good condition at all times.
- Books or electronic equipment found in lockers, other than owners' books or electronic equipment, should be brought to the office. Books or electronic equipment left lying around the campus or buildings will be brought to the office.
- Lost or damaged books or electronic equipment must be paid for in accordance with the nature of damage. Until lost or damaged books or electronic equipment are paid for, the student's grades, report card and other records may be withheld.
- Failure to pay for lost or damaged textbooks or electronic equipment may forfeit the student's privilege of having textbooks or electronic equipment issued for home use. Textbooks or electronic equipment would then be available for use in the classroom only.
- Lost textbooks or electronic equipment will be paid for in the principal's office. A receipt will be given to the student, and the teacher will issue a book.

Until lost or damaged books/electronic equipment are paid for, the students' grades, report cards, class schedules and other records may be withheld.

Transfers

The principal is authorized to transfer a student from one classroom to another. Students will have the absences accumulated in the class from which they transferred carried forward into the class they enter.

Transportation

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. As approved by the principal, a coach or sponsor of an extracurricular activity may establish procedures related to making an exception to this

requirement when a parent requests that the student be released to the parent or to another adult designated by the parent.

Buses and Other School Vehicles

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students.

Bus routes and stops will be designated annually, and any subsequent changes will be posted at the school and on the District's website. For the safety of the operator of the vehicle and all passengers, students must board buses or other vehicles only at authorized stops, and drivers must unload passengers only at authorized stops.

A parent may also designate a licensed child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her student. Parents may not use a child care facility as the pick up or drop off location in order to secure transportation. The designated facility or residence must be on an approved stop on an approved route in the attendance zone of the student's school. Students may not have more than one designated pickup or drop-off locations. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact the campus who will notify the Department of Transportation.

At Wheatley Alternative Education Center, transportation is only provided in the afternoon.

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

- Follow the driver's or attendant's directions at all times.
- Enter and leave the vehicle in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the vehicle 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 vehicle.
- Not possess or use any form of tobacco or e-cigarettes in any district vehicle.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten their seat belts, if available.

- Wait for the driver’s signal upon leaving the vehicle and before crossing in front of the vehicle.
- Follow any other rules established by the operator of the vehicle.

Misconduct will be punished in accordance with the Student Code of Conduct and the Temple ISD Bus Rider Handbook; the privilege to ride in a district vehicle, including a school bus, may be suspended or revoked.

Students will be charged for the cost of the repairs due to vandalism of the bus. Bus services may be discontinued until restitution has been made.

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 and audio recording equipment is used to monitor student behavior, including on buses and in common areas on campus. Students will not be told when the equipment is being used.

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

Upon request of a parent of a student who receives special education services, a staff member, or a board member, state law requires the District to place video and audio recording equipment in a classroom in which the student spends at least 50 percent of his or her instructional day, referred to in the law as a self-contained classroom. The majority of students in this type of classroom must also be students who receive special education services. Before the District places a video camera in a classroom or other setting in which your student receives special education services, the District will provide notice to you. Please speak directly with the principal for further information or to request the installation and operation of this equipment.

Visitors to the School

General Visitors

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the main office and must comply with all applicable district policies and procedures including the presentation of a photo ID which will be scanned into the Visitor Management System. The

Visitor Management System will also print a visitor's badge for parents wishing to enter the school beyond the administrative offices.

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. Even if the visit is approved prior to the visitor's arrival, the individual must check in at the main office first.

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

Unauthorized Persons

In accordance with state law, a school administrator, school resource officer (SRO), or district police officer has the authority to refuse entry or eject a person from district property if the person refuses to leave peaceable on request and

- The person poses a substantial risk of harm to any person; or
- The person behaves in a manner that is inappropriate for a school setting and the person persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

Appeals regarding refusal of entry or ejection from district property may be file in accordance with board policy.

Visitors Participating in Special Programs for Students

The District may invite representatives from patriotic societies to present information to interested students about membership in the society.

On Career Days, the District invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

Registered Sex Offenders on District Premises

The Temple Independent School District strictly forbids registered sex offenders (RSO) from entry on property, vehicles, equipment, or facilities owned, leased or operated by or on behalf of the Temple ISD except for school board meetings, voting in elections or attending a scheduled parent-teacher or administrator meeting regarding their student (which they are the parent, guardian, or person having lawful custody).

When entering the campus at which the student is enrolled, a RSO must proceed directly without pause or delay to the administrative offices of the campus and must be supervised by the appropriate district personnel at all times. It is the intention of the Temple ISD to prosecute violations of this prohibition to the fullest extent of the law.

Volunteers

Parents are encouraged to contact their student's campus to inquire about volunteering opportunities within the District. According to law, districts are required to obtain criminal history information on volunteers. Temple ISD considers a volunteer to include any person who is not an employee of the District who will be working with students. Please contact the campus principal for further information.

Withdrawing from School

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

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

Glossary

Accelerated instruction is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level and/or as a result of a student not meeting the passing standard on a state-mandated assessment.

ACT-Aspire refers to an assessment that took the place of ACT-Plan and is designed as a preparatory and readiness assessment for the ACT. This is usually taken by students in grade 10.

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

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

Attendance review committee is responsible for reviewing a student's absences when the student's attendance drops below 90 percent, or in some cases 75 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 or a final grade lost because of absences.

CPS stands for Child Protective Services.

DAEP stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct.

DFPS is the Texas Department of Family Protective Services.

DPS stands for the Texas Department of Public Safety.

EOC assessments are end-of-course tests, which are state-mandated, and are part of the STAAR program. Successful performance on EOC assessments are required for graduation. These examinations will be given in English I, English II, Algebra I, Biology, and U.S. History.

ESSA is the Every Student Succeeds Act passed by the federal government in December 2015.

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

IEP is the written record of the individualized education program prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP

contains several parts, such as a statement of the student's present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services to be provided, and program modifications or support by school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; accommodations for state or districtwide tests; whether successful completion of state-mandated assessments is required for graduation, etc.

IGC is the individual graduation committee, formed in accordance with state law, to determine a student's eligibility to graduate when the student has failed to demonstrate satisfactory performance on no more than two of the required state assessments.

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.

PGP stands for Personal Graduation Plan, which is required for high school students and for any student in middle school who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

PSAT is the preparatory and readiness assessment for the SAT. It also serves as the basis for the awarding of National Merit Scholarships.

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.

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

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

STAAR is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments.

STAAR Alternate 2 is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student's ARD committee.

STAAR Spanish is an alternative state-mandated assessment administered to eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

State-mandated assessments are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion, and passing the STAAR EOC assessments 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 and identifies the circumstances, consistent with law, when a student may be removed from a classroom, campus, or district vehicle. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP. It outlines conditions for out-of-school suspension and for expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

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

TSI assessment is the Texas Success Initiative assessment designed to measure the reading, mathematics, and writing skills that entering college-level freshmen students should have if they are to be successful in undergraduate programs in Texas public colleges and universities.

TxVSN is the Texas Virtual School Network, which provides online courses for Texas students to supplement the instructional programs of public school districts. Courses are taught by qualified instructors, and courses are equivalent in rigor and scope to a course taught in a traditional classroom setting.

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

Appendix: Freedom from Bullying Policy

Policy FFI(LOCAL) adopted on August 16, 2012.

BULLYING PROHIBITED

The District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process set out in this policy is a violation of District policy.

DEFINITION

Bullying occurs when a student or group of students who are on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the District engages in written or oral expression, expression through electronic means, or physical conduct that:

1. Exploits an imbalance of power between the student perpetrator and the student victim through written or oral expression or physical conduct and interferes with a student's education or substantially disrupts the operation of a school; and
2. Such conduct:
 - a. Has the effect or reasonably will have the effect of physically harming a student, damaging a student's property, or placing a person in reasonable fear of harm to the student's person or of damage to the student's property; or
 - b. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

RETALIATION

The District prohibits retaliation by a student or District employee against any person who, in good faith, makes a report of bullying, serves as a witness, or otherwise participates in an investigation under this policy.

FALSE CLAIM

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying under this policy is subject to appropriate discipline.

TIMELY REPORTING

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly re-report may impair the District's ability to investigate.

REPORTING PROCEDURES

STUDENT REPORT

To obtain intervention and assistance, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District professional employee.

EMPLOYEE REPORT

Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall promptly notify the principal or designee.

REPORT FORMAT

A report may be made orally or in writing. If a report is made orally, the principal or designee shall prepare a written report from the oral information.

INVESTIGATION OF REPORT

The principal or designee shall determine whether the allegations, if proven, would constitute prohibited conduct under FFH(LOCAL), Freedom from Discrimination, Harassment, and Retaliation. If so, the matter shall be referred to the appropriate District official, as set out in FFH(LOCAL), for processing in accordance with that policy. If not, the principal or designee shall conduct an investigation based on the allegations of bullying. If appropriate, the principal shall promptly take interim action calculated to prevent bullying during the course of the investigation.

If the District official determines that the alleged conduct, if proven, would not be a violation of this policy or of policy FFH, the District official shall so notify the complainant/reporter in writing and dis-miss the complaint.

CONCLUDING THE INVESTIGATION

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall include a determination of whether bullying occurred. If the alleged victim is facing possible disciplinary action based on a physical interaction or altercation with the alleged perpetrator, the report shall include a determination whether the victim used reasonable self-defense. A copy of the report will be filed with the Superintendent or other appropriate administrator. The principal shall also communicate a summary of the report and its conclusions to the complainant.

NOTICE TO PARENTS

If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of both the victim and the perpetrator.

DISTRICT ACTION

BULLYING

In no circumstance shall the District be required to inform the complainant of the specific disciplinary or corrective action taken.

If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.

STUDENTS WITH DISABILITIES

Before a student with disabilities is disciplined for engaging in bullying, the District shall comply with state and federal requirements related to discipline of students with disabilities.

COUNSELING

If the results of the investigation indicate bullying occurred, the principal or designee shall inform the victim, the perpetrator, and any witnesses of District counseling options available to them.

TRANSFERS

If the results of the investigation indicate bullying occurred, policy FDB will apply to any transfer request.

IMPROPER CONDUCT

If the investigation reveals improper conduct that was not “bullying,” the District may nonetheless take appropriate disciplinary action consistent with the Student Code of Conduct or other corrective action to address the conduct.

CONFIDENTIALITY

To the extent possible, the District shall endeavor to protect the privacy of the complainant, persons against whom the complaint is brought, and witnesses. However, limited disclosures may be necessary in order to conduct a thorough investigation.

APPEAL

A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.

RECORDS RETENTION

The District shall retain records of the complaint and investigation in accordance with CPC(LOCAL).

ACCESS TO POLICY AND PROCEDURES

Temple ISD Elementary School Parent and Student Handbook

Information regarding this policy and any related procedures shall be included annually in the employee and student handbooks. The policy and procedures shall be posted on the District's Web site; a copy may also be obtained at each campus and the District's administrative offices.