

Adrian  
Independent School District  
2017-2018  
Student Handbook



Reviewed by the Adrian ISD Board of Trustees  
September, 2017

# Table of Contents

---

<b>Purpose and Organization</b> .....	<b>4</b>
<b>Acknowledgement</b> .....	<b>5</b>
<b>Required Legal Notices</b> .....	<b>6</b>
<b>Directory Information</b> .....	<b>8</b>
<b>General Information</b> .....	<b>14</b>
2017-2018 School Calendar.....	14
Student’s Legal Name.....	14
Admission, Release, Withdrawal .....	14
Attendance Zones .....	<b>Error! Bookmark not defined.</b>
Certain Transfers—Victims of Bullying and Sexual Assault or Students Who Have Engaged in Bullying .....	16
Release During the School Day.....	16
Withdrawing from School.....	17
Attendance Requirements .....	17
Attendance and Credit.....	19
Conduct and Discipline .....	20
Dress and Grooming Code .....	21
Harassment or Bullying of Students.....	24
Searches of Students, Lockers, and Vehicles on School Property.....	25
Questioning Students at School.....	25
Pledges, Minute of Silence, Prayer, and Meditation .....	26
<b>Curriculum and Programs</b> .....	<b>26</b>
General Curriculum Information .....	26
Structured Physical Activity .....	27
Special Programs .....	27
Counseling Programs and Services .....	28
Testing and Assessment Programs.....	29
Grading and Report Cards .....	29
Promotion, Retention, Award of Credit .....	30

Library Facilities, Hours, and Access .....	30
Educational Technology and Acceptable Use .....	30
<b>Of Special Interest to Students .....</b>	<b>32</b>
Extracurricular Activities.....	32
Student Publications/Distribution of Materials.....	34
Parking/Driving at School .....	37
Graduation Plans .....	37
Graduation Honors/Class Ranking.....	39
Graduation Exercises .....	39
<b>Of Special Interest to Parents .....</b>	<b>41</b>
Parent Rights .....	41
Visiting School .....	42
Complaint Process .....	43
Student Health Concerns.....	44
Student Illness or Injury at School.....	45
Administering Medicine at School .....	46
Lost, Damaged, or Stolen Personal Items .....	47
Telephone Use.....	48
Parent Organizations/Volunteer Opportunities .....	48
Transportation Program.....	49
Authorized Fees.....	49
Food Service/Free and Reduced-Price Food Program.....	50

## PURPOSE AND ORGANIZATION

The purpose of this Student Handbook is to give Adrian ISD students and their parents an understanding of the general rules and guidelines for attending and receiving an education in our schools.

The Handbook is organized in the following sections:

- Required Legal Notices and Information
- General Information about Admission, Attendance, and Conduct
- Curriculum and Program Information
- Of Special Interest to Students
- Of Special Interest to Parents

When the Handbook uses “we” or “our,” it means the school district and/or school administrators. When the Handbook uses “you” or “your,” it means the parent, legal guardian, or person who has accepted responsibility for a student, at least in regard to school matters. From time to time, the Handbook will use more general terms, such as “parents” and “school officials.” Regardless of the particular terminology, our intention is to speak directly to you as the adults who are responsible for working with us, the school officials, to make your children’s experience with the Adrian public schools a positive educational experience.

The Student Handbook has been developed by school district administrators with the assistance of teachers, students, and parents. The content is reviewed by the Board of Trustees and is intended to be consistent with formally adopted school board policies. If there is an apparent contradiction between information in the Handbook and a formally adopted board policy, the school administration will interpret the Handbook in a way that is consistent with policy and may request guidance from the Board of Trustees.

**The Student Handbook is not a contract between the school and parents or students.** It can be amended at any time at the discretion of the school district. If the district makes changes to the Handbook during a school year, the administration of the district and the campus will communicate those changes in ways that are designed to inform parents and students of the new or revised information.

# ACKNOWLEDGEMENT

Dear Student and Parent:

The Adrian Independent School District provides this Student Handbook to parents and students to provide you with information about the general rules and guidelines for attending and receiving an education in our schools.

We urge you to read this publication thoroughly and to discuss it among your family. If you have any questions about the information here, we encourage you to ask for an explanation from the student's teacher, the school counselor, or campus administrator.

The student and parent should each sign this page on the space provided below, then return the page to the student's school. Thank you.



-----  
**We acknowledge that we have received the Adrian ISD Student Handbook for the 2017-18 school year, and that we are responsible for reading and understanding the information contained here.**

Student's Name: \_\_\_\_\_  
(Please print)

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Name: \_\_\_\_\_  
(Please print)

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School: \_\_\_\_\_ Grade Level: \_\_\_\_\_

## REQUIRED LEGAL NOTICES

**Nondiscrimination:** Adrian ISD does not discriminate in its educational programs and services, including its career and technology education programs, on the basis of sex or gender (including pregnancy), race, religion, color, national origin, or disability. The District complies with Title IX of the Education Amendments of 1972 and with Section 504 of the Rehabilitation Act of 1973, as amended. Any questions or concerns about the district's compliance with these federal programs should be brought to the attention of the person shown below as Title IX or Section 504 Coordinator.

The Title IX Coordinator for the school district is Steve Reynolds, whose office is located at 301 E. Matador Drive and who can be reached by telephone by calling (806) 538-6203.

The Section 504 Coordinator for the school district is Abby King whose office is located at 301 E. Matador Drive and who can be reached by telephone by calling 538-6203.

### **Homeless Liaison and Title I Participants**

Angela Carnes is our liaison for services to students who are determined to be homeless, as defined by federal law. If you believe your child may be eligible for services or assistance, contact Angela Carnes at 538-6203.

Maritssa Flores is our Parent Involvement Coordinator who works with families and children participating in Title I programs. If you have questions about the program or need assistance related to the program, contact Maritssa Flores at (806) 538-6203.

**Family Educational Rights and Privacy Act:** The school district creates and keeps general education records for all students enrolled in district schools. Those records are confidential and generally are available only to parents and school personnel or other people who are acting on behalf of the school district. When we say "parents" have a right of access to and copies of all education records pertaining to their children, we mean all biological or legal parents—whether married, divorced, or separated—and any other person with whom the child resides and who is acting as a parent in the absence of the child's parent or legal guardian.

Parents control the access to their children's education records until the child becomes an adult at age 18. When the child reaches age 18, he or she controls the access to his or her records and is the one who can consent to the release of the records to other persons. However, parents continue to have a right to see and obtain a copy their children's education records so long as the child is a dependent for federal income tax purposes, even if the child does not want them to.

If a parent wants to see or obtain a copy his or her child's education records, he or she should contact the principal of the child's school if the child is currently enrolled.

If the child has withdrawn or graduated, parents should contact the school superintendent for access to records. Records can be reviewed in administrative offices during regular office hours, from 8:00 a.m. to 3:30 p.m., and someone will be available to answer questions about the records.

Originals cannot be removed from an administrator's office. Copies will be provided to parents within a reasonable time after parents have made a written request for copies. Parents will be charged the district's usual copying fees for copies; however, if the student is eligible for free or reduced price lunches and the parents cannot come to school to review the records, the school will provide one copy of the requested records at no charge.

If you disagree with information in your child's records or believe some information is inaccurate, you can ask for a correction. If the principal does not make the correction, you can ask for a hearing with the superintendent to explain why you believe the record is wrong or misleading. If the superintendent does not direct an amendment to be made, you have 30 days to place a comment in the student's record about the information. **Under no circumstances can students or parents use this process to challenge a grade recorded for a student.**

Because parents generally control access to their children's education records, the district ordinarily will not permit access to or copies of education records without at least one parent's written authorization to release the records. **However, under some circumstances, the district can and will provide access to or copies of education records without parent authorization. The most common circumstances are these:**

- The district will forward education records on request to a public or private school or institution of higher education in which the student seeks or intends to enroll.
- The district may disclose education records to a contractor, consultant, volunteer, or other person who is performing services for the district, who is under the district's control related to the use of the records, and who has complied with district limitations on the re-disclosure of personally identifiable information from education records.
- The district will comply with a lawful subpoena for student education records, but will make reasonable efforts to notify the parents before complying, unless the subpoena indicates that parents should not be notified.
- The district will release directory information about students to any person who submits a written request for the information, as provided in the DIRECTORY INFORMATION notice included in this Student Handbook.
- The district will release educational records to a juvenile justice agency in accordance with an agreement between the district and the agency. The information will be released before the student is adjudicated and will be provided so that the juvenile agency can appropriately serve the student.

- The district will release educational records to “school officials,” meaning any employees, trustees, or agents of the district, including persons employed in shared services arrangements or cooperatives of which the district is a member, school volunteers, parents or students serving on official committees, and the district’s legal counsel, who have a “legitimate educational interest” in the records, meaning they are persons who work directly with your child at school or any school activity, including officials involved in disciplinary or academic decisions affecting your child directly, persons who are compiling statistical data for the district, who are reviewing such records to fulfill their employment responsibilities, or who are investigating or evaluating district programs.

If you want to review the school’s entire policy regarding student records, please contact the campus principal, who will be glad to provide a copy for you and to answer any questions you may have about the policy or this notice. You may also view or download the policy (coded FL (LEGAL) and (LOCAL)) from the District’s online policy manual. If you believe the district is not following the law regarding student records, you have the right to file a complaint with the United States Department of Education, Family Policy Compliance Office.

## **DIRECTORY INFORMATION**

**Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting information unless the parent or guardian objects to the release of the directory information about the student.**

**If you do not want Adrian ISD to disclose directory information from your child’s education records without your prior written consent, you must notify the district in writing by September 12, 2017.**

**Adrian ISD has designated the following information about your child as directory information: name, address, telephone listing, school e-mail address, photograph, degrees, honors, awards received, date of birth, place of birth, major field of study, dates of attendance, grade level, most recent school attended, security recordings unless used to impose discipline, participation in officially recognized activities and sports, height & weight of members of athletic teams.**

If you DO NOT want us to release ANY information about your child without your written consent, check this box and return the form by September \_\_\_\_\_, 2017.

We have designated the following categories of information as pertinent to limited school-sponsored purposes. “School-sponsored purposes” means for publication in a student directory, a school yearbook, or official school publications including the school’s website and programs for school-sponsored events.



<input type="checkbox"/> Name	<input type="checkbox"/> Address
<input type="checkbox"/> Telephone listing	<input type="checkbox"/> School electronic mail address
<input type="checkbox"/> Photograph	<input type="checkbox"/> Degrees, honors, awards received
<input type="checkbox"/> Grade level	<input type="checkbox"/> Most recent school attended
<input type="checkbox"/> Participation in officially recognized activities and sports	<input type="checkbox"/> Height & weight of members of athletic teams

- If you CONSENT to the use of all of the above-listed items for limited school-sponsored purposes ONLY, check this box and return this form to us by September \_\_, 2017.
- If you CONSENT to the use of some but not all of the above listed items for limited school-sponsored purposes ONLY, check this box AND the categories for which you are providing consent and return this form to us by September \_\_\_\_\_, 2017.

Adrian ISD receives federal funds under the Elementary and Secondary Education Act of 1965 (20 U.S.C. § 6301 et seq.), and we are therefore required to disclose your secondary (grades 7-12) child's name, address, and phone number to a military recruiter or institution of higher education, on their request, unless you have told us that you do not want that information released without your prior written consent. Please note that you may not selectively withhold this information from military recruiters but provide it to institutions of higher education.

If you DO NOT want us to release your secondary school (grades 7-12) child's name, address, and telephone number to a military recruiter or institution of higher education, check this box.

\_\_\_\_\_  
Student's Name (printed)

\_\_\_\_\_  
Parent/Guardian Name (printed)

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

**Protection of Pupil Rights Amendment:** We do not require students to participate in any surveys that are funded with any U.S. Department of Education funds that concern the following topics unless you (or your child if he or she is an adult) give us your prior consent. You will also have the opportunity to inspect the survey in advance. If we administer surveys that concern any of these topics that are funded from other sources, we will give you advance notice of the survey, allow you an opportunity to inspect the survey, and give you an opportunity to opt-out of the survey. The topics that are covered by this notice are:

1. political affiliations or beliefs of the student or his or her parent;
2. mental or psychological problems of the student or his or her family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of others with whom the responding students have close family relationships;
6. legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. religious practices, affiliations, or beliefs of the student or his or her parent; or
8. income, other than as required by law to determine program eligibility.

**Invasive Examinations or Screenings:** We do not perform any invasive physical examinations or screenings as a condition of attendance. We do perform vision, hearing, and scoliosis screenings, as required by state law. Please contact the principal if you have questions regarding those screenings.

**Teacher Qualifications:** You may request the following information, which we will provide to you in a timely manner:

1. Whether your child's teacher(s) have met state qualification and licensing criteria for their grade levels and subject areas.
2. Whether your child's teacher(s) are serving under emergency or other provisional status that is less than full state certification.
3. The bachelor's degree major of your child's teacher(s) and any graduate degrees held, and the field of certification or degree.
4. Whether your child receives services from paraprofessionals and, if so, their qualifications.

**Providing Assistance to Students Who Have Learning Difficulties or Who Need Special Education Services:** If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other 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.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within 45 school days of the date of the district receives the written consent, except that if a student has been absent from school during that period on three or more school days, that period must be extended by a number of school days equal to the number of school days during that period on which the student has been absent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with prior written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. The District is required to give parents the *Notice of Procedural Safeguards—Rights of Parents or Students with Disabilities*. Additional information regarding the IDEA is available from the school district in a companion document *A Guide to the Admission, Review, and Dismissal Process*.

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

- Texas Project First
- Partners Resource Network

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

Contact Person: Abby King, Kristin Payne, Terri Moss

Phone Number: 806 538-6203, 806 267-2123, 806 322-1179

## **Bacterial Meningitis Information: What is meningitis?**

Meningitis is an inflammation of the covering of the brain and spinal cord---also called the meninges. It can be caused by viruses, parasites, fungi, and bacteria. Viral (aseptic) meningitis is common; most people recover fully. Medical management of viral meningitis consists of supportive treatment and there is usually no indication for the use of antibiotics. 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 bacteria that cause meningitis: - *Strep pneumoniae* causes pneumococcal meningitis; there are over 80 subtypes that cause illness - *Neisseria meningitidis*—Meningococcal meningitis; there are 5 subtypes that cause serious illness—A, B, C, Y, W-135

## **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, but any of the following are possible. Children (over 1 year old) and adults with meningitis may have:

- Severe headache
- High temperature
- Vomiting
- Sensitivity to bright lights
- Neck stiffness, joint pains
- Drowsiness or confusion

*\*In both children and adults, there may be a rash of tiny, red-purple spots or bruises caused by bleeding under the skin. These can occur anywhere on the body. They are a sign of blood poisoning (septicemia), which sometimes happens with meningitis, particularly the meningococcal strain.*

### **What is the risk of getting bacterial meningitis?**

The risk of getting bacterial meningitis in all age groups is about 2.4 cases per 100,000 population per year. However, the highest risk group for the most serious form of the disease, meningococcal meningitis, is highest among children 2 to 18 years old.

### **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, such as deafness, blindness, amputations or brain damage (resulting in mental retardation or paralysis) even with prompt treatment.

### **How is bacterial meningitis spread?**

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes). The germ **does not** cause meningitis in most people. Instead, most people become **carriers** of the germ for days, weeks or even months. Being a carrier helps to stimulate the body's natural defense system. The bacteria rarely overcomes the body's immune system and causes meningitis or another serious illness.

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

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. Vaccines against pneumococcal disease are recommended both for young children and adults over 64. A vaccine against four meningococcal serogroups (A, C, Y, W-135) is available. These four groups cause the majority of meningococcal cases in the United States. This vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

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

*Seek prompt medical attention.*

### **How is bacterial meningitis diagnosed?**

The diagnosis is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood. Spinal fluid is obtained by a lumbar puncture (spinal tap).

### **For more information**

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine.

Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: [www.cdc.gov](http://www.cdc.gov) and the Texas Department of Health: [www.tdh.state.tx.us](http://www.tdh.state.tx.us).

**Pest Control:** Periodically, district buildings and grounds are treated by licensed or trained individuals to control unwanted pests, such as insects and rodents. We will post notices of those treatment dates as required by law and will schedule treatment times when students or employees are least likely to be in the building or on the grounds.

**Asbestos Management Plan:** The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations addressing asbestos that may have been used in District facilities, is available in the Superintendent's office during regular business hours, \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m., Monday through Friday. If you have any questions, please contact \_\_\_\_\_, at \_\_\_\_\_.

# GENERAL INFORMATION

## **2017-2018 School Calendar**

You can access the Adrian ISD 2017-2018 School Calendar at this website:

<http://www.adrianisd.net/admin/adrian%20school1718.pdf>

## **Student's Legal Name**

While we recognize that there are circumstances when a parent may wish his or her child to be enrolled under a name other than the child's legal name, we are required to maintain all school records for your child under the child's legal surname as shown on the birth certificate or other recognized document to prove the child's identity or as shown in a court order changing the child's name.

## **Admission, Release, Withdrawal**

[\(Admission Application Questions and Residency Power of Attorney forms available\)](#)

These are the basic requirements for admission to district schools:

1. The student lives in the district with a parent or legal guardian or one of the student's parents lives in the district, even if the student does not live with that parent.
  - To be eligible for admission based on just the parent's residence in the district, the court that issued a final order in a divorce proceeding must have designated that parent as a managing or possessory conservator for the child.
  - The parent enrolling a student based on only the parent's residence in the district must provide a copy of a current order, signed by the judge and showing a file stamp from the court, designating the parent as a managing or possessory conservator.
2. The student is under age 18 and, subject to District policy at FD (LOCAL) and FDA (LOCAL), lives in the district with an adult resident of the district who has accepted a Power of Attorney from the child's parent or legal guardian or **adult caregiver** who has accepted responsibility for the child by an Authorization Agreement in compliance with Texas Family Code § 34.002. The school district has Power of Attorney forms to be completed by both the parent and the person the student lives with.
3. The student is under age 18 and does not reside in the district, but a grandparent who provides a substantial amount of after-school care for the person resides in the district. "Substantial amount of after-school care" means the grandparent provides after-school care for the student at least four days each school week.

4. Students under the age of 18 must be enrolled by a parent, legal guardian, or adult resident who has a valid Power of Attorney for the student. Students who are 18 or older, who are legally married, or who have ever been legally married, and who have not graduated from high school can enroll themselves.
5. The adult enrolling the student must present current immunization records or show proof that the required immunizations have been begun.
6. No later than 30 days after a student has been enrolled, the adult enrolling the student must provide a copy of a birth certificate or other acceptable identification for the child and copies of the education records from the school the child last attended.

We do not admit underage students to school. Your child must be 5 years old on or before September 1 of the current school year to be admitted to kindergarten. To be admitted to first grade, your child must be 6 years old on or before September 1 of the current year or must have completed kindergarten, or been enrolled in first grade, in the public schools of another state.

We do not ordinarily admit overage students to school. However, a student who is 21 or younger and who has completed a GED program, but has not graduated from any high school, will be admitted.

As part of our dropout recovery programs, we may admit someone between the ages of 21 and 26 for the purpose of completing the requirements for a high school diploma. A student admitted for this purpose and who has not attended school in the preceding three years will not be placed in a classroom setting, cafeteria, or other school-sanctioned activity with a student who is 18 or younger; however, those students remain free to attend all school-sponsored events that are open to the public.

The application for admission and enrollment forms are official government records, and it is a crime to provide false information of any kind or false records for identification. School officials can ask parents or another adult enrolling a student to provide some evidence that they are bona fide residents of the school district. As required by law, we will record the name, address, and date of birth of the person enrolling a student.

At the time of enrollment, we will request that you disclose whether your child has a food allergy or a severe food allergy (including the food to which the child is allergic and the nature of the allergic reaction) that, in your judgment, should be disclosed so that district officials may take necessary precautions regarding the child's safety. This information is confidential and will be disclosed only to those employees who need the information to appropriately care for your child.

If school officials have reason to question the legitimacy of a child's residency information, they can investigate to determine the student's actual place of residence. If the district finds that a student is not really a district resident, the student will be withdrawn, and school officials will take the necessary legal steps to

recover the maximum tuition fee the school district can charge or the amount the board of trustees budgets as an expense per student.

### **Certain Transfers—Victims of Bullying and Sexual Assault or Students Who Have Engaged in Bullying**

If you believe that your child is the victim of bullying (see the definition in the Student Code of Conduct), you may request a transfer to another classroom at the same campus or to another campus within the school district. If we verify that your child is the victim of bullying, the transfer will be made. If the transfer is to another campus, we will not provide transportation to that campus. Our decision on this kind of transfer is final and cannot be appealed to the board or any other authority.

If your child is determined to have engaged in bullying of any other student, he or she may be transferred to another classroom at the same campus or to another campus. We will consult with you about the transfer before it is accomplished.

If another student in the district is convicted of committing continuous sexual abuse of a young child or children or convicted and placed on deferred adjudication for a sexual assault or aggravated sexual assault against your child (see definitions in the Student Code of Conduct), you may request that your child be transferred to a neighboring school district, and the request will be granted. We will not provide transportation to the new campus. If you do not want to transfer your child, we will take appropriate steps regarding the other student to ensure that both students are not assigned to the same campus. Our decision on this kind of transfer is final and cannot be appealed to the board or any other authority.

### **Release During the School Day**

Students will be allowed to leave school during the school day only with the permission of the principal or someone in the principal's office who has been given the authority to release students. Parents cannot go directly to their children's classroom and take the child away from school during the day. Teachers do not have the authority to let children leave their classroom with anyone. If you need to take your child from school before the end of the school day, such as for a medical appointment or a family emergency, you should go to the principal's office and sign the child out. The teacher will send the child to the principal's office, and she or he will be released to you at that time.

At the time children are enrolled, the parent or other adult completing the enrollment forms should list those people who are authorized to pick up children during the school day. **Unless the principal has a current court order signed by a judge, showing an official file stamp with the court and indicating that a parent's right of access to and possession of his or her children has been limited in some way, the principal will release children to either parent.**



Students will not ordinarily be released during the school day to participate in private lessons or other instruction. If you believe you have a special situation that would warrant an exception to this rule, please contact the campus principal to schedule a conference about your situation.

### **Withdrawing from School**

Children who are under age 18 will not be permitted to withdraw from school unless a parent, legal guardian, or other adult with responsibility for the child comes to the school to complete the necessary forms. Students must return all textbooks and instructional technology issued to them and clear any library fines and other outstanding fees in order for the school to release an official copy of the student's records to the parents or to another school district.

Students who are age 18 or older, who are legally married, or who have ever been legally married are adults and can withdraw themselves from school.

### **Attendance Requirements**

State compulsory attendance laws generally require all children between the ages of six and 19 to attend school each day that school is in session. A student who is younger than six and has ever been enrolled in the first grade is required to attend school. Once a parent enrolls a child in kindergarten or pre-kindergarten, the child is required to attend school that school year.

A student who voluntarily remains enrolled after the age of 19 is required to attend school. A student who is at least 19 years old and under the age of 21 will be required to attend school until the end of the school year.

If a 19-year-old student has more than five unexcused absences in a semester, we may revoke his or her enrollment for the rest of the school year, but will not take such action on a day when the student is physically present at school. We will issue a warning notice to the student after the third unexcused absence that enrollment may be revoked for the remainder of the school year if the student has more than five unexcused absences in a semester.

If we revoke enrollment, the student will be treated as an unauthorized person and may be arrested for trespassing if he or she comes on school property.

Regular attendance is critical to your child's success in school. It is also critical to the school district's success because it is a factor in the district and campus rating under the state accountability system and is a significant factor in the amount of state financial aid the district is entitled to receive.

School officials aggressively enforce the state compulsory attendance laws. If your child, age 12 or older, is absent three or more days or partial days during a four-week period, but has not had absences that would require a referral to truancy court, we will implement truancy prevention measures in hope of minimizing the need to refer your child to truancy court. If your child age 12 or older is absent from school on 10

or more days or partial days within a six-month period in the same school year, you will be referred for prosecution for contributing to truancy and your child will be referred to truancy court, unless the truancy is a result of your child's pregnancy, assignment to a state foster program, homelessness, or being the principal income earner for your family.

You will be notified when your child has three unexcused absences within a four-week period or less to advise you that you must monitor your child's attendance, to inform you that you may be prosecuted, and to request a conference to discuss the absences. Every day that a child is out of school in violation of compulsory attendance laws is a separate offense. You may be assessed a fine for each offense and may also be ordered to participate in a class designed to help you make sure your child attends school as required.

Of course, there are times that children are sick or have other legitimate reasons for being absent from school. Regardless of the age of your child, if she or he is sick and will not be at school that day, you should call the school office to let them know of the absence. Whenever a child is absent from school for any reason, she or he should bring a note signed by you explaining the reason for the child's absence when she or he returns to school. The principal or someone acting for the principal will make the final decision whether an absence is classified as excused or unexcused.

If the child does not bring a signed note, the absence will be classified as unexcused. Students ordinarily will not be permitted to make up missed work for credit if the absence is unexcused.

Although students who are married are legally adults, this fact does not mean that they are not legally required to attend school until they are age 19. We will work aggressively with local authorities to make sure that all students who are within compulsory attendance requirements come to school.

**Doctor and Dental Appointments:** Absences for appointments with doctors, dentists, orthodontists, physical therapists, and other health care professionals will be classified as excused absences if the student returns to school on the same day as the appointment and presents a note from the health care provider stating the time of the appointment and the time the student left the doctor's office. If the appointment is at the end of the school day and the student has been at school all day up to that time, the absence will be excused if the student brings a note from the health care provider the following day. These excused absences include those for a student diagnosed with autism spectrum disorder to attend appointments with health care practitioners to receive a generally recognized service for persons with that diagnosis, such as applied behavioral analysis, speech therapy, and occupational therapy. This provision also applies to excuse the absences of students who are parents and are absent to take the student's child for a medical appointment.

**Religious Holidays:** Absences for religious holy days, including up to two days of travel time if necessary, will be classified as excused absences.

**Court Appearances:** Absences for required court appearances will be classified as excused absences upon presentation to the campus attendance official of a copy of the document requiring the student's appearance in court.

**Foster Care Activities:** Absences for court-required activities attendant to the student's being in foster care will be classified as excused absences upon presentation to the campus attendance official of a copy of the document requiring the student's attendance at the activities, provided it is not practicable to schedule the activity outside of school hours. Absences are also excused if they are required under a foster care service plan.

**Sounding "Taps" at a Veteran's Funeral:** Absences by students in grades 6-12 for the purpose of sounding "Taps" at a veteran's funeral with military honors may be excused upon verification that the student provided the service noted.

**Citizenship/Naturalization Activities:** Absences for appearing at a government office to complete citizenship application paperwork and for taking part in a United States naturalization oath ceremony will be excused upon verification of the student's participation.

**Enlistment in Armed Services or National Guard:** No more than four absences in the period a student is enrolled in high school will be excused for a student who is 17 years of age or older in order for the student to pursue enlistment in a branch of the armed services of the United States or the Texas National Guard. The absence will be excused upon verification that the student did pursue such enlistment.

**Military Deployment:** No more than five absences in a school year for visiting with a student's parent, stepparent, or legal guardian who is on active duty and who is called to duty for, on leave from, or immediately returned from a continuous deployment of at least four months away from the person's regular residence will be excused. The absences must occur not earlier than 60 days before the date of deployment or 30 days after the date of return from deployment.

**Election Clerk Activities:** Students who are serving as election clerks or early voting clerks may receive a maximum of two excused absences in a school year for such activities.

**Attendance and Credit** Separate and apart from the compulsory attendance requirements, students in all grade levels K-12 must attend school a certain amount

of time in order to get credit or a final grade for a class. State law generally requires students to be “in attendance” for at least 90 percent of the days or minutes a class is taught during a semester or year. All absences from class, excused or unexcused, are counted in determining whether a student has met attendance requirements for credit or a final grade.

Students who are in attendance in a class at least 75% of the days or minutes but less than 90% are eligible to receive credit or a final grade if they complete a plan approved by the principal providing for the student to meet the instructional requirements for the class. Students who are under the jurisdiction of a court in a criminal or juvenile justice proceeding must also obtain the court’s consent before credit may be granted.

In the 2017-18 school year, we require students to be in a class for 67 days in the Fall Semester and 81 days in the Spring Semester to meet the 90% attendance for credit requirements. Each campus has an attendance committee that will review student attendance records. If the committee decides that extenuating circumstances prevented a student from meeting the minimum attendance for credit standard or fulfilling the principal’s plan for meeting instructional requirements, the committee can award credit or tell the student what additional work, additional time, or both time and work must be completed in order for the student to get credit for the grade level or course. We offer a Saturday school program as one way students can make up time and ordinarily will charge a fee for participating in that program. If your child needs this program, the principal will provide complete information about the times and cost before your child is assigned.

You will be notified when your child is in danger of losing credit because of absences and will have the chance to meet with the attendance committee to discuss your child’s situation.

## **Conduct and Discipline**

Along with this Student Handbook, your child has also received a copy of the Adrian ISD Student Code of Conduct. The Code of Conduct contains the school district’s requirements for student conduct and behavior while at school or under the school’s jurisdiction. The Code of Conduct also explains the kinds of disciplinary action school officials can take in response to violations of the rules for student conduct and the steps involved in taking disciplinary action. If you have any questions about conduct or discipline rules, please refer to the Code of Conduct or call your child’s principal.

A student age 21 or older who has been admitted to District schools to complete the requirements for a high school diploma will not be placed in the District’s DAEP or a JJAEP in which the District participates for violations of the Code of Conduct. Instead, the District will revoke the student’s admission to the District.

## **Dress and Grooming Code**

We expect students to come to school in clothes that are clean and neat, and we expect students to exhibit basic cleanliness and grooming that will not be a health or safety threat to themselves or to other students or staff. We do not permit students to wear clothing with pictures, emblems, or writing that is lewd, offensive, vulgar, or obscene or that advertises or depicts tobacco products, alcoholic beverages, drugs, or any other substance that students are prohibited from having or using at school. The principal makes decisions about dress and grooming violations.

Any specific prohibitions or requirements should be listed here. If you have a length restriction on shorts or skirts, we suggest it be stated in a way that does not involve anyone taking measurements. It is permissible to have hair length requirements for boys and not for girls; it is permissible to prohibit earrings on boys, but not girls. You can require tattoos and piercings to be covered at school. If you require uniforms or have a standardized dress code at some or all campuses, explain those requirements here.

We will be glad to review your detailed dress code, on request. We include below a detailed dress code we have developed over the years that addresses many of the kinds of attire and grooming that often concern school officials:

APPROPRIATE ATTIRE	Male students must wear clean clothing (shirt, slacks, jeans, trousers) that is not torn or damaged. Female students must wear clean clothing (dress, blouse, shirt, skirt, slacks, jeans) that is not torn or damaged. Pants must be worn with the waist at waist level, and shirts or blouses must be buttoned. All students must wear shoes and appropriate undergarments.
APPROPRIATE GROOMING	All students will exemplify grooming standards that project a positive image for the student, school, and District. Hair must be clean and neatly groomed and worn in a style that does not cover the eyes or eyebrows.  Male students' hair must be neatly trimmed and worn in a style above the eye brows that exposes the earlobes and has a length above the top of the collar of a button-up shirt or crew-neck tee-shirt. Male students must be free from facial hair. Sideburns may extend no lower than the bottom of the ear and must be trimmed in a straight line without flares at the bottom.
INAPPROPRIATE GROOMING	The following hair styles or colorings are inappropriate grooming for any student at school or a school-related or – sanctioned activity:  Spikes or other sculptured hair styles.  Neon or other hair colorings or bleaching, whether permanent or temporary, in a shade or tone that the principal determines

INAPPROPRIATE OR  
UNACCEPTABLE  
ATTIRE

to be unnatural, such as neon orange, neon pink, magenta, any shade of blue, any shade of green, violet, purple, white.

Hair coloring or bleaching for the purpose of creating extreme differences in color, shade, or tone between sections of individual strands of hair or areas of hair on the head.

Hair coloring or bleaching for the purpose of creating extreme differences in color, shade, or tone between the student's natural and original hair color and the colored or bleached color, shade, or tone.

Patterns or designs shaved or cut into the hair, e.g., "mohawks," partially shaved heads, etc.

The following clothing and accessories are inappropriate attire for any student at school or a school-related or –sanctioned activity:

Shorts or skirts shorter than the length of all fingertips, unless the student is in a primary grade (K-3).

Walking shorts may be worn with the following guidelines:

- a. shorts must have a hem
- b. shorts must be fingertip length, no shorter
- c. no gym or P.E. shorts outside of P.E. class
- d. shorts may not be worn to and during extra-curricular

activities (UIL or school programs) unless approved by Principal.

e. shorts may be worn from the first day of school until October 19th and from April 15th until the last day of school.

**Wearing shorts is a privilege and should not be abused. Abuse can result in this privilege being taken away.**

Pants worn below the natural waistline or sagging, bagging, or extremely loose pants.

Shirts or blouses that reveal undergarments or cleavage, midriff length tops that leave exposed skin, or halter tops.

Exposed undergarments.

Bedtime attire, pajamas, undershirts, or undergarments worn as outerwear, e.g., boxer shorts.

Clothing made of any see-through material, fish net, or very loosely-woven fabric, unless other clothing is worn underneath.

Shirts or blouses that are split up the side such that the vent or split is unfinished or extends above the natural waistline.

CLOTHING WITH WORDS OR PICTURES	<p>Unhemmed or cut-off clothing of any kind.</p> <p>Muscle shirts, shirts with oversized armholes, or backless shirts, blouses, or tops.</p> <p>Any clothing made of Spandex or similar body-hugging fabric or material.</p> <p>Thongs, slippers, or house shoes.</p> <p>Sunglasses, hats, or caps worn inside a school building.</p> <p>Hair rollers, hair curlers, plastic hair bags, and other similar grooming items worn inside a school building.</p> <p>Clothing worn at school or school-related or-sanctioned activities may not display printed statements or pictures:</p> <ol style="list-style-type: none"> <li>1. that are vulgar or obscene;</li> <li>2. that are related to or depict sexual activity;</li> <li>3. that promote hate or violence in general or are directed at any specific person or group of persons; or</li> <li>4. that are related to or depict the use of drugs, alcohol, or tobacco.</li> </ol>
JEWELRY, TATTOOS, BODY PIERCING	<p>Students may not wear on the outside of their clothing any jewelry or similar artifacts that are obscene or distracting or that are likely to cause disruption to the educational environment.</p> <p>Students may not wear facial jewelry of any kind, other than nondistracting earrings worn on the earlobe. Male students may not wear earrings at all.</p> <p>Any body piercings or tattoos, including temporary tattoos, must be covered at all times while students are under the school's jurisdiction.</p>
GANG ATTIRE AND GROOMING	<p>Clothing, grooming, or any attire that identifies or connects a student with a gang [There is a definition in the EWHPM Code of Conduct.] is prohibited. The principal will maintain and regularly update a list of clothing, grooming, and other attire that has been identified as gang-related and will make the list available to teachers and parents for review.</p>
PRINCIPAL'S AUTHORITY	<p>The principal will determine if clothing or attire not addressed in this policy creates a distraction to the educational process and may prohibit that clothing or attire for his or her campus. Administrators have the discretion to determine the appropriateness of dress and grooming and to make special exceptions, including for religious or medical necessities.</p>

If your child comes to school wearing clothes that violate the dress code or in any other way violates our dress and grooming standards, she or he will be placed in in-school suspension until she or he is in compliance. We will make efforts to notify you as soon as possible, and if the student changes clothes or otherwise comes into compliance with the dress and grooming standards, she or he will return to regular classes immediately.

## **Harassment or Bullying of Students**

We prohibit students from sexually harassing other students and from sexually harassing employees; we also prohibit harassment based on anyone's race, color, religion, gender (including pregnancy), national origin, or disability. Likewise, we prohibit students from bullying each other. Engaging in harassment or in bullying, including cyberbullying, is a violation of the Student Code of Conduct. We, of course, prohibit employees from having any kind of sexual contact or romantic relationship with students enrolled in our schools, even if the student is willing and the parents do not object. See the Student Code of Conduct for a complete description of the offense of "harassment" and possible disciplinary consequences.

If you or your child have a complaint about sexual comments, conduct, contact, or any other inappropriate conduct by a school employee or about any other kind of harassment or bullying, do not hesitate to contact the Title IX coordinator whose name appears at the beginning of this Handbook regarding sexual harassment or the superintendent regarding any other harassment or bullying. We will listen to your concern and conduct a prompt investigation, if warranted based on the allegations. You may report instances of bullying anonymously. We also will look into reports that other students have been making sexual or other harassing comments or engaging in bullying or sexual or other inappropriate conduct. Harassment may ultimately be reported to law enforcement.

Although we will provide you a general report of the results of our investigation of harassment complaints, the same federal law that protects the confidentiality of information about your child (see Family Educational Rights and Privacy Act, p.     ) protects the confidentiality of information about the student you reported for investigation. In other words, we will not ordinarily disclose to you the specific discipline imposed on another student, unless that student's parents give us permission to disclose that information. If the complaint is about an employee's conduct, we will inform you of the results of the investigation and of the general action taken in response if there is a finding of wrongdoing on the employee's part.

Copies of the complete policies and procedures addressing prohibited bullying, harassment, or retaliation and the process for making reports or complaints related to alleged harassment or retaliation are included in the appendix of this handbook.



## **Searches of Students, Lockers, and Vehicles on School Property**

The principal or other school administrator can search a student's outer clothing, pockets, or property if she or he has a reasonable basis to suspect that the search will reveal evidence that the student has violated a school rule. The scope of the search will be related to the suspected violation.

Lockers are school property and remain under the school's control at all times. Lockers can be searched at any time. Because students are responsible for any contraband that is found in their lockers and will be disciplined accordingly, they should not give any other student the combination to their locker or otherwise let anyone else have access to their lockers.

Vehicles parked on school property are also subject to search by the principal or other school administrators if the administrator has a reasonable basis to suspect that there may be contraband of any kind, such as weapons, alcohol, drugs, or any other prohibited substance, in the car.

We periodically bring in trained dogs to sniff around vehicles parked on school property or within 300 feet of school property. If the trained dog alerts to a vehicle, that alert provides a reasonable basis to search the car. We will always ask the student for permission to search when a dog alerts or we have any reasonable basis, such as a reliable tip, to search the vehicle. If the student does not consent, we will ordinarily contact a parent and local law enforcement and turn the matter over to the police. Because students are responsible for any contraband that is found in a vehicle they have parked on school property and will be disciplined accordingly, they should be aware of and very careful about what goes on in any vehicle they drive to school.

## **Questioning Students at School**

As school officials, we have the right to question your child about his or her own conduct at school and, in the investigation of alleged misconduct by other students or employees, to question him or her about the conduct of others. We expect students to cooperate in this process, and the refusal to cooperate will be treated as insubordination and disciplined accordingly. We will not ordinarily contact you before questioning your child about his or her own conduct or about the conduct of other students or employees, but certainly will contact you as provided in the Student Code of Conduct if our investigation shows that your child has violated school conduct rules. The Code of Conduct provides a complete explanation of the discipline processes and when you will be contacted. Our investigation of possible violations of the Code of Conduct is not a criminal proceeding, and there is no such thing as "taking the Fifth" or a student's right not to incriminate himself or herself in a school discipline investigation.

Sometimes law enforcement officials or investigators from Child Protective Services ("CPS," or also known as the Department of Family and Protective Services) ask to interview students at school. In the case of an investigator from Child Protective Services conducting a child abuse or neglect investigation, we are required by state

law to permit the investigator to talk to the child at school. We will also make every effort to cooperate with law enforcement officials conducting an investigation that requires talking to students.

Ordinarily, we will attempt to contact you before the interview by an outside person takes place. However, if the CPS investigator or the law enforcement official asks or tells us not to contact you, we will comply.

### **Pledges, Minute of Silence, Prayer, and Meditation**

Each day teachers will lead students in the recitation of the Pledge of Allegiance to the U.S. flag and to the Texas flag. If you do not want your child to participate in this activity, please make a written request to the principal for your child to be excused. Following the recitation of the pledges, the school will observe a minute of silence. During this time, students may choose to reflect, pray, meditate, or engage in any other silent activity that is not likely to interfere with or distract other students.

Each student has a right to individually, voluntarily, and silently pray or meditate in school or at any school activity in a manner that does not disrupt or interfere with the delivery of instruction or other activities in the school. No school employee can or will require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

## **CURRICULUM AND PROGRAMS**

### **General Curriculum Information**

Adrian ISD operates a Pre-K–12 program that meets all state curriculum requirements. Adrian ISD has one campus.

A free full-day pre-kindergarten program is available for children who are at least four years old on September 1 and who are eligible because:

1. they cannot speak or understand English;
2. they are homeless as defined by federal law;
3. they are educationally disadvantaged;
4. they are the child of an active duty member of the armed forces, including a National Guard member ordered to active duty;
5. they are the child of member of the armed forces, including a National Guard member, who was injured or killed while on active duty;
6. they are or ever have been in the conservatorship of the Department of Family and Protective Services, after an adversary proceeding;
7. is the child of a person eligible for the Star of Texas award (seriously injured in the line of duty) as:

a peace officer under Section 3106.002, Government Code;  
a firefighter under Section 3106.003, Government Code; or  
an emergency medical first responder under Section 3106.004, Government Code.

If you think your child or children are eligible, please contact the principal.

### **Structured Physical Activity**

In accordance with state law, we have the following policies in place to ensure that all students in elementary school, middle school, and junior high school engage in the amount and level of physical activity required by the State Board of Education:

All students participate in a 30-minute physical education class daily.

### **Special Programs**

To meet the requirements of state and federal law, we also offer several programs designed to meet specific needs of some of our students. We identify students as eligible for one or more of these programs based on assessments made after referrals and recommendations from teachers and counselors and will always inform you about the program beforehand. We also can identify students based on an assessment after a request or referral from you. If you have any questions about the referral and identification process for any of the following programs, please contact your child's teacher(s), counselor, or the campus principal.

**Special Education:** Adrian ISD provides special education and related services for students with disabilities according to individualized plans developed by teachers, parents, counselors, and other professionals. You may request an evaluation of your child to determine eligibility for special education at any time. We decide whether a student needs special education after we complete a comprehensive assessment. Please contact Terri Moss, Special Education Director at Bushland SSA (806) 322-1179, or your principal to receive full information about our special education programs. See also the required Notice at the beginning of this Handbook.

**Section 504:** Some students who are not eligible for special education and related services may also have disabilities that interfere with their ability to benefit from the regular school program. A committee of educators who have knowledge of the student and his or her needs and limitations will determine what accommodations to the regular method and requirements of instruction are necessary in order for the student to participate. Please contact your principal to receive full information about the school's Section 504 program.

**Bilingual Education/English as a Second Language:** English is the basic language of instruction in our schools. Children who have limited

English-speaking skills will have access to programs to help them learn to understand, speak, read, and write the English language. At the time you enroll your children for the first time, you will be asked to complete a Home Language Survey so we know whether to take additional steps to be sure your child is properly served.

**Gifted and Talented Students:** Some children demonstrate or show a potential for demonstrating a remarkably high level of accomplishment when compared to other children of similar age, experience, or environment. These children may perform at a very high level in an intellectual, creative, or artistic area, show an unusually high capacity for leadership, or excel in a particular academic field. We provide a variety of programs, activities, and learning opportunity for these students.

**Accelerated or Intensive Instruction/Students At-Risk:** Some students do not qualify for special education programs or Section 504 accommodations, but still need some additional assistance to be successful in school and complete the high school program. We provide tutorial programs and intensive or accelerated instruction in subjects where students are showing special difficulty and may provide specially focused instruction to improve students' language and math skills. Some of our specialized programs are designed to help students who are pregnant or are parents or who have been involved in the juvenile justice system. Others are designed to provide additional assistance to students who have been retained at any grades or have had serious discipline problems.

We will not remove your child from a regularly scheduled class in order to provide remedial tutoring or test preparation if that removal would cause the student to miss the regularly scheduled class more than 10 percent of class time, unless you provide written consent for removal from the class for remedial tutoring or test preparation.

## **Counseling Programs and Services**

The district has a developmental counseling and guidance program. Each secondary campus has one or more school counselors who are available to help students with questions about planning their course of instruction, applications to college or other post-secondary education and training programs, scholarships and financial assistance, and other academic issues. We also have trained school counselors available to talk and listen to students about situations and experiences that may be affecting their ability to get all they can from their instructional program. We encourage students to seek the assistance of school counselors whenever they need to, and school counselors can also refer students or parents to other sources of assistance.

Some aspects of the counseling program require prior written parent consent for the student's participation. As parents, you also have the right to preview all the written

materials used in the school counseling program. For full information, please contact your school principal or school counselor.

## **Testing and Assessment Programs**

The statewide assessment program continues to change, most recently to reduce the number of state assessments required of students. Students and parents will be informed of changes in the program affecting them as those changes are implemented. Secondary students in core curriculum courses will take and generally must pass five end-of-course examinations; students who are unsuccessful on no more than two of those assessments may graduate under a plan established by an Individual Graduation Committee. Students in grades 3-8 will continue to be assessed using the State of Texas Assessment of Academic Readiness (“STAAR”), but the frequency of testing will be reduced somewhat.

Results of the state examinations are used to assess individual student progress, as well as being a significant factor in the campus and district ratings under the statewide and federal accountability systems. Please make every effort to have your children at school on state test administration days and to be sure that they have had plenty of rest the night before and a good breakfast that morning.

High school students can get registration and test preparation materials for the Preliminary Scholastic Assessment Test (PSAT), the Scholastic Assessment Test (SAT), and the American College Test (ACT) from the school counselor at the high school.

As required by state law, we will annually assess the physical fitness of students in grades 3-12. You may request the results for your child in writing at the end of the school year.

## **Grading and Report Cards**

Teachers establish their grading standards, including penalties for late work, but those standards must be consistent with guidelines approved by the campus principal. If you have a question about a grade your child receives on an assignment, you should talk first with the teacher. An exam or course grade issued by the teacher is final and will not be changed unless we determine that it was arbitrary, erroneous, or not consistent with the grading standards and policy.

Report cards will be mailed home at the end of each 6 weeks grading period. If your child is having trouble in a class, the teacher may ask you to schedule a conference. We encourage you to attend those conferences. Progress Reports will be sent home for every student approximately 3 weeks into the 6 week grading period. You may also access your child’s grades via the Parent Portal on the Adrian ISD website. Contact Principal Maritssa Flores for more information. With the report of grades for the first grading period of the school year, we will inform you of the most recent performance rating of your child’s campus under the state’s Student Achievement

Indicator System, along with a definition and explanation of each performance rating.

Information about grading standards and requirements is an important element of the student handbook. If your campus has more specific information that would help parents understand how their children's grades are determined, you should include it here.

### **Promotion, Retention, Award of Credit**

Students are promoted from grade to grade, or awarded credit for a course, based on their mastery of the knowledge and skills that will let them be successful at the next grade level. In secondary grades, students receive credit for a course when they have met all the state and local requirements for that credit.

If your child entered kindergarten in the 2000-2001 school year or after, he or she will have to pass the STAAR examination in the fifth and eighth grades—or pass an alternate test if he or she does not pass after three tries on the STAAR—in order to be promoted to the sixth and ninth grades. Students in the fifth or eighth grade who are taking courses above the student's grade level will substitute subject tests appropriate to the grade level, which may include end-of-course examinations in courses for which the student may receive high school graduation credit. If your child does not pass the STAAR after the first administration at a grade level, we will provide intensive instruction in your child's area(s) of academic weakness. Contact your principal for more information or see policy EIE (LOCAL).

You should include here any current standards for promotion, such as passing all core subjects or passing all but one core subject, achievement on other district-administered tests, etc. Be certain that any promotion standards that are communicated in the student handbook have also been adopted by the school board as local policy and are reflected in the district's official policy manual.

### **Library Facilities, Hours, and Access**

Each school has a library available for student research and study, with resources appropriate for needs of the grades served by the campus. The library is supervised by a certified library aide. Students have access to the library during the school day and during posted hours before and after school.

If you have a concern about library materials available to your child, please contact the librarian, teacher, or the principal. We have a policy and process that will allow you to explain your concerns and reach an understanding about your child's access to the questioned materials.

### **Educational Technology and Acceptable Use**

We are steadily acquiring computers for school use and access to other instructional and research resources through connections to the Internet and the World Wide Web. Before your child is permitted to receive a User Identification and password to

use school computers, you and your child must sign a User Agreement that explains acceptable and unacceptable use of school educational technology. You will have the choice to prevent your child from having access to the Internet on school computers.

The following kinds of use of the school's equipment or network are classified as unacceptable under our policy and the User Agreement:

1. Unauthorized use of copyrighted material, including violating District software licensing agreements or installing any personal software on district equipment without approval of the Technology Director. (See EFE)
2. Viewing, posting or distribution of messages that are obscene, vulgar, profane, harassing, sexually oriented, sexually explicit, pornographic, offensive to others, threatening to others, or illegal, because a significant part of the District's educational mission is to inculcate or instill the habits and manners of civility and to teach students the boundaries of socially appropriate behavior.
3. Personal political use to advocate for or against a candidate, office-holder, political party, or political position, measure, or proposition. Research or electronic communications regarding political issues or candidates is not a violation when the activity is to fulfill an assignment for course credit.
4. Viewing or participating in social network sites or chat rooms other than those sponsored and overseen by the District.
5. Tampering with anyone else's computer, files, or e-mail.
6. "Hacking," i.e., attempting unauthorized access to any computer whether within the district's network or outside it.
7. Attempting to change, disable, or destroy District equipment, files, or data or any other user's data or files, including introducing computer viruses into the District's system by any means.
8. Any use that would be unlawful under state or federal law.
9. Unauthorized disclosure, use, or distribution of personal identification information regarding students or employees.
10. Forgery of electronic mail messages or transmission of unsolicited junk e-mail chain messages.
11. Use that violates the student code of conduct.
12. Use related to commercial activities or for commercial gain.
13. Advertisement for purchase or sale of a product.

Students who violate the terms of the User Agreement may lose their computer privileges at school, as well as incur consequences under the school's Student Code of Conduct.

[\(Parent Information and Authorization and Student User Agreement forms available\)](#)

# OF SPECIAL INTEREST TO STUDENTS

## **Extracurricular Activities**

We offer a variety of school-related extracurricular activities and encourage students to participate in those that are of interest to them. Some activities, such as FFA, UIL, and Theater are closely related to subjects taught in the curriculum; others, such as the Student Council, help students build leadership skills. All of the academic, athletic and sports teams that participate in University Interscholastic League (UIL) athletic competition are extracurricular, as is the cheerleading. Although most extracurricular activities are designed for secondary students, those in grades 7 to 12, we encourage elementary age students to participate in UIL Academic activities and competitions.

Participation in extracurricular activities is a privilege, not a right. By state law, students must make a passing grade in all their classes in each grading period in order to be eligible to participate in any extracurricular performance or competition in the next grading period, unless the failing grade was received in an advanced placement or international baccalaureate course or in an honors or dual credit course in English language arts, math, science, social studies, or a language other than English. Students who are ineligible because of one or more grades below 70 will be allowed to practice or rehearse during a suspension, but cannot perform or compete. If the student raises the grade(s) to passing within three weeks, she or he will regain eligibility to perform or compete.

Many of our approved extracurricular activities have standards of conduct, dress, and grooming that are stricter than those that apply to all students. You and your child will be informed of those rules at the beginning of the semester, school year, or activity and will be asked to sign a form acknowledging that you are aware of those standards and know that violation of those standards will result in suspension or removal from the activity. These additional rules are authorized by the school board, which has delegated to the superintendent the authority to approve them.

Students who participate in UIL athletic activities will be subject to random testing for the presence of illegal steroids as required by UIL rules and regulations.

Our secondary schools have established a limited open forum that permits students to meet on school premises during non-instructional time before or after school in groups that are not related to the curriculum. Meetings of these groups must be student-initiated and student-run. School employees cannot be sponsors of these groups, and adults from outside the school system cannot direct, conduct, control, or regularly attend these meetings.

The following groups, activities, and organizations are authorized extracurricular activities in Adrian ISD. Students can miss a class no more than 10 times in the



school year to participate in an approved extracurricular activity. If a student advances to a post-district competition level, she or he is allowed up to five additional absences.

A well-rounded curriculum must include activities that foster leadership opportunities for students, discipline training that is oriented to individual and group goals, and enjoyable experiences that build pride in one's self, school and community. Extracurricular activities are in place to supplement the school's purely curricular subjects. These activities provide incentives, variety, opportunity for pleasure and enjoyment and for some even a desire to stay in school. Enthusiasm for extracurricular activities should not detract from academics. IF a conflict should arise between academic goals and extracurricular activities, the academics should take precedence.

The Adrian ISD school board has officially adopted an Athletic code, which applies to all extracurricular activities and not just athletics. The code reads as follows: The Adrian ISD code means to play the game in the spirit of fairness and clean sportsmanship, to observe all rules and not attempt to hold, "beat the ball", or coach from the sidelines because it can be done without the knowledge of the referees, or to resort to trickery in equipping or preparing the players.

It also means to accept the decisions of the officials without protest and to see that proper precautions are taken for their protection and safety, to treat your opponents as your guests, and to put clean play and real sportsmanship above victories. It means the ability to win without boasting and to lose without a grudge. "Victory is not a great matter". The important thing is striving to excel and the good feeling it fosters between those who play fairly and have no excuse when they lose.

Students are encouraged to participate in as many extracurricular activities as they and their parents feel are beneficial. In the event that a conflict should arise between two activities, the conflict will be resolved through agreement of the student, the sponsors and the principal.

A student shall not be unduly influenced or coerced to choose one activity over another. If a conflict should arise and after s decision is made, the student shall not be punished in any way for the decision he or she has made, provided ample notice is given to the sponsor.

A student in grades 7-12 may participate in extracurricular activities on or off campus at the beginning of the school year only if the student has earned the cumulative number of credits in the state approved course indicated below.

### **First Six-Week Period**

1. Beginning of the seventh grade year---have been promoted from the sixth grade to the seventh
2. Beginning of the eighth grade year---have been promoted from the seventh grade to the eighth
3. Beginning of the ninth grade year---have been promoted from the eighth grade to the ninth
4. Beginning of the tenth grade year---having at least 5 credits toward graduation
5. Beginning of the eleventh grade year---having at least 10 credits toward graduation
6. Beginning of the twelfth grade year---having at least 15 credits toward graduation

### **Subsequent Six-week Periods**

In order to be eligible to participate in a EXTRACURRICULAR activity for six-week period following the initial six-week period of school (see above paragraph concerning eligibility for the initial six-week period of a school year) a student shall not have a recorded grade average lower than 70 on a scale of 0-100 in any course for the preceding six-week period.

### **SUSPENSION FROM EXTRACURRICULAR ACTIVITIES**

A student whose recorded six-week average in any course is lower than 70 at the end of a six-week period (with the exemption of the initial reporting period of the year as noted in the two paragraphs above) shall be suspended from participating in any EXTRACURRICULAR activity during the succeeding three-week period. This suspension shall become effective seven calendar days after the last day of the six week period during which the grade lower than 70 was earned.

### **REINSTATEMENT**

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

### **PRACTICE ACTIVITIES**

Students may practice outside the school day in any single extracurricular activity a maximum of eight hours per school week with a cumulative total of twenty hours for all activities. The District shall not schedule more than one contest or performance per activity per student per school week, unless the commissioner of education has made an exception based on the District's limited facilities. The District may schedule more than one contest or performance per activity per student per school week to

accommodate tournaments, post-season competition and contests postponed by weather or public disaster when a performance or contest is sponsored by UIL or other school-sanctioned organization.

### **10-DAY RULE**

The District shall not schedule, nor permit students to participate in any school related or sanctioned activities on or off campus that would require, permit or allow a student to be absent from class more than ten days during the school year.

### **DEFINITIONS**

Definitions of curricular, co-curricular and extracurricular activities shall be as follows:

1. Curricular activities occur within the regular school day and constitute the delivery of instruction as specified in 19 TAC, Chapter 75.
2. Co-curricular activities are an extension of classroom instruction in which participation is by the entire class or a significant portion thereof. They relate directly the and enhance student learning of essential elements through participation, demonstration, illustration and observation, Co-curricular activities are included in the teacher's instructional plan and are conducted by or supervised by a classroom teacher or other educational professional. Students suspended from extracurricular activities because of six-week's grade below 70 shall not be prevented from participating in after-school co-curricular activities. Absences for co-curricular activities that require a student to miss a class other than the sponsoring class or activities shall be counted under the ten-day rule.
3. Extracurricular activities are school-sponsored activities that are not directly related to instruction of the essential elements (TEKS), but they may have an indirect relation to some areas of the curriculum. The offer worthwhile and significant contributions to a student's personal, physical and social development.

### **EXTRACURRICULAR ACTIVITIES**

Participation in extracurricular activities is a privilege and not a right. Students must meet specific requirements in order to participate. Activities may include, but are not limited to performances, contests, demonstrations, displays and club activities.

### **ATHLETICS**

- I. In general, rules of conducts, dress and scholarship are essential building blocks for a successful overall program in athletics. Students who will not commit themselves to a pursuit of excellence, self-improvement, self-discipline and personal growth have no place in an athletic program.
- II. The following rules of conduct are in force for those who desire to be a part of an Adrian athletic team:
  - A. Any disciplinary action of a serious nature taken against a student-athlete for misconduct away from the athletic area, which results in a loss

of athletic time, may result in disciplinary action by the coach or athletic director.

B. Students will conform to rules of training beneficial to their success as a student athlete. Students should, on week nights be at home by a reasonable hour. They should refrain from usage of substances deemed harmful to their success by the coaching staff during seasons of active competition.

C. Student athletes shall refrain from use of profane language in times of practice or competition and shall further speak respectfully to coacher and other personnel at all times. This applies to officials of athletic contests and opposing coaches as well.

D. Disciplinary actions will be taken by the coach for flagrant and willful misconduct in any game or for penalty for misconduct in any game or competition. These rules and other guidelines as set for the by the coaching staff are essential for a successful athletic program. When a student in grades 9-12 signs up for an athletic period, he/she should expect to stay in that class all year. When the sport signed up for is not in season, students should willfully participate in the off-season program implemented by the coaching staff. U.I.L LITERARY EVENTS U.I.L. literary events give students an opportunity to participate in a variety of activities that provide a challenge in many areas. In addition, they may demonstrate their talents in competition with other schools and may earn awards such as medals and recognition, as well as scholarships. Participation and practice for events may be scheduled before or after school. Students who participate must qualify and maintain eligibility under U.I.L. rules. Sponsoring teachers will assist students with preparation for the different events, both in high school and junior high.

### **Student Publications/Distribution of Materials**

All materials prepared and published as part of a school's journalism or language arts programs are under the control and supervision of the administration and the Board of Trustees. The principal has final approval authority on all materials published or distributed in the name of the school.

Each campus has an area in the school where non-school publications or materials that have been approved by the principal can be made available to students. Students are not permitted to distribute non-school publications or materials in the classroom or hallways.

Before non-school materials or publications are made available to students in the designated area, they must be submitted to the principal for review and approval. The principal will make a decision within two school days after the materials are submitted, and his or her failure to act within that time is interpreted as disapproval.

If the materials are disapproved, students can appeal to the superintendent using the student complaint policy FNG (LOCAL).

## **Parking/Driving at School**

Adrian High School students are granted the privilege of driving a motor vehicle to school by the school board. This privilege can and will be revoked by the administration if the privilege is abused. Students driving cars to school are subject to all state and local traffic laws and regulations while they are on school property Adrian ISD Student Handbook 2016-2017 34 and must practice courteous and safe driving habits around school. The principal will establish student parking areas, and students must park only in those designated areas. Please park vehicles in an orderly fashion in those areas. Students are not to sit in parked vehicles on the campus at any time. Vehicles may not be moved during the day except at lunch.

High school students may use their vehicles during the lunch period to go directly to lunch. **YOU ARE EXPECTED TO RETURN DIRECTLY TO SCHOOL AFTER EATING AND NOT “CRUISE” AROUND DURING LUNCH OR SIT IN PARKED CARS.**

Extreme caution must be exercised when driving a motor vehicle, in the vicinity of a school campus during the times when students are arriving at, attending, or leaving school. The posted speed limits during these times could be too fast if students are near the street. Driving recklessly or too fast for conditions can result in immediate disciplinary action by the school staff without the benefit of the driver receiving prior warning.

## **Bus Transportation**

Students being transported in school-owned vehicles shall comply with the Student Code of Conduct. Any student who fails to comply with that code or established rules of conduct while on school transportation may be denied transportation services and shall be subject to disciplinary action. When students ride in a District suburban, van or pickup truck, seat belts must be used at all times. The following rules shall apply to student conduct on school transportation:

1. If a bus is equipped with seat belts, all passengers must wear seat belts.
2. Passengers shall follow the driver's directions at all times.
3. Passengers shall board and leave the bus in an orderly manner at the designated bus stop nearest their home.
4. Passengers shall keep books, sports equipment, bags, feet, and other objects out of the aisle of the bus.
5. Passengers shall not deface the bus and/or its equipment.
6. Passengers shall not extend head, hands, arms, or legs out of the window nor hold any object out of the window nor throw objects within or out of the bus.

7. Passengers shall not smoke or use any form of tobacco.
8. Usual classroom conduct shall be observed. Unruly conduct, including the use of obscene language, will subject the passenger to disciplinary action.
9. Upon leaving the bus, the passenger will wait for the driver's signal before crossing in front of the bus.

When a student violates the rules of conduct on school transportation, parents will be notified and the student will be disciplined as established in the Student Code of Conduct; bus riding privileges may be suspended. Disciplinary sanctions and changes in transportation for a student with a disability will be made in accordance with the student's Individual Education Plan (IEP) or other individually designed program.

## **Morning Arrival**

Upon arrival at school in the morning, high school students are to report to the secondary hallway until the bell rings unless they eat breakfast. High School girls will go directly to the gym if they are not eating breakfast. Elementary students are to go to breakfast or to the auditorium. Junior High (6,7,8) students will go to breakfast or to the Secondary Hallway. Elementary teachers need to be in their rooms with their students. Junior High and High School students should not be in the elementary part of the building.

## **Student Relations**

In keeping with the student body aim of good citizenship and high standards, Adrian students are expected to conduct themselves at all times in a manner befitting ladies and gentlemen. Students are reminded that any form of bodily contact is not in accord with the standards held by the student body and with administrative policy. Any display of affection in school, on the bus, or at school-sponsored activities will result in immediate corrective action by the school staff. Student relations in this section refer to opposite and same gender relationships.

## **Graduation Plans**

H.B. 5 in the 83<sup>rd</sup> Regular Session of the Legislature completely revamped high school graduation requirements and nomenclature. Districts should insert here any internally developed documents, charts, plans, and so on that they are using to inform students and parents of the options now available to district students.

**Personal Graduation Plan:** If your child is in junior high and does not perform successfully on any state assessment or if we determine that your child is not likely to receive a high school diploma before the fifth school year following enrollment in the 9th grade, you will be asked to participate in developing a personal graduation plan for your child. That plan will identify your child's education goals and will take into consideration your educational expectations for your child. Should a personal graduation plan be appropriate for your child, the school counselor and principal will contact you with more specific information.

Beginning with the 2014-15 school year, every student entering ninth grade or above shall, in consultation with a school counselor and the student's parent(s), develop, confirm, and sign a personal graduation plan indicating the student's choice of graduation plans and endorsements. Each plan shall identify a course of study that promotes college and workforce readiness and career placement and advancement. For more complete information, please contact the high school principal or school counselor.

## **Cell Phone**

Junior High students are expected to turn any cell phone in to the Principal or designee upon arrival to school. The phone can be picked up at the end of the school day. High School students are allowed to have their cell phones on their person unless otherwise noted by the Principal. Cell phones may be used during class as a learning instrument with teacher consent. Improper use of a cellular phone or other electronic communication device during the school day will result in the item's being confiscated and possible discipline for the student in accordance with the Student Code of Conduct. There will be a \$15 charge to have the phone returned and the phone will only be returned to the parent of the student. Students may use the phone on the activity to contact parents.

## **Graduation Honors/Class Ranking**

Class rankings are calculated for the first time at the end of the sophomore year. Final rank in class for purpose of determining the highest ranking graduate, valedictorian, salutatorian, and honor graduates is calculated at the end of the fifth six-week grading period of the senior year.

Under state law, students who are ranked in the top 10% of their graduating class are generally eligible for automatic admission to all Texas state colleges and universities, including The University of Texas system and the Texas A&M University system. The school counselor will provide more detailed information about this opportunity during a student's first year of high school, including information about eligibility for financial aid. Please contact the school counselor at any time for information.

Rank in class for purposes of determining which students are in the top 10% of their graduating class will be calculated at the end of the 11<sup>th</sup> grade, middle of the 12<sup>th</sup> grade, and at high school graduation. Students will use the latest ranking in relation to their college application deadlines. The number of students in the top 10% for automatic admission to a Texas college will not exceed the mathematical calculation of 10% of the number of students in the graduating class.

We use a weighted grade average system that is designed to recognize the relative difficulty and effort required for the course. Dual credit courses will have 10 points added per semester. The additional points on the grade will be reflected in the grades recorded on your child's official transcript or Academic Achievement Record.

The valedictorian and salutatorian will be the highest and next highest ranking eligible student in the graduating class. Valedictorian and Salutatorian must attend Adrian ISD their junior and senior years (4 consecutive semesters). (Jr. High Valedictorian and Salutatorian must attend at least 2 years of grades 6-8). All averages will be taken to the hundredth decimal point (averages will be calculated to the thousandth decimal point to break any ties). Eligible students who complete all requirements in three years, rather than the usual four years, will be ranked for graduation honors with students who have completed requirements in four years. The highest ranking graduate, who will be eligible to receive a scholarship for exemption from the first year of tuition at a state college or university, will be the person who has the highest rank in class, regardless of eligibility for the honor of valedictorian under our policies.

Eligible students whose class ranking places them in the top ten percent of their graduating class will be recognized as Honor Graduates.

## **Graduation Exercises**

Graduation exercises are held at the end of the school year. With one legally required exception, only those students who have completed all state and local requirements for receiving a diploma, including passing the requisite number of end-of-course examinations or fulfilling requirements established by an Individual Graduation Committee, are eligible to participate in graduation exercises. For further information, see FMH (LOCAL). All students who have completed all graduation requirements, whether in three years or four years, are eligible to participate in graduation exercises.

State law requires that we permit a student with disabilities who has completed four years of high school but has not completed all requirements for graduation under the student's individualized program to participate in graduation exercises if he or she wishes. Students may participate in only one graduation exercise during their high school career.

Participation in graduation exercises is a privilege, not a right, and students who do not comply with dress, grooming, and conduct standards for the rehearsal and ceremony will be removed from the ceremony. Graduating students who are assigned to the district's Disciplinary Alternative Education Program through the end of school year and successfully complete their term of assignment in the DAEP without further disciplinary action may be allowed to take part in graduation ceremonies. That decision rests with the principal and cannot be appealed. See the Student Code of Conduct for additional information.

The graduation ceremony is a solemn event commemorating a milestone achievement in the lives of our graduates. The planning and execution of the ceremony is under the joint control of the graduating class and the administration.



# OF SPECIAL INTEREST TO PARENTS

## **Parent Rights**

**Academic Programs:** You can ask the principal to change your child's teacher or class assignment; however, the principal is not required to make the reassignment and will not do so ordinarily if that change would affect the assignment or reassignment of another student.

You can ask the school board to add a specific academic course to the schedule and offerings. If the administration and the board determine that the course is among those included in the State Board of Education-approved curriculum and that there is sufficient interest in the class to make it economically practical to offer the class, the request will not be unreasonably denied.

You can ask that your child be permitted to attend a class for credit above his or her grade level. If the counselor and child's current and prospective teacher expect that the child can perform satisfactorily in the class, the request will not be unreasonably denied.

**Teaching Materials:** You may review all teaching materials, textbooks and other teaching aids used in your child's classroom and may review all tests administered to your child, after the test is given. To review these materials, please contact the principal, who will make arrangements to provide you access to those materials at school during regular school hours.

Some textbooks are so expensive that we purchase classroom sets rather than a textbook for each student taking the course. You may request that your child be permitted to take home any textbook used by the student, and if a book is available, we will gladly honor that request. If the teacher requests it, the student must return the textbook to school the following school day.

**Records and Other Information:** As we stated in the "Required Notices" section of this Handbook, you have a right of access to all written educational records that we maintain concerning your child. You also can receive full information about any and all school activities in which your child is involved. However, as we explained in the section on "Questioning Students at School," we must comply with a request or directive from a Child Protective Services investigator regarding contact with or information to parents about an investigation.

**Video and Audio Recording:** We will seek and obtain your written consent before any school employee makes an audio or video recording of your child, except that your prior consent is not required before a recording that will be used only for:

- safety purposes, including maintaining order and discipline in common areas of the school or on school buses;

- a purpose related to a co-curricular or extracurricular activity;
- a purpose related to regular classroom instruction;
- video surveillance of special education settings in accordance with Texas Education Code section 29.022; or
- media coverage of the school.

**Psychological Examinations:** We will seek and obtain your written consent before conducting any psychological examination, test, or treatment of your child, unless the examination is part of an investigation by Child Protective Services in response to a report of known or suspected child abuse or neglect. If the examination or test is part of the comprehensive assessment to see if your child needs special education or related services, before we obtain consent, on your request, we will provide you with information about the name and type of examination and how the examination will be used to develop an appropriate individualized program for your child.

**Exemption from Instruction:** You may temporarily remove your child from a class or other school activity that conflicts with your religious or moral beliefs if you provide a written statement authorizing the removal to your child’s teacher. However, you are not entitled to remove your child from class or an activity to avoid taking a test, including a state assessment, or to prevent your child from taking a subject for an entire semester. Your child will be required to satisfy grade level or graduation requirements, regardless of any periods of temporary removal based on your religious or moral beliefs.

**Campus Performance and Accountability:** We will keep you informed annually of your children’s campus ratings and whether the campus has been identified under state and federal law as one that needs improvement. If the campus is so identified, we will inform you of your rights regarding public school choice and transportation at that time. You will receive information with your child’s report card for the first reporting period of each year related to the campus performance rating under the state accountability system.

**Classroom Celebrations:** You or a grandparent may provide any food product of your choice to your child and his or her classmates on the occasion of the child’s birthday or for any other school-designated function, such as class parties, bake sales, etc.

**School Marshals:** You may request in writing to be informed in writing whether any school employee at your child’s campus is currently also appointed as a school marshal; however, we will not disclose the identity of that person.

## **Visiting School**

You are welcome to visit your children’s schools from time to time; however, you must comply with our policy requiring **all** visitors to go first to the principal’s office

and sign in. We have this policy for the safety of your children and our staff. Parents and any other person on campus without the principal's knowledge will be considered as trespassers and may be subject to arrest.

We also expect parents to be polite and civil in their dealings with all school staff. We do not permit or tolerate abusive, disrespectful, threatening, lewd, profane, or offensive language from your children at school, and we will not tolerate it from parents. Parents who create a disruption at school or behave unacceptably may be prohibited from coming onto school property without specific authority and will be treated as criminal trespassers if they disregard the principal's or superintendent's directive.

While we encourage you to be involved in your children's education and knowledgeable about their classes, teachers, and curriculum, it has been our experience that frequent and lengthy visits to the classroom are disruptive both to teaching and learning. The principal can limit or restrict the frequency and duration of classroom visits to be sure that disruption of the instructional process does not occur.

We encourage you to come to school occasionally and eat lunch with your child; however, children can be removed from the campus during lunch period only by following the established process of signing the child out from the principal's office. Unless we have possession of a court document that limits a possessory conservator's (that is, the parent who does not ordinarily have custody of the student) access to their child while at school, we will permit either parent to eat lunch with their children at school.

If you have any other rules for visitors, state them here. You may wish to address allowing students from one grade level to visit campuses of other grade levels and reinforce the requirement that <b>everyone signs in with the principal.</b>
---

## **Complaint Process**

We realize that situations may arise when parents disagree with a decision that affects their child or believe that a policy has been improperly applied to their child. A number of these types of disputes or controversies have specific processes for pursuing those concerns. The principal can provide you with a copy of the relevant policies and procedures.

In general, all parent complaints should be brought initially to the teacher involved or the campus principal **within 15 business days** of the events or situation that you are concerned about. Often the problem can be resolved through an informal conference with the teacher or principal. On those occasions when a conference does not take care of problem, you should request a copy of the complaint policy and complaint form from the principal's office. In order for your concern to be resolved at the earliest possible level, you must put your complaint in writing on the form provided before meeting formally with the principal.

The principal will schedule a conference with you and give you a **written** response within **ten business days** after the conference. You will also have an opportunity for a conference with the superintendent if the principal has not resolved the matter. If the superintendent is not able to take care of the problem, you can make a written request for the board of trustees to consider the matter at a future meeting. You must, however, follow our established policies and use our forms.

Individual trustees cannot respond to parent complaints beyond referring the matter to the administration. Furthermore, the board of trustees will not permit complaints to be heard in the public comment or open forum portion of board meetings. In order for the board to take any action on a complaint, you must follow the complaint process established in policy.

- Make sure the Handbook is consistent with policy FNG (LOCAL) in the TASB Localized Policy Manual System.
- If you place the harassment policies in an Appendix to the Handbook, you may also wish to include the complete complaint policy from FNG (LOCAL).
- Best practice is also to make the district's approved complaint forms available to parents, either as part of the Appendix to the Handbook or with a reference to online availability.
- **These cannot be hollow words. School administrators MUST require parents to use the established complaint policy to bring matters to the superintendent or the board of trustees.** Our experience is that many principals want to "try to work it out" in talks and meetings that seldom have a paper trail. Impress on parents the need to make a written complaint if they are not satisfied with informal attempts at resolution. The written complaint is also a protection to the district and assures that the matter that reaches the board is the same matter the principal first heard.

## **Student Health Concerns**

We have adopted and enforce policies to ensure that our campuses comply with Texas Department of Agriculture guidelines for restricting student access to vending machines containing foods of minimal nutritional value. Generally, this means that soft drinks and other foods of minimal nutritional value will not be available to elementary students during the school day or to secondary students during any designated meal periods.

As required by state law, we have and enforce prohibitions against student possession and use of tobacco, tobacco products, and e-cigarettes on campuses or at school-sponsored or –related activities. These prohibitions are addressed in the Student Code of Conduct and also in board policy and the employee handbook.

The district's student health advisory council **met \_\_\_\_\_ times** during the preceding school year and will meet at least four times during each school year.

In collaboration with you and, if possible, your child's physician, we will develop an individualized health plan for children with diabetes who need care for diabetes while in school or participating in a school activity. If your child has diabetes and

will need care at school or while participating in a school activity, you must submit the diabetes management and treatment plan prepared by you and your child's physician before or at the beginning of the school year, on enrollment after the beginning of the school year, or as soon as practicable following a diagnosis of diabetes.

Students with a diagnosed food allergy that places them at risk for anaphylaxis (sudden onset, whole body reaction to an allergen that can involve closing of airways, hives, swelling, irregular heartbeat, wheezing, and other symptoms) shall be cared for in accordance with District policy.

S.B. 66 from the 84<sup>th</sup> Legislature indicates that the previous paragraph is not necessary if the district implements a policy authorized by that Bill by which the district itself will maintain and use epinephrine auto-injectors. If your district ultimately implements such a policy, you may delete the previous paragraph.

Students are permitted to possess and use over-the-counter sunscreen at school to avoid over-exposure to the sun and over-the-counter insect repellent to prevent mosquito bites, provided that the sunscreen or repellent is not being used for medical treatment of any injury or illness.

## **Student Illness or Injury at School**

We will promptly attempt to notify you or a person you have authorized us to notify if we have knowledge that your child has been injured at school or has become ill at school. We have school nurses/licensed vocational nurses/trained aides available on each campus and a secluded area where your child can stay if she or he is injured or becomes ill.

One of the forms we ask you to complete at the beginning of each school year is a form authorizing designated school employees to consent to medical treatment in case your child is injured at school or a school-related activity and requires emergency treatment. We, of course, will call you in such a situation and will also call for emergency medical assistance, if needed. **It is important, however, that you understand that the school district is not responsible for any cost of medical treatment or services provided after an injury at school or a school-related activity. We cannot and will not use public funds to pay individual student medical expenses.**

[\(Student Activity Permission and Student Activity and Transportation Permission forms available\)](#)

At the beginning of each school year, we offer you the opportunity to purchase low-cost student accident insurance that covers the student while at school. You may also purchase a policy that covers the student 24 hours a day. The school district is not the policyholder for this insurance; if you decide that additional protection would be a benefit and protection to you and your family, the contract is between you and the insurance company. We are authorized to and do purchase accident

insurance for students who participate in interscholastic athletic practice and competition.

Texas Education Code section 33.085 authorizes schools to purchase insurance against bodily injury for any student while engaged in school-sponsored activities at any location. Whether or not you purchase insurance for any student does not affect your immunity from lawsuits over personal injuries. Your options on how to respond are many: you may choose not to insure anyone; you may decide to insure all students; you may insure only athletes; you may decide to offer the low-cost insurance for parents to purchase and limit any insurance purchased by the school to those students who qualify for free and reduced-price lunches. Revise this paragraph as necessary to reflect district practice.

Although we want your child to attend school every day, we do not want your child at school if she or he has a communicable disease or is running a fever of 100° or more. Under State and local Health Department regulations, if your child has certain medical conditions, she or he must be excluded from school for a period of time. The principal can provide you a complete list of those conditions and periods of exclusion.

### **Administering Medicine at School**

Often, students have to take prescription medication for a certain period of time as treatment for a medical condition. If at all possible, we ask that you schedule the timing of the doses so that the child takes the medicine at home. If children have to take medicine at school, you must make a written request to the principal or nurse. The school nurse or other authorized school employee will administer medications only from a container that appears to be the properly labeled original prescription container or from a properly labeled unit dosage container filled by the nurse from a properly labeled original prescription container. Only the nurse or other authorized school employees are permitted to administer prescription medicines at school. Other than prescription asthma medicine or anaphylaxis treatment for students with severe allergies that may result in anaphylaxis, we do not permit students to carry their own medications and self-administer.

Children with asthma or children with severe allergies that may result in anaphylaxis will be allowed to carry and self-administer their prescription asthma or anaphylaxis medicine under certain conditions. The student must have demonstrated to his or her doctor and to the school nurse that the child has the skills necessary to self-administer the asthma or anaphylaxis medicine. Additionally you must provide us a written authorization for self-administration and a written statement from child's doctor that the student has asthma and is capable of self-administration and that includes the name and purpose of the medicine, the prescribed dosage, the times and circumstances for administration, and the period for which the medicine is prescribed.

If you have different rules about carrying medicine for different grade levels, include those provisions here.

S.B. 66 from the 84<sup>th</sup> Legislature permits districts, once the advisory committee established by the statute has made its recommendations and guidelines, to adopt a policy to maintain, administer, and dispose of epinephrine auto-injectors itself. If the district adopts such a policy and implements such a program, it must give parents notice of this fact "before the policy is implemented by the district or school and before the start of each school year." The bill adds a new Subchapter E to chapter 38 of the Texas Education Code, which contains many requirements for implementation of such a policy.

A school district that implements such a policy is not required to have a policy for how it will respond to and care for a student with a severe food allergy, but is still required to allow students to carry and self-administer their own auto-injectors.

We keep commonly used over-the-counter treatments, such as antacids, aspirin, acetaminophen, ibuprofen, antibiotic ointments, and the like in the nurse's office. Nurses or authorized personnel will administer these medications according to the labeled instructions if you make a written request to the nurse, providing the same basic information as is required for administering prescription drugs.

Look at your policy at FFAC (LOCAL) in the TASB Localized Policy Manual System to be sure that Handbook information is consistent with policy or vice versa. You may determine that what you say in the handbook is more accurate and the policy should be revised accordingly.

Some schools use Physician Standing Orders issued by a doctor with whom the school has a relationship to guide the administration of OTC products. If this is case in your district, be sure to communicate those standards to parents and give them the opportunity to request that their child NOT be given OTC products under those Standing Orders and to inform you of any allergies to medications.

If your child has unique medical conditions or any other condition that requires virtually immediate administration of medications under specified conditions, please contact the principal, who will schedule a meeting of appropriate personnel to ensure that your child's needs are met.

If your child has a food allergy or a severe food allergy that, in your judgment, would require immediate medical attention if the student were exposed to the allergen, we will ask you to disclose that information, including the food to which the child is allergic and the nature of the allergic reaction, at enrollment so that we may take necessary precautions for the child's safety. The information provided is confidential and will be disclosed only to those employees who need the information in order to appropriately care for your child.

## **Lost, Damaged, or Stolen Personal Items**

We ask that you discourage your child from wearing or bringing to school expensive or irreplaceable jewelry, watches, sunglasses, or personal clothing that may be removed during the days, such as winter coats. Students are responsible for all their

personal possessions while at school or any school-sponsored or school-related event. **It is important that you understand the school district is not responsible for any personal items that are lost, damaged, or stolen at school or a school-related activity.**

Each campus maintains a “Lost and Found” in the administrative offices; clothing and other items that are turned in as “lost” and not claimed by the end of the school year will be donated to a local charity.

## **Telephone Use**

School telephones are for school business use. Students will be permitted to use school telephones only for emergencies and only with permission. If you call for your child during the school day, we will take a message and deliver it to the student at the end of the class period or other time that will least interfere with instruction. **The Student Code of Conduct allows students to carry cellular phones or other electronic communication devices during the school day, but requires them to be turned off during instruction.** Improper use of a cellular phone or other electronic communication device during the school day will result in the item’s being confiscated.

Revise the highlighted portion as appropriate based on decisions about cell phone possession and use that are addressed in the Student Code of Conduct.

## **Parent Organizations/Volunteer Opportunities**

Every campus in the district has an active **Parent-Teacher Association/Parent-Teacher Organization/Parent-Teacher-Student-Organization**, and we encourage you to actively participate in the group at your child’s or children’s campus(es). **At the secondary schools, parents have formed booster clubs and organizations to support several types of student activities.**

Include the names of any Booster groups that are authorized by the school. You may want to include the names and phone numbers of the leader or president of the group for the coming year.

We encourage parents to volunteer in our schools. All volunteers must complete an application form, and the district will obtain a Criminal History Report on all applicants for volunteer programs. **Approved volunteers participate in a training and orientation program before they are permitted to assist in school programs and activities.**

Any school permitting parents to volunteer in the schools should ensure that the participating parents have an acceptable criminal history and receive sexual harassment training and orientation. The Orientation program should also include information about immunity and liability for volunteers. Under Education Code § 22.051, school volunteers enjoy the same immunity from personal liability as your professional employees.



## **Transportation Program**

We provide transportation on school buses to and from school for those children who live more than two miles away from the school they attend. Students are required to comply with rules for conduct on school buses and to comply with the Student Code of Conduct while at authorized school bus stops waiting for the bus. Students who misbehave or violate the Code of Conduct while on the bus will be disciplined according to the Code of Conduct and may be suspended from the bus for a period of time.

If you permit students who live closer than two miles to ride buses for a fee, include that provision here. Look at CNA (LOCAL) in your TASB Localized Policy Manual System to determine if there are other important provisions that parents and students should know about in regard to school transportation.

## **Authorized Fees**

Although the basic cost of your child's public education is provided through local tax revenues, state funding, and some federal funds, we may assess fees for certain kinds of materials and services, as described in the following list:

- a fee to cover the cost of materials when the student makes, builds, or prepares some product that becomes the student's personal property.
- dues for voluntary student organizations and clubs and admission fees to voluntary extracurricular activities.
- security deposits for materials, supplies, or materials that must be returned to the district.
- fees for personal PE equipment and clothing, unless the student provides his or her own clothing and equipment that meets school health and safety standards.
- fees for items of personal use or products a student chooses to purchase, such as student publications, class rings, annuals, and graduation announcements.
- a reasonable fee, not more than the annual cost of maintenance, for school-owned musical instruments and uniforms.
- fees for personal apparel used in extracurricular activities that become the student's personal property, such as cheerleader, pep squad, or drill team uniforms.
- a fee for vehicle identification for cars regularly parked on school property.
- a fee for student identification cards.
- a fee for school-provided driver training courses.

- a fee for an elective course taken for credit if it requires using facilities not available on school premises or employment of an educator who is not part of the regular staff.
- fees for attendance at summer school. If the course is one required for graduation, summer school fees will be assessed if the course is also offered during the regular school year.
- fees, not more than \$50, for attendance in a program offered outside of regular school hours that allows students who have excessive absences that would require losing credit to make up missed instruction and receive credit. This fee will be assessed only if a parent signs a form stating that paying the fee will not create a financial hardship or discourage the student from attending the program.
- a reasonable fee for transporting a student to and from school if the student is not an eligible rider and the district does not receive any state funds for a transportation allotment.

You may request a waiver of any required fee that you are unable to pay by contacting the principal who will determine ability to pay based on the criteria for identifying students who are eligible for participation in the free and reduced-price school **breakfast and lunch** program.

### **Food Service/Free and Reduced-Price Food Program**

We serve a variety of nutritious food for students and faculty members at a nominal cost. We do not allow foods of minimal nutritional value, as defined by the federal Child Nutrition program, to be served or available for purchase in food service and eating areas during the time students are being served meals.

Students must follow directions for entering the cafeteria and observe good table manners and courteous behavior at all times, e.g., no cutting in line. Wearing hats in the cafeteria, loud talking, and unnecessary noise are considered poor manners and may result in disciplinary action.

Students may purchase meal tickets or meal “debit” cards in advance in quantities **of** \_\_\_\_\_ and are responsible for keeping up with their meal tickets or cards. Students pay for their lunches either with cash or with a meal ticket/card. The cost of a meal ticket or meal “debit” card will not be less than the established meal rate for the year, regardless of the quantity of meals purchased at one time. **We do not allow any students to charge meals.**

Our schools participate in the federal Child Nutrition Programs, which provide free and reduced-price **breakfast and lunch** programs to students based on family income levels. We maintain strict confidentiality as to whether students participate in the program. If you would like more information about the program or an application, please contact the **Director of Food Services**.

Modify to reflect which programs the school has and whether they are at all campuses or only certain grade levels. Also include the correct title for the person to contact for more information about the program. If you allow students to charge meals up to a certain amount, revise the highlighted sentence. We strongly recommend that you not allow students or employees to "run a tab" in your food service program.

H.B. 1305 from the 84<sup>th</sup> Legislature authorizes a district or even some of the campuses in a district to "develop and implement a locally funded program to provide free meals, including breakfast and lunch" for students who are eligible for the federal program at the meal prices that do not exceed the maximum rate under federal law. If the district develops and implements such a program, this section of the Handbook should be revised accordingly.